

**Saskatchewan Library Trustees Association**  
**Pre and Post Conference Meetings**  
**April 30 & May 1, 2009**  
**TCU Place, Saskatoon**

**Pre-Conference Meeting: Thursday, April 30, 2009**

**Present:** Dennis Taylor (Lakeland), Kae Campbell (Wheatland), Gail Beuhler (Chinook), Donna Hartley (Southeast), Darryl Lucke (RPL), Bev Dubois (SPL), Ray Biberdorf (PNLS), Wendy Thienes (Executive Director).

**1. Call to Order**

President Bev Dubois called the meeting to order at 2:40 pm. President Dubois welcomed all members and introduced recently hired Executive Director, Wendy Thienes.

**2. Approval of Agenda**

*Moved by Dennis Taylor, seconded by Kae Campbell, that the agenda be accepted as presented. Carried.*

**3. Minutes of September 12 & 13 Meeting**

Sharon Armstrong acted as Recording Secretary for the September 2008 meeting and submitted minutes for circulation.

Changes included addition of the word "approximate" to #13 regarding the charge for website updates; #19 should read CLA conference, not CLTA conference.

*Moved by Darryl Lucke, seconded by Dennis Taylor, that the minutes be adopted as amended. Carried.*

**6. i) Parliamentarian**

*Moved by Dennis Taylor, seconded by Gail Beuhler that Ray Biberdorf be appointed as Parliamentarian. Carried.*

**ii) Nominations Committee**

Kae Campbell reported that Bev Dubois is willing to let her name stand for President. Darryl Lucke will not seek re-election as Vice President. Dennis Taylor will let his name stand for election to Vice President.

**iii) Resolutions Committee**

No resolutions have been received to date. Suggestion made to consider a resolution from the floor at the AGM to thank the Saskatchewan Government for their recent support.

**iv) Budget & Auditor**

Financial review and budget are included in the AGM package. Donna Hartley reported that the review was completed. The budget was previously approved for presentation to the AGM.

**7. i) Appointment of Secretary and Treasurer**

Donna Hartley will not be seeking reappointment as Treasurer. Bev Dubois thanked Donna for her contribution in that position. Kae Campbell has agreed to appointment as Treasurer. Wendy Thienes, Executive Director, will act as Recording Secretary.

Discussion regarding appointment of an auditor for the review. Current auditor is located in Weyburn. Kae Campbell agreed to research other firms. Motion will be brought forward at the AGM to delegate authority for appointment of auditor to the Executive once this research is complete.

**ii) CLTA Representative**

President Bev Dubois will serve as the CLTA Representative.

**v) SLA Conference Exhibit Table Work Schedule**

Donna Hartley circulated work schedule for the SLA Conference exhibit booth. Set-up will occur at 8:00 am Friday morning. Door prizes and giveaways were provided by Lakeland, Southeast and Wheatland. Take-down will occur Saturday at 10:30 am.

**5. i) Letter from Palliser Regional Library re: Membership Fees**

Discussion held regarding non-payment of membership fees by Palliser Region. SLTA hopes to meet with Palliser representatives to discuss. For the purposes of the AGM, attendees from Palliser may speak but will not have the right to make motions or vote. Coloured voter cards will be distributed to voting members upon registration at the AGM.

**The meeting recessed at 3:30 pm and is scheduled to reconvene at 1:30 pm on Friday, May 1.**

## **Post-Conference Meeting: Friday, May 1, 2009**

**Present:** Dennis Taylor (Lakeland), Kae Campbell (Wheatland), Gail Beuhler (Chinook), Donna Hartley (Southeast), Darryl Lucke (RPL), Bev Dubois (SPL), Sharon Armstrong (Parkland), Wendy Thienes (Executive Director).

**President Bev Dubois reconvened the meeting at 1:30 pm.**

### **4. i) Government and Libraries Forum-October 19 & 20, 2009-Regina**

Agreement amongst group members for as many SLTA Board Members to attend this forum as possible. Discussion regarding number of representatives from each region. This group determined that a minimum of three representatives should attend, or more, but that local boards/regions must make budget considerations to pay hotel/mileage.

### **ii) Website**

Eric Jenkins is the current website manager. Wendy Thienes will contact Eric to determine if we can update the web page ourselves. Photos and the Spring 2009 newsletter should be added to the site. Donna Hartley will e-mail the newsletter to Wendy Thienes for inclusion on the website.

### **iii) Brochures**

The new brochures have been printed and were available for distribution at the conference. Invoice still needs to be paid. Discussion regarding the accuracy of member benefits described within the brochure in that only active members should be listed as having voting privileges.

List of trustees has been omitted to provide longevity to the brochure. The list of SLTA Board of Directors needs to be updated. Donna Hartley will e-mail the list to Wendy Thienes for updating.

### **iv) & vi) Newsletter & Meeting Communiqué**

Discussion regarding whether we need to produce two separate publications (Meeting Communiqué and Newsletter), and also what the content of said document(s) should be.

*Moved by Donna Hartley, seconded by Dennis Taylor, that the SLTA produces one document of communication after each meeting to be sent to all SLTA members via e-mail where possible or regular mail. Carried.*

**vii) Expo System**

Bev Dubois has received some of the information from regions, with a few more yet to contribute. Upon completion, regions will be able to borrow the expo unit. A final report on development of the display should be sent to Provincial Library in response to the grant provided.

**viii) New Executive Director**

Bev Dubois and Donna Hartley conducted interviews for the Executive Director position at the Regina Public Library's Main Branch board room. Wendy Thienes from Shaunavon has been hired as the new Executive Director, commencing work on April 30, 2009.

**ix) Trustee Manual**

Maureen McGirr has not e-mailed any information to date. A reminder will be sent to Maureen and discussion included on the agenda for the September meeting.

**x) Strategic Plan**

Discussion regarding holding a one-day, facilitated retreat to review and update the SLTA Strategic Plan.

*Moved by Dennis Taylor, seconded by Donna Hartley to table discussion to the September meeting. Carried.*

**xi) Bylaw Committee**

Sharon Armstrong reported that the committee met once by conference call to review the bylaws. In attendance were Armstrong, Carmen Pauls Orther and Bev Dubois. Darryl Lucke was unable to attend, so a second meeting with Darryl will be scheduled. The committee will present its recommendations for changes at the September meeting.

**5. i) Letter re: Palliser's Outstanding Membership Fees**

To date, there has not been a suitable meeting time to meet with representatives from Palliser Region. Wendy Thienes will draft a letter to send to Palliser stating that we wish to resolve the issue and would like to meet at a central location at a convenient time to meet with representatives from the board to discuss their membership in the SLTA. The letter will be addressed to the board, care of the chairperson and copied to the Region's Director.

**ii) Saskatchewan Library Week SLTA Representative**

Bev Dubois volunteered to be the SLTA's Representative for 2009.

**7. i) Appointment of Secretary and Treasurer**

The financial report for the first quarter of 2009 was presented by Donna Hartley. *Moved by Donna Hartley, seconded by Dennis Taylor that the financial report be accepted as presented. Carried.*

Bev Dubois expressed appreciation for Donna's contribution as Treasurer. Discussion regarding responsibilities of the Treasurer. The Treasurer is responsible for financial reporting and audit processes and will have cheque signing authority along with the President and Vice President. The Executive Director will perform day to day bookkeeping tasks.

Dennis Taylor nominated Kae Campbell for the position of Treasurer.

*Moved by Gail Beuhler, seconded by Sharon Armstrong that nominations cease. Carried.*

Kae Campbell was appointed as Treasurer.

*Moved by Sharon Armstrong, seconded by Donna Hartley that signing authority for the SLTA be any two of the following positions: President, Vice President and Treasurer. Carried.*

Wendy Thienes will ensure that signing authorities are changed to include Bev Dubois (President), Dennis Taylor (Vice President) and Kae Campbell (Treasurer).

*Moved by Donna Hartley, seconded by Sharon Armstrong that the SLTA waive their responsibility to conduct an audit in favour of a financial review. Carried.*

*Moved by Sharon Armstrong, seconded by Dennis Taylor that we contract the services of Ross Johnson (Wilkie) to conduct our 2009 financial review. Carried.*

**iii) Press Release**

Wendy Thienes will prepare a press release for media and for the SLA Forum online, regarding the AGM and meeting highlights.

**8. Other Business**

Discussion regarding job descriptions for the President, Vice President and Treasurer positions. These are contained in the SLTA Trustee Handbook. Maureen McGirr is currently updating the Manual and will present changes at the September meeting.

**9. Next Meeting**

September 25 & 26 in Saskatoon

Bev Dubois and Dennis Taylor will make arrangements.

**10. Adjournment**

*Moved by Kae Campbell, seconded by Gail Beuhler that we adjourn. Carried.*  
The meeting adjourned at 3:50 pm.