

**Saskatchewan Library Trustees Association  
Fall Meeting  
September 25 & 26, 2009  
Saskatoon Inn, Saskatoon**

**Friday, September 25, 2009**

**Present:** Kae Campbell (Wheatland), Gail Beuhler (Chinook), Donna Hartley (Southeast), Darryl Lucke (RPL), Bev Dubois (SPL), Lorna Black (PNLS), Maureen McGirr (Wapiti), Wendy Thienes (Executive Director), Joylene Campbell (Provincial Librarian), Karen Basky (Multitype Library Board). **Regrets:** Dennis Taylor (Lakeland), Sharon Armstrong (Parkland).

**1. Call to Order**

President Bev Dubois called the meeting to order at 7:10 pm. President Dubois welcomed all members.

**2. Approval of Agenda**

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

**3. Minutes of April 30 & May 1 Meeting**

*Moved by Gail Beuhler, seconded by Donna Hartley, that the minutes be adopted as presented. Carried.*

**4. Business Arising from the Minutes**

**a. Government & Libraries Forum**

All members present indicated they have registered, except for Maureen who will be unable to attend. Karen Basky may be able to attend and will register if able to attend. Bev Dubois has been asked to bring greetings on the behalf of the SLTA. Joylene Campbell provided an update on the plans for the Forum and indicated that over 100 library people have registered along with representatives from the Ministry of Education and Advanced Education.

**b. Meeting with Palliser**

A meeting between SLTA and representatives from Palliser Regional Library has not occurred. Bev Dubois and Wendy Thienes will contact Palliser to schedule a meeting prior to the SLTA membership renewal process.

**c. Bylaw Review Committee**

Sharon Armstrong (Parkland) is the chairperson of this committee. Due to her absence at this meeting, Sharon requested that this item be deferred to the February meeting. Proposed changes will be included in the meeting package for February.

**d. Trustee Handbook**

Maureen McGirr led the group in a discussion of required changes to the Handbook. Changes were noted and will be incorporated by Wendy Thienes. Categories of membership will be added following the bylaw review at the February meeting. Darryl Lucke offered to scan the current handbook using OCR technology and forward to Wendy for re-formatting and updating. The revised document will be ready for final review at the February meeting.

**e. Expo Unit**

Wendy Thienes reported that graphic design with Imagination Ink had not been forthcoming despite communication with them since August. A new graphic designer will be pursued with completion still targeted for the Forum on October 19 & 20.

Generic information will be included along with the provincial map of public libraries. Specific region information will be incorporated in a brochure that visitors can take. Joylene Campbell indicated that Marilyn Jenkins would be able to provide statistics and Quick Facts on Canadian Libraries that might be useful for this publication. A standardized form will also be distributed to regional directors to obtain specific information. An SLTA banner will also be produced to be used on the front of the tabletop display.

**f. Strategic Planning**

The board decided that a strategic planning session will be held in conjunction with the fall meeting in September 2010. Wendy Thienes will obtain information on possible Strategic Planning session facilitators and locations. There may be opportunities to apply for grants to fund this type of governance activity. Wendy will look into options.

*Moved by Maureen McGirr, seconded by Kae Campbell that we apply for provincial and federal grants as appropriate for strategic planning. Carried.*

*Moved by Darryl Lucke, seconded by Lorna Black that we expand our fall meeting in Saskatoon in 2010 by one day, to include a strategic planning retreat. Carried.*

**g. Appointment of Financial Reviewer**

*Moved by Maureen McGirr, seconded by Lorna Black that the financial reviewer be determined by the Treasurer and President. Carried.*

## 5. New Business

### a. Trustee Training

Darryl Lucke informed the group about an online Trustee Training program that British Columbia Library Trustees Association offers. Discussion was held regarding the role SLTA might play in providing trustee training to our members. Each SLTA board member is asked to contact their own region to determine what training is currently being provided. A list of board training websites was provided in the meeting information package. SLTA board members will review these sites. Further discussion will be held at the February meeting. Wendy Thienes will also compile additional information and options for consideration in February.

### b. Honorary Life Member

The call for nominations for Honorary Life Member will be included in the next newsletter. Library Directors will also be contacted and will be asked to place the item on the agenda for their regional boards, with a request to send the information to local boards also.

### c. Website

Wendy Thienes updated the group on our website. Eric Jenkins continues to update information provided. Karen Basky noted that the Honorary Life Member page needs to be updated.

**The meeting recessed at 9:30 pm and is scheduled to reconvene at 8:30 am on Saturday, September 26.**

**Saturday, September 26, 2009**

**Present:** Kae Campbell (Wheatland), Gail Beuhler (Chinook), Donna Hartley (Southeast), Darryl Lucke (RPL), Bev Dubois (SPL), Lorna Black (PNLS), Maureen McGirr (Wapiti), Wendy Thienes (Executive Director), Joylene Campbell (Provincial Librarian), Karen Basky (Multitype Library Board). **Regrets:** Dennis Taylor (Lakeland), Sharon Armstrong (Parkland).

**President Bev Dubois reconvened the meeting at 8:30 am.**

Approval of Agenda

*Moved by Donna Hartley, seconded by Gail Beuhler that we adopt the agenda as amended. Carried.*

## **5. New Business (continued)**

### **d. Newsletter**

Discussion was held regarding content for the fall issue of the newsletter. Articles will include: meeting summary, regional updates, photos, success stories (possibly from PNLS, Wheatland, Wapiti), Lifetime Member information, SLA Conference dates, summary of the Government & Libraries Forum (Provincial Library can provide summary and photos), membership form (if room), promotion of e-distribution for future newsletter issues. Copies to be sent to Provincial Library and Regional Directors.

### **e. Salary Scan**

Discussion held regarding the Salary Scan report provided to the SLTA from the Standards for Staffing Levels and Compensation Committee. Several regions are having recruitment and salary issues. The SLTA will address the salary and recruitment/retention issues in their Brief to the Minister.

### **f. Brief to the Minister**

Wendy Thienes will compose a first draft which will be e-mailed to all SLTA board members and Library Directors for input. Content will include support for increased salaries, capital funding. Wendy will notify all SLTA board members of the date of the meeting and will forward a review of the meeting immediately following. Provincial Library will forward an updated SLTA timeline to Wendy Thienes for inclusion with the brief.

### **g. Archives**

Discussion held regarding what SLTA has deposited with Saskatchewan Archives. Donna Hartley has information that she will organize and prepare for deposit with Archives. Donna will contact Archives to determine what type of material they have accepted and will accept.

## **6. Reports**

### **a. President**

President Bev Dubois reported that our press release following the AGM received good coverage from many different media. She also reported on the CLTA conference she attended in May, and discussion was held regarding the need to ensure that these conferences have good trustee content.

*Moved by Darryl Lucke, seconded by Kae Campbell that the SLTA send a letter to the CLA requesting that future conferences contain more trustee related content, including an offer of support from our Association. The letter will be copied to CLTA President, Jan Harder. Carried.*

A copy of the letter will be sent to all SLTA board members.

**b. Treasurer**

Wendy Thienes presented Income & Revenue statements from January-August and an August Bank Reconciliation. It was determined that the Treasurer and President should sign statements as having been reviewed, and invoices for payment should be initialled.

*Moved by Darryl Lucke, seconded by Lorna Black that we approve the Treasurer's Income & Expense Statements from January-August 2009. Carried.*

*Moved by Gail Beuhler, seconded by Maureen McGirr that we approve the monthly bank reconciliation dated August 21, 2009. Carried.*

**c. Executive Director**

A copy of the Executive Director's report was included in the meeting package. Wendy Thienes will provide a monthly update to SLTA board members relating to her monthly activities.

**d. System Reports**

Members present highlighted portions of their written reports. Salary and recruitment/retention are issues facing most regions. Portions of these reports will be used when preparing the Brief to the Minister. Some regions highlighted the success of the TD Summer Reading Program. Wendy Thienes will compose a letter of thank you to send to TD Bank, thanking them for their support of this popular program.

**e. Multitype Library Board**

Karen Basky highlighted portions of her written report. The url for the Multitype Library Board will be added to the SLTA website. Karen will report back on SLTA activities to the Multitype Board at their next meeting on October 7 & 8.

**f. Provincial Library**

Joylene Campbell, Provincial Librarian, highlighted portions of her written report, including an update on plans for the Government & Libraries Forum, and an update on SILS and the SILS Human Resource plan. The ILS Systems Administrator has been hired, and appreciation was expressed to Saskatoon Public Library for welcoming the new Administrator. The Literacy Office has joined the Provincial Library and they have moved to their new location on Park Street. A consultation on literacy is available to interested regions. She reported that the Multitype Library Board has updated their strategic plan, and that Karen Basky gave an impressive report to the Board on behalf of the SLTA. She updated the group on a digitization project featuring the Saskatchewan war experience. Estevan has done something previously and may want to be involved.

## **7. Correspondence**

Correspondence will be forthcoming from the SLA encouraging Forum registrants to attend the Forum reception which will be in conflict with the SLA Libraries Week Kick-Off.

Two articles were submitted to the SLA Forum Online, and can be viewed at [www.saskla.org](http://www.saskla.org).

Coteau Books sent a letter regarding royalty statement from sales of A Book in Every Hand. Wendy will contact them to determine the number of copies remaining, and if suitable, provide a link on our webpage to Coteau Books.

An e-mail was received from British Columbia Library Trustees Association requesting information on those offering a Library Board of the Year Award. Wendy will reply to explain the Branch of the Year Awards offered in Saskatchewan, which include Board recognition.

## **8. Other Business**

- The newsletter should also be forwarded to Library Directors electronically, asking them to forward to the branches to present at local meetings.
- Discussion regarding sending a press release following the fall meeting. Board members were asked to keep track of where they see the release in the local papers in their region.

*Moved by Gail Beuhler, seconded by Kae Campbell that the SLTA distribute a press release with highlights of the fall meeting.*

- SLA Conference-discussion held regarding what type of session the SLTA might offer. Wendy will confirm with SLA that the SLTA will provide a session, and that we liked the timing of last year's sessions so that everyone could attend the final keynote address. A request will be coming soon from the SLA for an SLTA representative on the conference planning committee.

## **9. Next Meeting**

*Moved by Gail Beuhler, seconded by Karen Basky that the next meeting will be held on February 26 & 27 in Regina. On Friday, February 26, the SLTA Board will attend the Round Dance celebrations at Lebret. Wendy Thienes will make meeting arrangements. Carried.*

## **10. Trustee In-Camera Session**

*Moved by Lorna Black, seconded by Donna Hartley that the board move to "in camera". Carried.*  
The meeting moved "in camera" at 12:00 pm.

## **11. Adjournment**

*Moved by Kae Campbell that we adjourn. Carried.*  
The meeting adjourned at 12:15 pm.