

**Saskatchewan Library Trustees Association
February 27, 2010
Regina Inn, Regina**

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

1. Call to Order

President Bev Dubois called the meeting to order at 8:10 am. President Dubois welcomed all members.

2. Approval of Agenda

Moved by Dennis Taylor, seconded by Lorna Black, that the agenda be accepted as amended. Carried.

3. Minutes of September 25 & 26, 2009

Moved by Kae Campbell, seconded by Donna Hartley, that the minutes be adopted as presented. Carried.

4. Business Arising from the Minutes

a. Government & Libraries Forum

Members gave feedback on their impressions of the Forum held on October 19, 2009.

b. Brief to the Minister

Bev Dubois, Dennis Taylor and Wendy Thienes met with Minister of Education Ken Krawetz on November 23, 2009 in Regina. The meeting lasted approximately 1 ½ hours. Issues identified in the brief were discussed including issues facing rural libraries and capital requirements for cities. The Minister also discussed the issue of formal library training within Saskatchewan. Also in attendance were Deputy Minister Audrey Roadhouse and Chief of Staff, Wayne Back.

The process for formulation of the brief was discussed. It was decided that a draft brief be prepared following the May meetings, and be presented at the September meeting for discussion. SLTA representatives can then solicit further input from regions in preparation for a final draft in October, for presentation at a November meeting with the Minister.

c. Bylaw Review Committee

Sharon Armstrong, Bev Dubois and Maureen McGirr will meet as a committee to finalize proposed bylaw changes, for discussion at the September meeting.

d. Trustee Handbook

A revised document was included in the meeting package. Kae Campbell provided copies of the SLTA Trustee Manual to all members. This topic was tabled to the May meeting. Wendy Thienes will review both documents and make changes as appropriate.

e. Strategic Planning

The Board will plan for a one day strategic planning session in conjunction with their fall meeting. Wendy Thienes will continue to research possible locations and facilitators, for discussion at the May meeting.

f. Expo Unit

The Expo Unit panels were completed in October, and the display was used at the Government & Libraries Forum, at SUMA and will also be used at the SARM convention. Damage occurred during take-down at the SUMA convention. Wendy Thienes will work with Provincial Library to ensure repairs are made. Display booking information will be provided to all regions for those who may wish to borrow the unit. A policy and form were developed previously.

Moved by Dennis Taylor, seconded by Maureen McGirr that SLTA produce two pull-up banners for use by the membership.

Wendy Thienes will obtain a quote for production of two banners using either existing graphics, or new graphics. One banner with the provincial map will be obtained prior to the SLA conference.

5. New Business

a. Trustee Training

The Library Directors/Chairs committee has created a key action related to trustee development. Joylene Campbell explained further that there has been a suggestion to create a committee to investigate trustee development, and that the Committee wishes to collaborate with the SLTA.

Motion by Sharon Armstrong, seconded by Maureen McGirr that the SLTA accept the invitation to participate on a committee and that the SLTA Chairperson and Vice Chairperson be the SLTA representatives. Carried.

b. Round Dance

SLTA board members attended the Round Dance in Lebreton on Friday, February 26 and reported on the event. Those in attendance included Donna Hartley, Maureen McGirr, Sharon Armstrong and Kae Campbell.

c. Honorary Life Member

Three nominations for Life Member were received: Mark Williment (PNLS), Allie Raycraft (Lakeland) and Marlynne Samson (Lakeland).

Moved by Sharon Armstrong, seconded by Donna Hartley that one recipient be chosen due to budgetary considerations. Carried.

Joylene Campbell was appointed as Returning Officer. A vote was held by secret ballot. Mark Williment was declared as the 2010 recipient of the SLTA Honorary Life Member Award. Bev Dubois will contact Mark to inform him of the award.

Moved by Kae Campbell, seconded by Donna Hartley to destroy the Life Member ballots. Carried.

d. Newsletter

The newsletter continues to receive a positive response. Postage costs were discussed and it was decided that in order to save postage costs, newsletters will be delivered to regional headquarters then to branches via the interlibrary courier. Wendy Thienes will notify Directors of our decision and ask for support from local librarians, clarifying that librarians are not responsible for delivery, but that board members will be able to pick up their copies at their local library. PNLS newsletters will continue to be mailed. E-mail addresses may also be used where available.

Content for the March newsletter was discussed, and it will include: board photo and executive list with contact information, Round Dance photos/summary, notice of AGM, call for resolutions, SLA conference information, display information/borrowing policy.

e. Nominations Committee

Moved by Lorna Black, seconded by Donna Hartley to nominate Kae Campbell and Maureen McGirr to serve as the Nominations Committee. Carried.

f. Resolutions Committee

Moved by Maureen McGirr, seconded by Dennis Taylor to nominate Sharon Armstrong as Chairperson of the Resolutions Committee. Carried.

g. Policy Manual

Wendy Thienes presented the idea of developing a formalized policy manual. She will gather additional information to present at the May meeting, including a list of policies that may be required.

Dennis Taylor presented a Communication Policy for consideration by the board. Wendy Thienes will incorporate this policy into a standardized format for adoption at the May meeting.

Moved by Sharon Armstrong that we recess for lunch at 11:55 am.

h. Annual Report

Wendy Thienes will prepare a coil-bound annual report with colour cover for distribution at the AGM. Regional year-end reports are required ASAP to include in the annual report. Please forward to Wendy.

i. SLA Conference

The SLTA sponsored sessions were discussed. It was decided that Dawn Martin be contracted to present a 2 hour session related to Governance. The third session will be called a Sharing Circle of Best Practices and will provide an opportunity for trustees to share best practices from within their regions with other trustees. The SLTA will facilitate this session. Participants will also be asked what topics for trustee training they wish to see at future conferences.

Wendy Thienes will book a display booth for the conference.

The conference brochure is available online at www.saskla.org.

j. SUMA/SARM Conventions

Provincial Library and Literacy Office coordinated and funded a display booth at the SUMA convention on February 1 & 2 and will also be present at the SARM convention March 8-10 in Regina. The SLTA display was used as the backdrop. Wendy Thienes attended SUMA on February to work at the booth. She reported that this was a worthwhile investment of time and participants were very responsive to the display. Sharon Armstrong may be able to attend part of the SARM convention. Wendy and/or Sharon may attend.

k. SILS Launch

The invitation to attend the SILS launch on March 2 was discussed. If Lakeland sends a representative, Dennis Taylor may be able to attend on our behalf as well. Otherwise, no SLTA executive will be able to attend.

6. Reports

a. President

President Bev Dubois reported that she and the Executive Director continue to correspond by e-mail and telephone regularly and that the President approves any outgoing correspondence. A response was received from our letter to the CLA requesting that future conferences contain more trustee related content.

b. Treasurer

Wendy Thienes presented the year end financial statements as reviewed by Ross Johnston, Accountant.

Notes will be added including a breakdown of promotion expenses, explanation of the restricted fund of \$6791 (book sales), fee structure explanation.

Wendy Thienes will follow-up with Cogent regarding payment of fee to file Corporate Income Tax.

Moved by Lorna Black, seconded by Donna Hartley that we accept the unaudited review and regular monthly financial statements as presented. Carried.

Wendy Thienes and Kae Campbell presented the proposed 2010 budget for consideration.

Moved by Maureen McGirr, seconded by Lorna Black that SLTA present the 2010 budget, as amended, at the 2010 AGM. Carried.

c. Executive Director

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

d. System Reports

Members present highlighted portions of their written reports. Parkland and Lakeland reports were not received.

e. Multitype Library Board

A written report was provided by Karen Basky. The board noted the highlighted action for the SLTA to send letters in support of the Canada Post book rate to the two federal ministers responsible.

Moved by Donna Hartley, seconded by Kae Campbell that the SLTA send letters in support of maintenance of the Canada Post book rate to the federal ministers responsible for Canada Post and Canadian Heritage. Carried.

f. Provincial Library

Joylene Campbell highlighted the SILS project and emphasized that while the "one card" system is new, the accessibility has always been in place. The new system has seen an increase in circulation of books that were not previously being used. Government services is transferring books for the system, through their courier.

She also reported that a report related to the Government and Libraries Forum held in October will be forthcoming.

7. Correspondence

A binder of incoming and outgoing correspondence was circulated.

9. Next Meeting

Pre-Conference Meeting: Thursday, May 6

Annual General Meeting: Friday, May 7

Post-AGM Meeting: Friday, May 7

10. Trustee In-Camera Session

Moved by Lorna Black, seconded by Maureen McGirr that the board move to "in camera". Carried.

The meeting moved "in camera" at 3:30 pm.

11. Adjournment

Moved by Dennis Taylor, seconded by Lorna Black that we adjourn. Carried.

The meeting adjourned at 3:40 pm.