



newfoundland and labrador  
library association

## **Minutes – Annual General Meeting**

Suncor Energy Fluvarium | St. John's NL

May 13, 2013 | 11-11:50am

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### **Executive Present:**

Erin Alcock, Kathryn Rose, Rebecca Smith, Ryan Lewis, Julia Mayo, Krista Godfrey, Lisa Marshall, Crystal Rose

### **Members in Attendance:**

Andy Fowler, Andrea Hyde, Mary Hayes, Stephanie Lewis, Kate Shore, Amanda Power, Ann Sanger, Carolyn Hawkins, David Mercer, Karen Darby, Lorraine Jackson, Nancy Young, Keith Hannaford, Joanne Costello, Kelly Hatch, Kristen Romme, Jennifer Dyke, Maria Belanger, Amanda Tiller, Brent Slade, Jill Charlebois, Darren Furey, Katie Lawton, Colleen Field, Deborah Andrews, Sheila Roberts, Tina Lawlor, Andy Wood, Jennifer McVeigh, Sue Fahey, Janet Goosney, Iris Liu, Susan Prior, Beth Maddigan, Jewel Cousens, Liza-Ann Tucker, Pam Morgan, Glenda Dawe, Joan Fowlow, Gloria O'Leary, Donna Doucette, Martin Nolan, Victor Hancock

**Chair: E. Alcock**

**Recording Secretary: R. Lewis**

### **1. Approval of Agenda**

Motion to approve agenda moved by K. Darby, seconded by B. Slade.

Agenda approved as circulated.

### **2. Approval of Past AGM Minutes of May 14, 2012.**

Motion made by K. Rose, seconded by L. Jackson.

Approved.

### **3. Business arising.**

None.

#### **4. Approval of Past GM Minutes of October 15, 2012.**

Motion approved by A. Tiller, seconded by K. Shore.

Approved.

#### **5. Business arising.**

None.

#### **6. President's Report - Erin Alcock.**

Another active year for the NLLA is on the books. I would like to thank the executive from this year for all their hard work and know that next year's executive is prepared to hit the ground running.

It was a year of looking inwardly in many ways. In the late summer and early fall of 2012, we undertook a survey of our membership in an effort to develop a strategic plan for the association. We learned a fair bit about our members, which will continue to guide the planning process. The strategic plan was put on hold while the constitutional amendments committee completed work and then some rather pressing budget announcements necessitated the attention of the entire executive, but we are well poised to complete and implement the plan in the new executive year.

The aforementioned constitutional amendments committee did fantastic work and, thanks to that, an entirely new draft will be presented at the spring annual general meeting. As past president I hope to actively monitor the implementation of this new set of guiding principles. Stay tuned for some new processes on things like elections.

In the advocacy arena we have had another busy year. Communications continue on the cancellation of the Lifelong Learning Program in Library Studies and on Access Copyright. Cuts to the Newfoundland and Labrador Public Libraries have been very devastating to the NLLA and we have been active in voicing those concerns. There are plans to continue and broaden a campaign on the overall lack of concern for the intellectual and cultural life of this province by the current government. Suggestions on advocacy issues are always welcome.

The LTAIG conference in October 2012 "Oh the Places You'll Go" was a fantastic learning and networking opportunity, many thanks to Julia Mayo and Susan Fry for all of their hard work in putting it together. That LTAIG conference also marked the end of an extensive term on the executive of Karen Darby. I would like to thank her for all of her hard work and time spent.

As you will see in our secretary's report, the NLLA has opened up membership options this year by introducing evergreen renewal and a joint membership with APLA. All positive moves forward in my opinion, adding flexibility to the active library association folks in this province.

Krista Godfrey, the APLA Vice President has started attending out executive meetings in an effort for smoother communication between our two associations. This really helped with the joint membership option and it's great to have the regional voice at the table.

Other ongoing business included more improvements to our website, many thanks to Crystal Rose for her efforts there.

Thanks to all involved in Canadian Library Month, Freedom to Read week and our Happenings Committee

And, if you are reading this on May 13, 2013 you might be lucky enough to be sitting at the Suncor Energy Fluvarium attending The Cut of your Jib: Embracing Culture in Our Libraries aka, our Spring annual conference. I am sure you will join me in thanking this year's conference planning committee; Kathryn Rose, Becky Smith, Amanda Tiller, Katie Lawton, Brent Slade, Jennifer Dyke, Andrea Hyde and Kate Shore for the excellent day you are right now enjoying.

Thanks to all for your interest and participation in the association. It's been an incredibly rewarding year for me and I look forward to my year as past president.

Erin Alcock, May 2013

## **7. Secretary's Report - Ryan Lewis.**

The 2012-13 year has been an interesting one for the NLLA. In this last year, we began to offer a new joint-membership option, and although there was a decrease in the number of members over the 2011-12 year, our membership remains strong.

### **Membership Numbers**

As of April 30 2013, the NLLA membership was at 84. This was down from 106 last year, but is on par with membership figures in the last few years. Currently, the membership breaks down to 45 librarians, 31 library technicians/assistants, and 8 students, library supporters, and lifetime members.

### **New Membership Options**

In the 2012-13 year, the NLLA began piloting a new joint membership option with the Atlantic Provinces Library Association (APLA). This option allows members to sign up for both an APLA membership and an NLLA membership, but at a reduced rate. Librarians can join both organizations for \$65 a year, and support staff can join both for \$30. These amounts reflect a \$10 savings. In addition to the savings, 20% of all new APLA membership monies went toward the Grow a Library programme. This year, the Alichu Wuriro Reading Room in Ethiopia was selected as the recipient. As of April 30, 10 people had taken advantage of this new joint membership option. Joint memberships can be acquired or renewed through the APLA website or by mailing a paper form to either organization. In order to be compatible with the APLA membership year, NLLA memberships can now be renewed at any time of year. Until 2012-13,

all NLLA memberships expired on April 30. The joint membership pilot will continue through this next year.

### **NLLA Memberships**

NLLA members who do not wish to sign up for joint-memberships can still sign up for or renew NLLA Memberships only. The only change is that memberships do not all automatically expire on April 30, but on the 1 year anniversary of the membership. This change was voted on and passed at the General Meeting during the LTAIG Conference in October 2012. NLLA memberships are still \$20 for a librarian, \$15 for a library technician/assistant, \$10 for students and retired librarians, and \$100 for a lifetime membership. NLLA members can sign up or renew memberships using the online web form on the NLLA website, or mail in a paper renewal form, also available through the website. Members are still required to mail their payments, as there is currently no online payment method.

### **QE II Institutional Membership**

This is the seventh year that an institutional membership has been made available to QE II Library support staff. In 2012-13, 21 library assistants took advantage of this option.

### **List-serve and website**

The list-serve continues to play an important role in disseminating NLLA events, job postings and other library-related news and information to the membership. The Executive would like to thank Pam Morgan for her work in maintaining the list-serve over this past year.

The blog-based NLLA website, introduced in 2011-12, continues to be heavily viewed, with over 11,000 hits in the 2012-13 year. The website is an important point of reference for NLLA advocacy on behalf of libraries in Newfoundland and Labrador, and elsewhere. The Executive would also like to thank Crystal Rose for her work in maintaining the website over this past year.

Respectfully submitted,

Ryan Lewis

## **8. Treasurer's Report – Rebecca Smith**

**Treasurer's Annual Report 2012/2013**  
**Newfoundland & Labrador Library Association**  
Prepared by Becky Smith – April 30, 2013

<b>Balance - April 30, 2012</b>	<b>\$7,887.49</b>
<b>Income</b>	
Membership fees	\$1,140.00

Joint NLLA/APLA Membership fees	\$150.00
2012 Conference registration fees	\$2,100.00
2012 NLLA (Spring) Conference donations	\$900.00
LTAIG (Library Technicians & Assistants Interest Group) Conference donations	\$900.00
Ontario Library Association - EI Session Royalties	\$240.00
BCLA Partnership Job Board Royalties	\$438.46
2013 Spring Conference donations	\$900.00
Interest	\$3.91
Interest (not previously recorded)	\$2.77
<b>Total Income</b>	<b>\$6,775.14</b>
<b>Expenses</b>	
2012 NLLA (Spring) Conference expenses	(\$1,679.78)
LTAIG (Library Technicians & Assistants Interest Group) 2012 Conference expenses	(\$1,103.28)
Canadian Library Month materials	(\$500.95)
Canadian Library Month postage	(\$804.51)
2012 MUN Research Fair honorarium & expenses	(\$200.00)
Hackmatack Award sponsorship	(\$250.00)
Event donations	(\$441.22)
Website & Domain fees	(\$90.42)
Post office box	(\$158.20)
Office supplies	(\$72.62)
2013 Conference expenses	(\$226.00)
<b>Total Expenses</b>	<b>(\$5,526.98)</b>

<b>Investments</b>	
<i>TD Canada Trust GIC (cashable at any time)</i>	
Principal	\$1,496.35
Interest rate	0.80%
Accrued interest	\$1.61
Dec. 31/12 value	\$1,497.96

Income less Expenses \$1,248.16

**New Balance April 30, 2013 \$9,135.65**

## 9. Library Technicians and Assistants Representative Report – Julia Mayo

What an eventful year! During the last few months since my appointment as LTA Representative I have seen a lot of change and activity. With the recent budget cuts, I am proud to say NLLA took a leading advocacy role and were very vocal and proactive in their support. So as a member of the public library staff I would like to say thank you.

LTAIG had a fabulous conference last fall with the theme of "Oh the Places You Will Go!" I want to thank, Susan Fry, Maria Belange and Donna Inkpen as well as, all our presenters and other greatly supportive people. We were able to bring together library cohorts from around the city and beyond. This year's conference promises to be a fabulous event with brand new conveners Liz-Ann Tucker and Loraine Jackson. If you are interested in helping out please contact them at your earliest convenience. I am sure they will find something fun and exciting for you to do.

Our previous LTAIG representative Karen Darby has been a hard act to follow. One project that she had initiated was a \$500 LTAIG bursary. This bursary will be a way for library technicians and assistants to participate in coursework or to attend a conference as a means of professional development. The bursary will be awarded once a year, but applications will be accepted twice a year (March and August). If there are no successful candidates in March, or the bursary is not fully awarded, we will review applications again in August. The application will be available for download on the NLLA website soon.

Thank you for this opportunity to share a little of our LTAIG progress for 2013!

LTA Representative

Julia Mayo

## **10. Committee and Group Reports**

### **a) Canadian Library Month – K. Rose**

There was strong participation in the Canadian Library Month for the 2012 Newfoundland and Labrador Library Association poetry contest. There was a total of 551 haikus sent in, 32 more than 2011. There were 153 in the Kindergarten to grade 4 category, 53 from grades 9 to 12, and 300 from grades 5 to 8. Schools of note include G.C. Rowe in Corner Brook, who submitted 235 entries, and Fatima Academy, who sent in 38 from students. This year, we had one public library participate - Hermitage Public Library.

#### **Kindergarten to Grade 4**

**Category:** Winner: Haley Peddle from Southwest Arm Academy, grade 3

Imagine the words

Let the letters come alive

Read a book and see

**Category:** Most likely to be a librarian: Morgan Bennett, Grade 4, C.C. Loughlin

I respect my books

It is a new adventure

Please respect the books

**Category:** Honourable Mention: Youngest participant, Mollie Walsh, Grade 2, Fatima Academy

I can read a book

Good book, bad book, many books

You will learn a lot

**Grades 5-8**

Category: Winner: Andrew Antle, Grade 7 at G.C. Rowe

I lay on the shelf

As confident as a king,

Waiting to be read

**Grades 9-12**

Category: Winner: Gregory Lacosta from G.C. Rowe, Grade 9

If books were superheroes

Bad grammar and errors, keep away

Books are here to stay

There were a couple of points of note during the campaign. Despite getting the posters and information out in late August, the committee received a large number of late entries. While it is acknowledged that we can't prevent all late entries, perhaps the schools need more time, or we need to make the deadline date more prominent on the materials.

We were able to avoid a large number of returned envelopes this year. We saved the the returned envelopes from 2011 and updated each of the files that contained the address labels for the schools, public, academic, and special libraries. We received only a few RTS packages.

With the increase in postage, with the CLM committee noted that it might be in the Association's interests to locate a sponsor to cover the costs, or partial costs, of the postage required to send the posters and the contest information across the province.

Our ability to make the poetry contest happen is the result of a few people and organizations, willing to offer time and resources to the project. Pretty Safe Enterprises provides us with the envelopes and the labels, and the NLPL is kind enough to donate the prizes for the contest winners. There are also a number of kind NLLA members who give their time to stuff the envelopes, and read the 500+ poems that come in. Without these individuals, the contest could not occur.

Planning for Canadian Library Month 2013 is well under way. The national committee has chosen to stick with the theme of "Libraries Connect," and have selected a poster design. The NLLA has placed its order of posters for the coming year.

I look forward to assisting the new coordinator of the CLM over the next year, and working to improve the Association's involvement in Canadian Library Month.

Respectfully submitted,

Kathryn Rose

## b) Education Institute- L. Marshall.

2012-2013 was a tumultuous year for the Education Institute (“EI”). Lisa wasn’t new to the role, having previously served as EI Rep from May 2009-February 2010. However, there have been some major changes in the last year.

- Michelle Arbuckle (Education Program Co-ordinator) went on maternity leave at the end of August 2012. Her replacement is Sandra Dimock (contract).
- Due to incredibly low enrollment, an emergency decision was made to have a “sale” on one-site registrations for webinars for the month of October 2012 -- \$39-members and \$49 non-members. *Due to the success of this initiative, the decision was made to continue a slightly reduced pricing model at \$45-members and \$55-non-members.*
- *There is a new Partnership website, and a new EI web system and registration process.* There have been some technical issues, but these are being resolved. Anyone experiencing difficulty registering via the new online system should contact the EI Rep or Sandra Dimock ([sdimock@accessola.com](mailto:sdimock@accessola.com)).
- On March 20, 2013, Lou Duggan (President, APLA) was invited to speak at the EI Committee Meeting regarding the [Continuing Education Certificate program \(CEC\)](#), a national program which will be administered by the Library Association of Alberta (LAA) on behalf of the Partnership. [The following details are adopted from the EI Committee meeting minutes of March 20 and the CEC National Committee Structure document.]
  - The intent of the program is to support the continuing education of Canadian library professionals and workers by providing a mechanism through which they can plan and document their learning activities.
  - The program was run as a pilot in Alberta from 2009 to 2012. In 2012, a Steering Committee was formed by the Partnership to review pilot recommendations and develop the program nationally. The national program was launched in April 2013 at the LAA Conference in Jasper.
  - The program requires a national committee. On an ongoing basis, the members of this committee would be expected to act as a liaison between the participants from the represented associations and the CEC program. The committee will also direct marketing and communication for the program to the associations. This committee will consist of the 4 person steering committee (Chair, EI Education Coordinator, and 2 members from LAA) and a representative from each of the Partnership member associations. *It was agreed that the existing EI Committee membership would serve on the national committee as representatives for the Partnership member associations.*
  - The national committee had its first introductory meeting on April 12, 2013.
- Last but not least, thank you to Krista Godfrey (“Libraries in the Cloud,” February 20) for agreeing to present.

Respectfully submitted,  
Lisa Marshall



### **c) Happenings –J. Mayo.**

One of the goals of NLLA, I believe, is to promote solidarity and kinship among all our members, whether they are from the academic, health, legislative or public libraries. Creating networks with our membership is what makes us a strong and vibrant organization.

One of the ways we create these connections is to get together in a social atmosphere. As the least hardworking member of the Happenings Committee, I am happy to report that our last happening on March 14, was a rousing success. Thanks to the determination and organizational skills of Amanda Power we were able to organize appetizers and a beer tasting tour of Yellow Belly's Brewery. We had asked for your input for ideas of things we can do together and you responded with some really imaginative and creative suggestions. We have returned to your list of suggestions and come up with some more "Happenings". During this summer we are investigating the possibility of "Family Paintball Fun" in June and "A Library Luau at Middle Cove Beach" in July. When the details are all firmed up Amanda and I will post the information on the web page and through the listserv as well. Work is so much easier and life is so much sweeter when you are having fun!

Happening Committee 2013

Julia Mayo

Amanda Power

### **d) LTAIG**

LTAIG Conference will be on October 15.

## **11. New Business**

Report of the Committee to Revise the NLLA Constitution – R. Ellis

R. Ellis expressed his thanks to the committee.

Specific questions can be asked now, and then amendments can be made once the motion has been moved.

R Ellis commented that the website manager and list-serve manager will work closely with the secretary. The membership will vote on all policy decisions. The executive will use standing orders.

E Alcock: There will be a restructuring of the elections, and will use electronic voting. A new position is to be created: an Executive Director of Membership. This position will work with the list-serve manager.

P. Morgan: there are no duties listed.

E Alcock: the executive will be working on those duties.

P Morgan: the wording says that the director must maintain list-serve. This could be changed to "reports" rather than "maintain." A MUN person must maintained by a MUN employee.

K Darby: this should be referred to in the terms of reference.

L Jackson: motion to adopt constitutional document as it stand and delete the old document.  
Seconded by K Rose.

Vote: all in favour, opposed

## **12. Election of Officers-C. Rose.**

VP President Elect

Nominating Committee has put forward Catherine Lawton

Nominations closed, Elected by acclamation.

Motion to adopt recommended standing order 1 made by C Rose, seconded by K Shore.

The Standing Orders will be attached to the Constitution.

Motion to adopt recommended standing order 2 made by K Darby, seconded by M Belanger.

## **13. AOB.**

None.

## **14. Adjournment 11:45.**