



newfoundland and labrador
library association

Minutes – Annual General Meeting

E. B. Foran Room | St. John's City Hall

May 16, 2011 | 11:10 am – 12:06 pm.

Executive in Attendance: Karen Darby, Melissa Feaver, Dianne Keeping, Julia Mayo, Wendy Rodgers, Crystal Rose, Amanda Tiller.

Absent: Erin Alcock, Heather Pretty

Chair: M. Feaver

Recording Secretary: A. Tiller

1. Approval of the Agenda

Motion to approve agenda moved by J. Whelan, and seconded by P. Thistle.
Agenda approved as circulated.

2. Approval of Past Minutes: General Meeting—May 07, 2010

2010 AGM minutes circulated through the NLLA listserv.
Past minutes will be resent to the NLLA listserv; Approval will be called at next AGM.

3. Business Arising

Business from the 2010-11 year will be presented in reports.

4. President's Report—M. Feaver:

This year was very productive and busy; as an organization we are moving forward with strong ideas and presence.

Our 2010 Canadian Library Month poetry contest was again very popular among school children and CBC radio listeners alike. Thanks to Heather Pretty, Erin Alcock and her awesome committee.

Our second Library Technicians and Assistants Interest Group (LTAIG) conference took place in November and it was very successful. Thanks to organizing committee chair Karen Darby and her committee who created a wonderful conference again this year.

At the 2009 AGM, it was agreed that a creation of a Member Communications Task Force should be undertaken. The task force was co-chaired by Amanda Tiller and Sue Kearsey, and included Gail Hogan, Pat Parsons, John Whelan and Roxanne Sutton. The Task force gave recommendations at the 2010 AGM. These recommendations were discussed over the fall by the Executive and led to an implementation of regional coordinators whose purpose is to locate valuable information in their region and post it on the listserv. Any recommendations regarding the website have been worked on by the website committee.

The Happenings Committee hosted the annual Christmas Social at the Celtic Hearth. This year's turnout was smaller than last year, but a good time was had by all. The Happenings Committee needs new members, so please consider offering some time to help make things happen. For the first time ever, a Happening was held on the West coast for NLLA members. This was well attended for the number of members and was held at the Crown and Moose pub. Another Happening is expected in the spring.

We produced a beautiful poster as a result of holding our second Freedom to Read Week Photo Contest. Thanks to committee members Julia Mayo, Shannon McAlorum, Courtney Lundrigan, Lorraine Jackson, Kathryn Rose, and co-chairs Amanda Tiller and Shannon Gordon.

Regarding advocacy, the executive wrote a letter in March 2011 in reference to the job posting for the Director of Regional Services for the Newfoundland and Labrador Public Libraries. This involved the concern over the loss of a professional librarian position within that organization.

Our website continues to work well as a communication tool. Thank you Wendy Rodgers for taking on the chairing of this committee. Many thanks to Crystal Rose, Julia Mayo and Jennifer Dyke for keeping the site up to date and looking good.

Many thanks to the members of the 2011 Conference Planning Committee: Chair Crystal Rose, Amanda Tiller, Wendy Rodgers, Kelly Hatch, and Iris Liu. This year's theme is of great importance to us all and I think will generate discussion and initiative as an organization.

Thanks also to the Executive Committee: Wendy Rodgers (Past President), Crystal Rose (VP and President-elect), Amanda Tiller (Secretary), Dianne Keeping (Treasurer), and Karen Darby (LTAIG Representative). In addition, thank you to our Education Institute representative Julia Mayo. She was able to get many great sessions added to the Education Institute with her hard work and dedication.

I want to thank the executive as it is difficult to be President when you are not there in person but we pulled together and I believe had a great year. Thank you for all of your hard work this year. It is very much appreciated by everyone.

Finally I'd like to say thank you to everyone for a great year with many good things happening and the foundation for more good to come. I believe with our Freedom to Read contest and Library Month contests as well as our leadership in terms of inclusivity of members and goals for the future, we are becoming a leader to look to for other organizations and I believe we should be very proud of our work.

Respectfully submitted,

Melissa Feaver

J. Whelan noted that there are not a lot of libraries in Central to accommodate large turnouts for Happenings in the area.

J. Whelan asked if the aforementioned letter to NLPL was sent to the NLLA listserv.

C. Rose responded that, no, it was not. It was written on behalf of the “NLLA Executive Committee” and copies of the letter were sent to Kelly Moore (Executive Director, Canadian Library Association), Sarah Gladwell (President, Atlantic Provinces Library Association), and Su Cleyle (Chair, The Partnership)

5. Secretary’s Report—A. Tiller:

Prepared by Amanda Tiller—May 10, 2011.

2010-2011 has been an exciting year for the Newfoundland and Labrador Library Association. In the past twelve months we have seen growth of our membership numbers, a move toward expanded membership options, and the initiation of member communications suggestions brought forth at the 2010 AGM by the Communications Task Force.

Membership Numbers

Our Association continues to have a strong membership base. Our numbers have grown steadily in the past two years, and those numbers are holding strong. 2010-11 has seen a slight increase, from 106 members in 2009-2010, to 111 members this past membership year. This is a huge jump from the 2008-09 year, in which our membership number was 89.

Membership Options

Our current membership options allow library community members as well as members of the public with an interest in library service to become a part of our Association.

As presented at last year’s AGM, a new and potential NLLA/APLA Joint Membership option may be added in the coming months. Under this design, members would be able to sign up for both our provincial association, as well as the Atlantic Provinces Library Association with one membership form, and at a reduced fee. If this happens, members will still have the option, of course, to sign up as an NLLA member only.

This possibility is currently being discussed among the NLLA executive. Further information regarding this possible option will be communicated via the new Executive in the 2011-12 year.

The institutional membership option for Memorial University libraries has enjoyed success in its fifth year, supporting 26 total institutional members, and will continue for the upcoming 2011-2012 membership year. The agreement provides NLLA membership and conference registration to 30 MUN libraries support staff at a reduced rate.

The NLLA experienced success with the new web-based form which had been created for the 2010-2011 membership year. This form allowed members to apply for or renew their membership directly from the website, instead of mailing paper copies of the form to the Secretary. Although members

were still required to mail in their payment, the process proved to be more accessible for current and potential members.

Information Sharing / Promotional Materials

ListServ

Our NLLA ListServ continues to be an integral tool in the promotion of events and the dissemination of Association information. Recently, the listserv has taken on an added function. As a result of a recommendation from the Communications Task Force at last year's AGM to introduce an informal and user-friendly means of communications, the NLLA executive decided to make better use of its listserv by assigning listserv representatives or coordinators in each provincial region who's role it is to encourage the increased use of the listserv for all library-related news and events, and/ or to collect news and events from NLLA members in their own regions. Coordinators then disseminate this information via the listserv. The NLLA executive has also made an effort to increase traffic to the listserv by posting more information more frequently. Overall, we have noticed an increase in the use of the NLLA listserv, and we hope that as this new initiative catches on, we'll continue to see an increase in traffic.

Website

Communications Task Force recommendations have been considered and a blog option has been considered for our website, as well as a password protected hub for the storing of all NLLA-related documentation.

Future Considerations

- Suggestions for future actions include:
 - Conducting an annual membership drive;
 - Promoting the institutional membership to support staff at MUN libraries;
 - Possibly piloting the NLLA/APLA Joint Membership;
 - Including new communication features on the website, based on recommendations of the Communications Task Force.

Respectfully submitted,
Amanda Tiller

J. Whelan and other members present expressed interest in the possibility of the NLLA/ APLA joint membership, so A. Tiller offered a further explanation of this possibility:

With a show of hands, the executive asked how many people in attendance were currently members of APLA and how many would be interested in partaking of a joint membership with the NLLA, given the following details: that a joint membership would offer a 20% discount for all members across the board, and that memberships would then expire exactly one year from each member's membership renewal date ("floating membership"). Currently, NLLA memberships run from May 1st of each year and expire on April 30th of the following year, regardless of the time of year a member applies or renews. Most members in attendance were interested; however, the executive have the following concerns about the venture that still need to be worked out:

- o Logistics:
 - o How will it work?
 - o Will it mean more work for the secretary?
 - o How will we get our money if payments go to APLA?
 - o How often will membership fees be forwarded to us by APLA?
 - o Will this entail setting up a Paypal account?
 - o Will we actually lose revenue in this venture given that membership fees will drop and APLA will be the only possible association to increase membership in this venture? Can the NLLA handle a drop in revenue?
 - o What will the NLLA, as an association, gain from joining with APLA?

Other concerns and questions brought forth by attendees:

- o In regards to both current and future membership processes, does the NLLA have plans to adopt online payment options? (B. Slade)
 - o Response by executive: Options for online payment are not free, so associated costs would have to be considered.
- o J. Whelen noted that phone calls to members to remind of upcoming membership expiry dates would be helpful. Other members preferred to receive reminder emails.
 - o A. Tiller noted suggestions for consideration.

6. Treasurer’s Report—D. Keeping:

D. Keeping noted that the below report is a breakdown of costs and totals before the inclusion of remaining conference and membership fees and invoices.

Prepared by Dianne Keeping – April 30, 2011

Balance - April 30, 2010 **\$5,677.45**

<u>Income</u>	
2010/11 Membership fees	\$1,530.00
2010 Conference and Conference dinner	\$1,895.00
Ontario Library Association - El Session Royalties	\$48.00
NLLA water bottles	\$40.00
Canadian Library Month bookmarks	\$24.00
LTAIG (Library Technicians & Assistants Interest Group) Conference donations	\$860.32
2011/12 Membership fees	\$115.00
2011 Conference registration fees	\$150.00
Interest	\$1.16
Total Income	\$4,663.48

Expenses	
2010 Conference expenses	(\$673.20)
2010 Pre-conference social	(\$532.98)
Canadian Library Month materials	(\$595.48)
Canadian Library Month postage	(\$394.28)
LTAIG (Library Technicians & Assistants Interest Group) 2010 Conference expenses	(\$860.32)
2010 MUN Research Fair honorarium & expenses	(\$129.99)
Hackmatack Award sponsorship	(\$250.00)
Internet hosting	(\$88.85)
Post office box	(\$146.90)
Total Expenses	(\$3,672.00)

Investments	
<i>TD Canada Trust GIC (cashable at any time)</i>	
Principal	\$1,466.79
Interest rate	1.00%
Accrued interest	\$2.01
Dec. 31/10 value	\$1,468.79

Income less Expenses **\$991.48**

New Balance April 30, 2011 **\$6668.93**

S. Penney suggested the creation of a “First Timer’s Grant” for those who are attending an NLLA conference for the first time.

Respectfully Submitted,
Dianne Keeping

7. Committee and Working Group Reports
a. Canadian Library Month—E. Alcock:

E. Alcock absent; below report forthcoming on NLLA listserv:

2010 was another successful year for Canadian Library Month and it was great to have Heather Pretty back on the team.

Teleconference meetings with the national group began early in the year and there was much discussion of having a national spokesperson for the event this year. This year’s tag line added to the CLM theme. “Your Library, Your World: Opening Doors to the Future” kept people’s eyes forward and was well represented in the image developed for the poster and bookmark.

The annual envelope stuffing party happened in mid September. We went back to Haiku for our annual CLM poetry contest and we received over 500 entries. The Canadian Library Month volunteers met at Bitter’s pub to judge the poems in each of the grade categories near the end of October. Thank you to all of the CLM volunteers for stuffing envelopes and judging poems this year: Lori Fleming, Maria Belanger, Jewel Cousens, Wendy Rodgers, Heather Pretty, and Kelly Hatch.

An extra thank you to Jewel for making her appearance on CBC’s The Morning Show to announce and read the winning entries. Read or hear the winning poems here

http://www.nlla.ca/librarymonth_poetrycontest.htm <http://www.nlla.ca/exupdate.htm>

Many groups to thank: The Department of Education, the QEII Library and Newfoundland and Labrador Public Libraries for postage; Pretty SAFE Enterprises for their generosity again with envelopes, labels and label printing; and NLPL for books as awards for the poetry contest winners.

Looking forward to helping out with CLM in 2011 though I understand a new rep in waiting in the wings.

Respectfully Submitted,
Erin Alcock

b. Education Institute—J. Mayo:

Liz Kerr, the coordinator for EI has resigned. The new coordinator is Michelle Arbuckle.

Many thanks to presenters Pat Parsons, on Local Boards and Trustees, and Crystal Rose, on Graphic Novels.

Future presenters are already waiting in the wings.

Please contact J. Mayo by phone or email with future presentation ideas.

c. Happenings—K. Darby and C. Rose:

K. Darby: Only 2 people attended Christmas Happening at the Celtic Hearth.

C. Rose: The NLLA recently had a West Coast Happening since they are typically held in St. John's. 7 people attended and had a lot of fun.

Happenings are a great way to connect with fellow library workers. C. Rose also reminds attendees that Happenings are for everyone, and not just NLLA members.

d. Website—W. Rodgers:

Members of the web team are currently undergoing training in maintenance of the NLLA website.

Content continues to be updated.

The web team did not start to look at Communications Task Force recommendations until January, 2011, but the implementation of a password protected location to house NLLA documents is being discussed.

M. Feaver to join the web team as Past-President.

e. Library Technicians and Assistants Interest Group—K. Darby:

K. Darby stepped down as LTAIG convener, but remains the LTA representative on the executive.

2 new co-conveners for the 2011 LTAIG conference have stepped up: Susan Fry and Julia Mayo.

The LTAIG conference will be in October or November this year.

f. Freedom to Read Week Photo Contest—A. Tiller:

As presented with S. Gordon:

Freedom to Read Week is an annual event across Canada, organized by the Freedom of Expression Committee of The Book and Periodical Council. The NLLA's Freedom to Read Week committee is a committee of the NLLA alone. This is the second year that the committee has existed, and this was the second annual Freedom to Read Week poster contest. The contest was advertised as "an opportunity to visually represent our freedom to read." The contest required applicants to submit "photos about freedom of expression, freedom from censorship, anything that promotes the written word, anything that highlights how essential the freedom to read is to individuals, communities, and societies." The contest was open to all Newfoundlanders and Labradorians of any age, amateur and professional photographers, alike. The only requirement was a camera! Initial publicity was sent in January, 2011, and the deadline was set as the final day of Freedom to Read Week, Feb. 26th.

Members of the committee were Shannon Gordon and Amanda Tiller (co-chairs), Lorraine Jackson, Courtney Lundrigan, Julia Mayo, Shannon McAlorum, and Kathryn Rose. Committee members represented Newfoundland and Labrador Public Libraries, College of the North Atlantic, Memorial University of Newfoundland, and Ryerson University (via Courtney Lundrigan, MLIS candidate).

The winning poster was reproduced at a size of 14" x 19" with a copy sent to all Newfoundland and Labrador libraries. The winner received a mounted copy of her winning poster.

Judging criteria was relevance, quality, beauty, and originality.

The committee received a total of 16 submissions, all of which were displayed at the conference.

The winner of the 2011 Freedom to Read Week poster contest is Hannah DeBourke, a grade 8 student at St. Bond's, St. John's, for her poster, "So Many Books, So Little Time."

Some recommendations and considerations for next year include:

- Earlier formation of the committee
- Possibly change the contest timeline so that the posters will be sent for display during Freedom to Read Week.
- Update the NL libraries' mailing list because a few were returned due to location changes.

8. New Business

J. Whelan asked if there is any interest in resurrecting the *NLLA Bulletin*?

C. Rose explained that the NLLA is trying the suggestion of the Communications Task Force to try a more informal medium of communication since there has been very little interest shown in the *Bulletin*. The alternative is to make better use of the listserv with the selection of regional representatives to post to the listserv, those items that would have appeared in the *NLLA Bulletin* in the past.

J. Bail suggested the NLLA consider an NLLA section within the *APLA Bulletin*.

9. Election of Officers—W. Rodgers:

2011-12 executive:

- President: C. Rose
- Past President: M. Feaver
- Vice President: E. Alcock

- Secretary: A. Tiller
- Treasurer: D. Keeping
- LTAIG Representative: K. Darby

W. Rodgers suggested that we make some constitution governing how long someone can hold the position of LTAIG representative, since such a timeframe has not yet been established.

This constitution will be decided at the next General Meeting during the next LTAIG conference in the Fall.

Other non-executive members include:

- Education Institute representative: J. Mayo
- Canadian Library Month representative: Kathryn Rose

W. Rodgers thanks everyone for volunteering their time to the association.

10. Any Other Business

J. Whelen wondered if the timeframe for the LTAIG representative can be decided now. W. Rodgers informs that it cannot since two (2) weeks notice have to be given before any such motion can pass. The earliest the issue can be settled is at the General Meeting during the LTAIG conference in the Fall.

J. Whelan moves to decide at GM during LTAIG. Seconded by S. Penney.

M. Feaver in favour of making the LTA representative a 2 year term position. The majority voted in favour. No one voted in opposition.

No other business.

11. Adjournment

12:06 pm.