

SSLA Executive Meeting

September 2013



2013 - 2014

SSLA Executive Meeting

September 2013

Date

September 21st, 2013
Saskatoon Public School Division
1:45 p.m. – 4:00 p.m.

Call to Order

The meeting of the Saskatchewan School Library Association was called to order at 1:46 on September 21, 2013 by Carlene.

Present: Carla Katerynych, Dawn Morgan, Chantelle Anderson, Laurie Hnatiuk, Carlene Walter, Charlotte Raine

Regrets: Tracy Woodward, Joanne Beltramini

1. Approval of Agenda

1.1. The agenda was unanimously approved as distributed.

2. Approval of Minutes

2.1 The minutes of the previous meeting were unanimously approved as distributed.

3. Open Issues

3.1. SSLA Executive Roles and Responsibilities Action List

4. Reports

4.1. President

INFORMATION: Carlene agreed to a request that SSLA supply some door prizes for an STF Conference. Carlene reported that our Google stats were high considering it was the summer period.

4.2 President Elect

INFORMATION: As this position is vacant, it will be the secretary’s duty to put out a call for reports from the other bodies with which we connect.

4.3 Treasurer/Membership

INFORMATION: Dawn presented a treasurer’s report showing a balance of \$23 553.17 in our chequing account and \$11 485.85 in the term deposit scheduled to mature in July 3, 2014.

Currently we have 121 members and 31 honorary members. A total of 110 memberships have expired.

In response to a question from Dawn, Carlene noted that she is having an ongoing conversation with Stealth and PayPal regarding our online payment for memberships and the lack of information we receive on our end. The teaching certificate number is encrypted, though, and can be accessed.

ACTION ITEM: Laurie will bring membership list for executive to look through for members who should be removed from the list.

MOTION: Moved by Dawn that we destroy any financial records that are older than seven years. Seconded by Laurie. Carried.

INFORMATION: The budget can be accessed behind the veil. When submitting an expense claim, members are requested to cite the budget line it comes from.

4.4 Publication Councillor

INFORMATION: Chantelle is accepting articles for the upcoming issue. The plan is to downsize the *Medium* to three articles and maintain the blog. Chantelle reminded us that we are free to submit items/ideas for the blog at any time. It was suggested that we invite Judy Nicholson to write an article about the Inquiry Project.

4.5 Professional Learning Councillors

Online Learning Events: All speakers and topics are confirmed. Next step is to send out the login info for the first event.

Discussion was held surrounding a request for SALT (Saskatchewan Association of Library Technicians) members to register for only one Learning Event. Logistically, it is difficult to track those registrants and fees.

The decision was made to have a trial for one year giving the option of only attending *Redesigning the School Library: the new nonfiction* for a fee of \$35 provided that the registrant is a member of SALT or SSLA as an associate member. Interested SALT members will be encouraged to attend all four sessions for \$85. Registrants must register through the SSLA Learning Events website.

ACTION ITEM: Executive needs to register for the learning events and publicize the events. Carlene will communicate the information to Tracy.

Conference: Carla reported that there are not any members on the conference committee at this point. She would like to meet with a full committee around the middle of October. The major decisions surrounding the conference are made. It is time to get sponsorship in place.

ACTION ITEM: Carla will choose the topic for Naomi’s presentation and contact Naomi.

INFORMATION: Naomi has offered to make a video trailer for our promotional purposes.

4.6 Communication Councillor

Laurie is already posting in her new role. We will contact anyone who posts content not related to our professional work and ask them to remove the material.

ACTION ITEM: Laurie is to tend to the SSLA G-mail account.

4.7 Special Projects Councillor – submitted by Chris and Joanne

Inquiry Project: The five minute inquiry webinar will debut on October 10. Handbills and bookmarks will be sent out to the school divisions. School divisions will determine how they want to roll out the information.

Carlene was recognized for the many, many hours she spent crafting the website. A discussion on whether to create an ePub with the remaining information or not was tabled.

ACTION ITEM: Charlotte will send the infographic to Carlene with her name added to it. She will acquire a Creative Commons license for it.

INFORMATION: A financial statement from the Inquiry Project has not been received yet. The bill for the handbills has been received. A quick look indicates that we have about \$1000.

MDLP: Joanne added information from MDLP to her report. Members are encouraged to take a look at it and give feedback to Joanne.

4.8 Secretary/Archivist

Laurie sent all the necessary material to archives.

ACTION ITEM: Charlotte will contact Violet Smotra-Cook and Milton Block regarding the binder of pictures Viktor Fast sent. Carlene would like to see the SSLA legacy preserved digitally with the names of past executive collected.

4.9 Past- President

5. New Business

5.1. Welcome to New Members

Charlotte Raine – Secretary/Archivist

Dawn Morgan – Treasurer/Membership

Joanne Beltramini – Special Projects Councillor

ACTION ITEM: Dawn will take the former treasurer Kim to lunch to thank her for her help in mentoring the new treasurer.

INFORMATION ITEM: New members were made aware of the Executive sign-in on the website which allows members access to important information. Members were asked to note in particular the Calendar of Events and the executive list.

5.2. Contact List

ACTION ITEM: Check your contact information and submit any corrections.

5.3 SSLA Calendar

Please send reports a week in advance of the executive meeting so that Carlene can collate items for the agenda. Our next meeting day is October 19.

5.3.1 BookBytes

Book Bytes will be held the evening before the conference this year.

ACTION ITEM: Carla will check the availability of the Travelodge as a venue. We will need tables for displays and food service.

5.3.2 Inquiry Project Debut and New Member Social

A discussion was held as to whether to hold a members' social in conjunction with a launch of the Inquiry Project website on October 19. The executive concluded that the launching of a website was likely not exciting enough to attract members to come out.

The executive will invite the inquiry project committee to join us for lunch on October 19.

October 19 will revert to a regular meeting day beginning at 10:00 and ending at 4:00.

ACTION: Tracy will play the inquiry webinar before Sylvia's learning event on October 1. The inquiry website will be publicized at the conference.

ACTION ITEM: Carlene will update the calendar on the web site.

5.4 CLA

INFORMATION: The next online session with CLA will be November 25 at 3 p.m. SK time. CLA will send out a set of questions that the executive will work through.

ACTION ITEM: Carlene will send out an e-mail reminder of the online session. She remarked that it is not necessary for all members to participate in the online session.

5.5 Budget

Members reviewed their area of the budget on pages 10 and 11.

5.6 Constitution Review

Carlene met with Scott for a day to review the Constitution.

Some minor changes were suggested. We were able to remove the restriction prohibiting retired teacher-librarians from fully joining the Association.

ACTION ITEM: Carlene will upload the Constitution with the new changes.

INFORMATION: The constitution needs to be approved at the AGM and then sent to STF Executive Council for approval.

ACTION ITEM: Carlene will distribute the executive handbook to members who did not attend special subject council day.

5.7 Liaison for each school division needed

ACTION ITEM: Carlene will contact people identified from each school division to see if they will be a liaison for SSLA. Laurie will prepare a communication each month to be sent to liaisons.

5.8 Video

Discussion was held around the production of a video promoting the benefits of joining SSLA. One suggestion was to obtain clips from members at the conference stating why they are SSLA members. Charlotte could videotape. The video idea will be revisited again.

5.9 Saskatchewan Library Week

SSLA received a request for a member to sit on the planning committee.

Chris Arnstead sat on committee last year and did not recommend that we send a member this year.

ACTION ITEM: Carlene will inform SLA that we will not have a member sit on the committee this year as we are still wrapping up our inquiry project.

5.10 Picture of 2013-2014 Executive has been tabled to the October meeting.

6. Job-Alike Discussions

6.1. Review of Executive Duties and Responsibilities

6.6.1. Apprenticeship Conversation

First Round	Task
Laurie and Chantelle	Reviewed some communication initiatives.
Carlene and Carla	Examine list of liaisons and determine in which

divisions we need to find someone.	
Laurie and Dawn	Database of Members

Adjournment:

Meeting was adjourned at 4:15 by Laurie. The next general meeting will be at 10:00 on October 19th at Riverside Country Club.

Members are reminded of the dress code for the Riverside Country Club: no denim, flip flops, shorts, nor tank tops. We will take our executive picture.

Minutes submitted by: Charlotte

Approved by: Carlene Walter

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SSLA Executive Action List

√	ACTION	WHO	COMMENTS
	Update financial statements for SSLA chequing, SSLA Conference, Learning Events, and The Medium prior to each subsequent meeting. Submit with report.	Dawn, Tracy, Carla, Chantelle, & Joanne	done
	The Professional Learning Councillors will send the conference and learning events speakers' contracts to Secretary/Archivist.	Tracy and Carla	Still to be done
	Treasurer will complete 2013-2014 Year End Review	Renée and Dawn	Still to be done
	Support new members and be cognizant of stresses and challenges.	Executive	ONGOING

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President's Report

INFORMATION ITEMS

1. Met with STF liaison to review constitution.
2. Worked on the Inquiry Project web site.
3. Submitted annual documents to the STF.

ACTION ITEMS

Report submitted by: Carlene Walter

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Google Analytics Data



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President Elect's Report

INFORMATION ITEMS

1. Reports from SSLA liaisons were requested and sent correspondence is posted in the New Business section of the agenda.

ACTION ITEMS

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Treasurer/Membership's Report

INFORMATION ITEMS

1. Financial Statement

- June membership was 241 membership: 103 current (including 2 renewals) 32 honorary, 106 expired
- Bank balance as of April 30, 2013: \$16, 560.59
- Term deposits value as of April 30, 2013: \$ 9,358.58

2. The June 2013 Year End Review will be completed in September. The books are balanced except for \$69.28 which is an expense discrepancy. My intention is to pass on a balanced and approved budget to the incoming treasurer.

ACTION ITEMS

Report submitted by: Renée Cherniawsky



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SSLA Financial Report – Banking Summary

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SSLA Financial Report – Budgetary Statement

INCOME	Memo	Budget	Actual	Difference (\$)	Difference (%)
Balance				\$ -	#DIV/0!
Membership Fees		\$ 3,400.00			
STF Basic Grant		\$ 1,800.00			
AccessCopyright		\$ 1,500.00			
BookBytes	Revenue (\$500 profit)	\$ -			
Interest		\$ 5.00			
Learning Events	Revenue (\$2000 profit)	\$ 3,825.00			
Conference	Revenue (\$3500 profit)	\$ 17,225.00			
STF Summer Short Course		\$ 1,650.00			
Term Deposit Transfer		\$ -			
TOTAL INCOME		\$ 29,405.00			

EXPENDITURES		Budget	Actual	Difference (\$)	Difference (%)
Advertising		\$ 200.00			
AGM - Awards and Bursary		\$ 700.00			
Review for year 2011-2012		\$ 500.00			
Bank Charges		\$ 15.00			
BookBytes		\$ -			
Conference	Expenses	\$ 13,725.00			
CLA Conference Attendance		\$ -			
Donations		\$ -			

Executive Meetings 4 F2FMeals X \$225/1 Exec Dinner- \$800	\$	1,700.00			
Executive Travel	\$	1,700.00			
Executive Accomodations	\$	800.00			
Gifts	\$	500.00			
Inquiry Project	\$	2,000.00			
Learning Events Expenses	\$	1,825.00			
Memberships In Partnering Associations	\$	30.00			
Mentorship	\$	-			
Online Survey Maker \$30.00 X 12 months	\$	360.00			
President-Elect PD Opportunity	\$	2,000.00			
PD Opportunity - Third Year Executive	\$	1,000.00			
Postage	\$	50.00			
Publications <i>The Mediam</i>	\$	600.00			
STF Summer Short Course	\$	1,650.00			
US Chequing Account	\$	5.00			
Miscellaneous	\$	45.00			
TOTAL EXPENSES	\$	29,405.00			
GRAND TOTAL		Budget	Actual	Difference (\$)	Difference (%)
Income	\$	29,405.00	\$ -	\$ 29,405.00	100.0%
Expenditures	\$	29,405.00	\$ -	\$ 29,405.00	100.0%
GRAND TOTAL	\$	-	\$ -	\$ -	0.0%

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Publication Councillors' Report

INFORMATION ITEMS

1. Information about the Canadian Library Association Voices for School Libraries Network was posted on the Blog on our website.
2. Articles for *The Medium* are scheduled to be published in October.
3. *The Medium* blog will continue to be updated

ACTION ITEMS

1. Solicit articles for the Medium publication. If there is anyone willing to share your experiences in an article it would be greatly appreciated.
2. Post entries on our website Blog. If you find anything interesting that you think should be shared to the membership send it to me and I will post it.

Report Submitted by Chantelle Anderson

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Professional Learning Councillors' Report – Learning Events

INFORMATION ITEMS

1. The dates and details of the Learning Events for 2013-2014 are appended.
2. Confirmed all speakers and topics.
3. Finalized all contracts.
4. Arranged for SSLA meeting room on Adobe Connect through the Ministry.
5. Provided Learning Events summary of sessions for distribution to membership.
6. Contacted SALT regarding event opportunity for SALT members.

ACTION ITEMS

1. Continue to receive registrations.
2. Send letters to registrants with login information.
3. Meet with Silvia to check connections to our Adobe classroom.
4. Finalize discussions with SALT.
5. Send contracts to Charlotte.

Report submitted by: Tracy Woodward

Professional Learning Councillors' Report – Learning Events

Learning Events 2013-2014

SSLA is excited to announce the Learning Events for 2013-2014. The Association is offering four outstanding webinars delivered via Adobe Connect. Join us to hear four dynamic speakers discuss issues pertaining to teacher-librarians - global networking, digital fluencies, and collaborating in a connected world. A headset with a microphone and an Internet connected computer is all that is needed to participate.

Can't attend the live webinar due to a schedule conflict? No problem. Each session will be archived and emailed to paid participants. Participants can then listen to the session at a time convenient to them.

Register Online at [SSLA Learning Events Registration](#)

The cost of the four sessions is ONLY \$85.
Individual session registration is not permitted.
Refunds will not be issued.

GLOBALLY CONNECTED LEARNING

Speaker: Silvia Rosenthal Tolisano

Date: October 1st, 2013

Time: 4:00 p.m. - 5:30 p.m.

Platform: Adobe Connect

Description: Exploring the why and how of globally connected learning. From Global Competencies, connections, collaborations and communication to tools and projects designed and created for your students to investigate the world, bring in perspective, knowledge, skills and disposition.

REDESIGNING THE SCHOOL LIBRARY: THE NEW NON-FICTION

Speaker: Claire Isaac and Jessica Cammer

Date: November 5th, 2013

Time: 4:00 p.m. - 5:30 p.m.

Platform: Adobe Connect

Description: Your adult and children's non-fiction use is tanking! What do you do? Analyse! Brainstorm! Experiment! Evaluate! Regina Public Library undertook an extensive analysis of the use of the non-fiction collections. The results drove an overhaul of collection management with massive weeding, change of focus, an emphasis on marketing and experimenting with a new classification system.

PLAYING WITH MEDIA: SIMPLE IDEAS FOR POWERFUL SHARING

Speaker: Dr. Wesley Fryer

Date: December 3rd, 2013

Time: 4:00 p.m. - 5:30 p.m.

Platform: Adobe Connect

Description: Dr. Fryer will share ideas and strategies from his book entitled “Playing with Media: simple ideas for powerful sharing.” He will inspire and empower us to play with digital text, images, audio and video in order to communicate creatively and flexibly.

GOOGLE DRIVE ACROSS THE CURRICULUM

Speaker: Richard Byrne

Date: February 4, 2014

Time: 4:00 p.m. - 5:30 p.m.

Platform: Adobe Connect

Description: In this session participants will learn about the lesser-known tools offered by Google to classroom teachers. This session will go beyond search and introduce participants to tools that can enhance learning for both teachers and students.

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Professional Learning Councillors' Report - Conference

INFORMATION ITEMS

1. Travelodge Contract is signed. The Galaxy Room A, which holds 200+, has been booked. It should be adequate space to handle the vendors' displays as well as the buffet.
2. Requested Naomi Harm forward her bio and picture, which has been received
3. Requested Naomi provide a video clip in relation to conference topic; she has agreed to provide once a topic is selected.
4. Invite sent out to SSLA members for participation on Conference Committee – to date there has been no response
5. Provided poster for September 21 STF Special Subjects Council Meeting

ACTION ITEMS

1. If no response by September 21st, a Conference Committee invitation will be resent.
2. Meet with Conference Committee to determine conference topic, budget and subcommittee leadership. Determine roles and responsibilities within Conference Committee.
3. Finalize Conference Keynote and Workshop topics with Naomi Harm, request video clip to enhance conference promotions

Report Submitted by: Carla Katerynych

Professional Learning Councillors' Report - Conference

DRAFT CONFERENCE POSTER



 Saskatchewan
SCHOOL LIBRARY
Association

ssla
2014
Conference

Purposeful Technology

Featuring Naomi Harm

Naomi Harm, best known as a 21st century educational technology literacy specialist, welcomes every opportunity to share her expertise and best practices relating to technology infused teaching and learning environments. Her dynamic career focus includes many exciting and cutting edge jobs which include: Google Certified Teacher, Certified Online Instructor, 1:1 Mobile Literacy Specialist, and she manages her own "Innovative Educator" consulting corporation. Naomi Harm delivers motivational keynote presentations focusing on emerging technologies, 21st century skills and assessments, mobile learning technologies, and inspired and transformative educational technology leadership. Naomi is truly passionate about building global relationships with educational technology leaders, while engaging in meaningful and collaborative conversations to meet the needs of today's diverse learners.

Highlights

- Keynote Address
- Hands on Workshops, BYOD
- Displays

April 11, 2014
9:00-3:30
Travelodge Galaxy A
Saskatoon SK



Contact
Sasksla@gmail.com

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Communications Councillors' Report

INFORMATION ITEMS

1. Sent membership list to Laurie Hnatiuk, incoming Communications Councillor.
2. Laurie emailed participants regarding Learning Events.
3. The Association's Facebook page and Twitter feed is continually being updated.

ACTION ITEMS

Report submitted by: Hali Hamel

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Special Projects Councillor's Report

Information Items

1. Inquiry webinar has been created by the Ministry
2. Handbills and bookmarks have been printed to promote the Inquiry Project.
3. The one hundred plus teacher-librarians from Regina Catholic and Public Schools and Prairie Valley Schools will join together on Friday, October 11, 2013 for a day of professional learning and sharing. The theme for the day is *Engaging and Motivating Learners*. The morning will focus on engaging readers with a keynote address by Susin Nielsen, Canadian author and recipient of the 2012 Governor General's Literacy Award for *The Reluctant Journal of Henry K. Larsen*. United Library Services will provide timely book talks, and teacher-librarians will have an opportunity to gather for a panel discussion. The afternoon will explore how to engage students through inquiry-based learning that utilizes technologies. Carlene Walter, Instructional Consultant with Saskatoon Public Schools and president of the Saskatchewan School Library Association will deliver the afternoon keynote address and facilitate a mini-launch of the inquiry project website.

ACTION ITEMS

1. \$500 payment to Sam Morrison for video editing to be paid
2. ePub necessity
3. As part of its mandate to periodically evaluate selected products within the Multitype Database Licensing Program Core Collection, the MDLP committee will be conducting a review of the Gale database suite in the fall. The Gale suite will be compared against comparable Ebscohost products. The review will include two surveys: End User Survey and Library Staff Survey. The committee is in the process of refining the two surveys in order to make them applicable to its diverse constituents—general public, K-12 students and teachers, academic community, and special library patrons.

The school sector is represented by two members from the ministry and Joanne Beltramini. With the recent changes at the ministry, two new individuals will be assuming responsibility for the MDLP. Neither were able to attend the meeting held on September 10th. It is uncertain how the surveys will get into the hands of the K-12 sector. During the last product review two years ago, the End User Survey was posted on the Gale website. Some school divisions also posted the link from their own school websites. Information was disseminated through Directors of Education and through the ministry curriculum/library network meetings. Again, due to the changes at the ministry, there may not be a fall library network meeting to inform individuals responsible for libraries.

It is important that feedback regarding the online products be received from the school sector, including students, teachers, teacher-librarians, and other staff responsible for school libraries.

Possible Action by the SSLA: Help to disseminate information to the school library community regarding the MDLP and the two surveys.

- Provide brief information about the MDLP and how it has benefited the school sector. Provide a link to the new ministry website that houses the products and provide information on how to add database widgets to school/school system websites. http://external.edonline.sk.ca/public/online_resources_cnet.html
- Consider posting information on its website and social media forums.
- Consider emailing the surveys and survey links directly to its membership.

Report submitted by: Chris Arnstead and Joanne Beltramini



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Special Project – Inquiry Project

FINANCIAL STATEMENT 2013-2014

Report submitted by: Chris Arnstead

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Secretary/Archivist Councillor's Report

INFORMATION ITEMS

1. Collated June minutes to the President for approval and to be placed on the SSLA website, and upon approval, sent to SSLA executive.
2. Sent Rob Lehne, the Federation's Executive Assistant Liaison for SSLA, the June minutes. .
3. Sent archived materials to Saskatchewan Archives
4. Sent Loan of Services Invoice to SIAST for billing after attending the Program Advisory Committee for the Library and Information Technology Program on May 27th

ACTION ITEMS

1. Transfer items pertaining to Secretary/Archivist job to incoming Secretary/Archivist executive member. This includes the computer and a tub with some paper files, cash box, name tags and other miscellaneous items

Report submitted by: Laurie Hnatiuk

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New Business

CLA

Over the summer we have applied for an "Ontario Sector Initiatives Fund (SIF) Grant" that may enable an on-site meeting of our steering committee and focus group, and also may help with translation. We haven't heard back about the grant as of yet but will keep you posted.

Our focus group will work with us on standards rubrics on Wednesday, November 20th. I am looking at about an hour this time for the teleconference as its purpose will be to share the standards rubrics draft and new "tasks" with you so that you can share those with your committees. One of the major tasks we will be asking of committees (along with feedback on the rubrics) will be to share local/provincial examples of rubric steps for the e-document, something to start looking for as you head in to your fall work.

- SK, MB 3:00p.m.

Do keep following us on the project site <https://sites.google.com/site/nationalslproject/> as well as looking at new links to research, articles, etc. that Carol has posted such as "The Calgary Implementation Guide for Learning Commons" <http://www.cbeilc.info/l2lc/>, and please forward anything to us that you think should be added for everyone.

Share this update with your committees and association/organization as applicable, encouraging everyone to consider examples of best school library learning commons development/ practice. Let Judith know if there are any changes to committees.

Regards,
Judith & Carol:-)