

SSLA Executive Meeting

May 11, 2019



2018-2019

SSLA Executive Meeting

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Date

March 11, 2019; 9:00am – 12:00pm

Location: Dr. Martin LeBoldus High School, 2350-25th Avenue, Regina, SK

Link for online participants: <https://ca.bbcollab.com/guest/3f037bc3c1f241c5a452c5eb7648047e>

Call to Order

The meeting of the Saskatchewan School Library Association was called to order at 9:02 AM on May 11 by Gaetan Hammond.

Meeting was called to order at 9:02 AM.

Present: Gaetan, Sophie, Charlotte, Carla, Carol, Regan, Katie

Regrets: Hannah

1. Approval of Agenda

- 1.1. The agenda was *unanimously approved* as distributed.
- 1.2. Additions to the agenda: 5.2, 5.3, 5.4

2. Approval of Minutes

- 2.1. The minutes of the previous meeting were *unanimously approved* as distributed.
Motedioned by Carol, seconded by Regan and Carla, approved

3. Reports

3.1. President

Letter of thanks from CSL. Still working on directory. Medium will be archived on website.

3.2. Past President

Charlotte presented at the IT Summit. Good Spirit paid for travel so SSLA will cover hotel room and meals. Judy Nicholson would like to include a write-up about our anniversary social. Looking for some more names of library leads in SK.

3.3. Treasurer/Membership

Conference payments and refunds all complete. Getting bank draft for Ruth today. Cheques sent to venues. Carol is wondering which budget the anniversary social should come from.

3.4. Professional Learning Councillors

Regan is still working on updating a budget sheet for the conference. It looks like we did make some money. A few issue with room set up in Regina at Queensbury. Food ran short, but meal was almost over when that happened, then had to ask for plates to be cleared. No policy in place for cancellations or late registrations. Carol will have final numbers for conference budget.

3.5. Publications Councillors Report

Working on next edition content. Katie has an idea about articles in future. Charlotte could do a piece on the IT Summit. Another piece could be written about the conference.

3.6. Special Projects Councillors

Paulette said Special Project report is due June 1 (Action Item).

3.7. Secretary/Archivist/Membership

ACTION ITEM: End of year newsletter, send end of year responsibilities to exec. Promote learning events for next year, and new edition of The Medium.

4. Open Issues

4.1. Anniversary Social

Create an additional budget line. Gaetan motions, seconded by Regan and Katie.

5. New Business

5.1. Correspondence

5.1.1. Canadian School Libraries

5.1.2. Saskatchewan Library Association

5.1.3. Canadian School Libraries Letter of Thanks

5.2. New Passwords

Twitter hack! Twitter support fixed everything quickly but to be safe, Gaetan updated our passwords. The website password has been changed. Gaetan shared the password

to log into the “veil” and the remainder of our passwords have been updated from there.

5.3. SLA Invitation

SLA Conference 2020 Chair would like us to join their conference. Gaetan is willing to present a break-out session there.

5.4. Conference Feedback

We will review this for June meeting.

Adjournment:

Meeting was adjourned at 9:50 AM by Katie. The next general meeting will be at 10AM on June 8, 2019 at LeBoldus High School in Regina.

Minutes submitted by: Sophie Long

Approved by: Gaetan Hammond

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SSLA Executive Action List

| Action | Who | Comments |
|--|-------------------|-------------|
| Update liaison list | Sophie | In progress |
| Review school division contacts | Charlotte, Sophie | |
| Set meeting date for Special Projects meeting (in Regina?) | Hannah, Carla | |
| Send AGM reports to Gaetan | Executive | |
| Send personal photo/headshot to SSLA Gmail account | Executive | |
| Send out contracts for Learning Events | Gaetan/Sherry | In progress |
| Contact Gina Cherkowski for Conference 2021 | Regan | On hold? |
| Contact possible presenters for learning events | Gaetan | |
| Review roles assigned in the Strategic Plan and complete associated tasks | Executive | Ongoing |
| Promote SSLA events, publications, membership and digital badges on social media | Executive | Ongoing |
| Submit any expenses or requisitions to Carol as they arise | Executive | Ongoing |
| Support all members and be cognizant of stresses and challenges. | Executive | Ongoing |

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President's Report

Information Items

- Monitored the SSLA Gmail account, and directed a few conference receipt requests to Carol.
- Received a letter of thanks from CSL.

Action Items

- Continuing work on a Sask School Libraries directory.
- Put archived *Medium* articles on the website.
- Work on year-end report for 2018-2019.

Report submitted by: Gaetan Hammond

Approved by: Gaetan Hammond

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Past President's Report

Information Items

- Compiled the news from our liaisons.
- Attended a Multitype Library Board meeting in Saskatoon on May 1.
- Continued working on the list of contacts – persons responsible for libraries in their school division.
- Completed a write-up for SLA on our SSLA Anniversary celebration.
- Will have presented a session at the ITSummit

- **Real News, Reputable Journals, and Reliable Online Content |**

Charlotte Raine, Elgin Bunston

Saskatchewan schools have access to a wide range of online library resources available through the Ministry of Education. Most of these products offer, text-to-speech, citation tools, and integration with Microsoft and Google. Find out how to access these resources and see how they can be used in a classroom setting. This is also an opportunity for discussion about how these resources add value in the classroom and for students as they prepare for postsecondary education, and for feedback to the Ministry that could affect the resources offerings of the future.

Action Items

- Collect any photos from the anniversary celebration that are available.
- Write an article for the *Medium* from the ITSummit
- Check with executive to see if they have any leads for school divisions missing a contact person.

Report submitted by: Charlotte Raine

Approved by: Gaetan Hammond

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Treasurer's Report

Information Items

- All registration payments and refunds processed for conference
- Waiting for cheque requisitions to process payments for venues and presenter

Action Items

- Ask at meeting how to reconcile Anniversary Social Costs
- Send payments to venues and presenter

Report submitted by: Carol Preece

Approved by: Gaetan Hammond

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SSLA Financial Report – Banking Summary

| Profit and Loss | |
|-------------------------------|--------------------|
| March 5 - May 4, 2019 | |
| | Total |
| INCOME | |
| Access Copyright | 60.00 |
| Conference 2019 | 18,450.00 |
| Interest | 3.27 |
| Membership | 2,880.00 |
| Total Income | \$21,393.27 |
| GROSS PROFIT | \$21,393.27 |
| EXPENSES | |
| Bank charges | 1.50 |
| Conference 2019 - Regina | 701.75 |
| Conference 2019 - Saskatoon | 505.45 |
| CSL - School Library Advocacy | 250.00 |
| Executive Meetings | 454.56 |
| Financial Record Keeping | 89.91 |
| Office expenses | 18.90 |
| Special Projects | 19.34 |
| Uncategorized Expense | 523.92 |
| Website Hosting Fee | 727.62 |
| Total Expenses | \$ 3,292.95 |
| OTHER EXPENSES | |
| Paypal fees | 577.60 |
| Total Other Expenses | \$ 577.60 |
| PROFIT | \$17,522.72 |

Report submitted by: Carol Preece

Approved by: Gaetan Hammond

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PD Councillor's Report

Information Items

- Ruth Culham workshops were held:
 - April 11, 2019 – Saskatoon at Western Development Museum
 - 87 attendees excluding vendors and presenter
 - Response was positive for both presenter and venue
 - Meal and other aspects of venue were very good (sound issues quickly resolved)
 - April 12, 2019 – Regina at EVRAZ Place, Queensbury Centre
 - 116 attendees excluding vendors and presenter
 - Few issues:
 - room set up long and narrow (not apparent in diagram)
 - no vendor chairs/presenter table though not asked for initially (quickly appointed)
 - food – ran short, replenished when meal was essentially over
 - several tables not cleared – had to ask to be done
- 5 vendors (plus 1 additional sponsor unable to attend) = additional revenue of \$2300
- Had several issues with cancellations and/or late registrations. Do not have written policy in place nor did we post on website.

Action Items

- Finalize totals for budget and update spreadsheet (prior to meeting as much as possible) once all bills are paid.
- Report for next year's AGM.
- Discussion to finalize decision regarding topic and format of Conference 2021 and who should be approached as speaker(s).

Report submitted by: Regan Williams

Approved by: Gaetan Hammond

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Publications Councillor's Report

Information Items

- Working on content for the spring edition of *The Medium*
- Looking through archived articles for our "blast from the past" section.

Action Items

- Looking for another teacher-librarian to interview for our "spotlight" section. If anyone has any ideas, please let me know and/or forward contact information.

Report submitted by: Katie Bell

Approved by: Gaetan Hammond

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Special Projects Councillor's Report

Information Items

- Carla and I need to meet and discuss how we will be going about things in the upcoming months. Plan is to meet on June 8, I hope.

Action Items

- Special projects grade 7-12 focus- continuing to contact teachers around the province.

Report submitted by: Hannah Patterson

Approved by: Gaetan Hammond

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Secretary/Archivist/Membership's Report

Information Items

- Submitted minutes from AGM to Gaetan

Action Items

- Review executive responsibilities for end of year; share with executive

Report submitted by: Sophie Long

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Correspondence

1. Canadian School Libraries

CSL has released an online research toolkit:

<http://www.canadianschoollibraries.ca/research-toolkit/>



Contents include:



2. Saskatchewan Library Association

Conference was held in Saskatoon, May 2 – 3.

3. Canadian School Libraries

Letter of thanks.