

# SSLA Executive Meeting

June 8, 2019



2018-2019

# SSLA Executive Meeting

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June 8, 2019

## Date

March 9, 2019

Location: Dr. Martin LeBoldus High School  
2330 – 25<sup>th</sup> Ave, Regina, SK

10:00 a.m – 3:00 p.m.

## Call to Order

The meeting of the Saskatchewan School Library Association was called to order at 10:12 AM on June 8, 2019 by Gaetan Hammond.

Meeting was called to order at 10:12 AM.

**Present: Gaetan, Carol, Regan, Carla, Charlotte, Hannah, Sophie**

**Regrets: Katie Bell**

## 1. Approval of Agenda

**1.1. The agenda was *unanimously approved* as distributed.**

**1.2. Additions to the agenda:**

1.2.1. Willow awards collaboration added to new business. (5.6 – Acknowledgements move to 5.7). Motion for approval – Charlotte, seconded by Hannah, moved.

## 2. Approval of Minutes

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

Motioned by Hannah, seconded by Carla, moved.

## 3. Reports

**3.1. President**

Gaetan's year-end report is included in his report. Money is being moved back into our operating fund. TBD during budget review later in the meeting. Social Media was used as a tool to promote all SSLA communications, especially conference and awards. Four

editions of our newsletter and three editions of the Medium. Amended constitution to make memberships the same cost. Memberships are now on a two-year cycle to match our current conference cycle. Income from conference was a financial gain. The grant for the FNMI project was extended. Gaetan is working on the school library contacts list. The Medium articles need to be archived.

### **3.2. Past President**

Charlotte has been working on a school division contact list. She notes that there are many superintendents on the list which suggests that the library role is shrinking. The Multi-Type Library Board is looking for contacts so Charlotte will share. Charlotte has a box of slides that can be converted into digital photos. Gaetan has a contact who will do that. ACTION ITEM: Sophie will move photos to Google Drive from Flickr.

### **3.4 Treasurer/Membership**

Both venues have not yet cashed their cheques. ACTION ITEM: Regan will contact both venues and encourage them to cash the cheques as soon as possible. PayPal has tightened up security which means that the account creator is the account owner. They required Carol to send lots of personal information. Gaetan suggests that we close the account with PayPal and move to Square. He will look into this. PayPal information on our website will be removed until this is cleared up.

### **3.5 Professional Learning Councillors**

Nothing to report at this time. Conference will be discussed later in the meeting.

### **3.6 Special Projects Councillor**

Carla sent an interim report to the STF. Carla and Hannah would like to set up a letter to send to teachers looking for resources. This could be a survey form which will be a little easier.

### **3.7 Secretary/Archivist/Membership**

Sophie will contact Katie to confirm whether The Medium will be sending out another edition. We are waiting to hear about Learning Events in the fall. Jennifer Casa-Todd and Shannon McClintock Miller.

## **4. Open Issues**

### **4.1. Plans for 2020-2021 Conference**

Pearson has approached Regan about partnering with SaskReads to bring Jennifer Serravello. One option is that they would pay for her and we would organize and take a fee. ACTION ITEM: Regan will look into this option some more. This conference would

be in 2020. 2021 Conference – we had spoken about a technology conference in 2021 but we are looking at stepping away from this. We are considered maybe now doing a TRC conference. With FNU nearby and Concentus connections, we could build something with a main speaker in the morning and breakout sessions in the afternoon. The focus could be on culturally-responsive pedagogy. We could approach the ministry for support on this.

#### **4.2. Update on SLA 2020 Conference**

SLA 2020 Conference asked us to attend or present (at their cost). Gaetan will meet on June 12 to iron out details. Sophie suggests creating a fund to support our executive that attends PD as a representative of our executive. After discussion, the decision is to increase our chequing balance to cover any costs like this. SLA would like to maintain a relationship with SSLA.

#### **4.3. Year End Reports Due**

Please send these into Gaetan by June 30.

## **5. New Business**

### **5.1. Correspondence**

SLA – Link to 2019 Conference presentations. Our anniversary was mentioned in their newsletter so we will thank Judy Nicholson. We can promote Sask Libraries Week. CFLA Survey to complete. CSL Journal was great and Eric Walters challenge is something to consider.

### **5.2. Introduction of New Executive**

Amy Perrey and Kari-Anne Ellery were unable to meet us this time. We will connect with them in September.

### **5.3. 2019-2020 Proposed Budget**

**PGN:** Sept 21

**Meetings:** Sept 28 F2F (LeBoldus), Nov 2 (Carol), January 11 (Hannah), March 7 F2F (Prairie Valley), April 25 (Sophie), June 13 F2F (LeBoldus)

**Learning Events:** November 20, January 22, April 7

Budget is balanced based on an additional \$5000 transferred over from the reserve fund. Learning Events will be \$90 for all three. \$300 for a school. Budget was updated for 2019-2020 and can be found behind the veil online. ACTION ITEM: follow up with Katie Bell for article payments.

**5.4. Review of Executive Roles**

Deferred to the fall.

**5.5. Strategic Plan Review – Year 2 end, going into Year 3.**

Next year we will make a new strategic plan. The reserve fund has been established with a written policy. Advocacy plan will continue to be developed in our third year. Role discussion for ad hoc member will be considered in year three. Professional development has been offered to teachers – Conference and learning events have been well received and further opportunities have arisen for the upcoming years. We had two #SaskEdChat twitter chat and Facebook live sessions. We have attended various PDs as representatives of the SSLA. We have connected with SaskReads and have had a Multi-Type Library board representative. An executive member in the communications role could participate in ed chats on twitter. Switched to Blackboard Collaborate for learning events. We have used social media advertising and newsletters for events. Conference format was updated to every two years. We chose not to pursue the portal to access professional learning for a fee. We have been approached to participate in interdisciplinary projects by several groups. Association website was completely renewed. In the upcoming year we could have some website update tutorials for executive. ACTION ITEM: Gaetan will move the logo on our webpage to the header. The Medium has been redefined and no longer uses flipsnack. We have featured librarians from around the province and a ‘blast from the past’ section during our 60<sup>th</sup> anniversary year. We will look into redefining our social media strategies in 2019-2020. We continue to develop interactive PD sessions. We have attended TMC, the Manitoba School Library Association conference. We have gone over executive roles at the end of each year. We will continue to look at communication strategy for attending PD. We have extended memberships to two years and will continue discussion on membership in the upcoming year.

**5.6. Willow Awards Collaboration**

The Willow Awards have been struggling. The SSLA has been connected with the Willows in the past and they are hoping we can join forces. Charlotte may join their board as an ad hoc representative of the SSLA.

**5.7. Acknowledgements**



web: [www.ssla.ca](http://www.ssla.ca)  
e-mail: [sasksla@gmail.com](mailto:sasksla@gmail.com)  
twitter: @SaskSLA  
facebook: Saskatchewan School Library Association



## Adjournment:

Meeting was adjourned at 2:56 PM by Regan. The next general meeting will be at Dr. Martin LeBoldus High School in Regina on September 28, 2019 at 10 AM.

Minutes submitted by: Sophie Long

Approved by: Gaetan Hammond

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## SSLA Executive Action List

Action	Who	Comments
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
Determine direction for Conference 2021	Regan	
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

### President's Report 2018-2019

Throughout the 2018-2019 year, SSLA successfully engaged members with a number of excellent professional development opportunities and with a commitment to communicate the latest and greatest of the library and literacy world through a variety of platforms from social media postings to our peer-reviewed journal and our newsletters. SSLA's membership is 294 members in total.

### Strategic Plan

In accordance with Year 2 of our Strategic Plan, the SSLA Executive undertook the following actions:

#### Setting Strategic Direction

*The SSLA took out \$10,000 from its Operating Fund to provide a security cushion to cover the expenses from the Ruth Culham Workshops. After the success of the workshops, the money was returned to the Opportunity Fund.*

#### Professional Development

- *The SSLA submitted presentation proposals for the Regina Teachers' Convention.*
- *The SSLA hosted two workshops for April 11 & 12, 2019 featuring Ruth Culham.*
- *The SSLA planned three learning events on Blackboard Collaborate for 2019-2020, featuring Jennifer Casa-Todd, Shannon McClintock Miller, and Jennifer LaGarde.*
- *The SSLA increased our social media presence through a Facebook Page, and more frequent use of our Twitter account.*

#### Communication

- *The SSLA distributed at least three newsletters during the 2018-2019 year.*
- *The SSLA offered awards and bursaries for 2018-2019, although no recipients were put forward.*



- *The SSLA updated its web site under its existing domain. The Digital Badges site [digitalbadges.ssla.ca](http://digitalbadges.ssla.ca) was discontinued, and the information moved to a new section of our website titled Ed Tech Tools. Updates were also made to the FNMI Resource List.*
- *The SSLA published three editions of the Medium.*
- *The SSLA held a social in celebration of its 60<sup>th</sup> Anniversary on April 11, 2019.*
- *The SSLA sent a delegate to MSLA Conference in October to hear Jennifer Casa-Todd, author of SocialLEADia. This resulted in an article for The Medium, as well as a learning event opportunity for 2019-2020.*

### Sustainability

- *The SSLA was able to increase the Executive presence to nine members, which has allowed us to bring back Learning Events.*
- *The Constitution was amended to make all memberships the same cost, and to make the length of memberships 2-years.*

### SSLA Reserve Fund

- Subdivision 1: Operating Reserves - \$10,000
- The amount of \$10,000 was removed from the Operating Reserve to provide funds to cover the Ruth Culham workshops held April 11 & 12. The income of the workshops was sufficient that the full \$10,000 was returned to the Operating Reserve savings.
- Subdivision 2: Opportunity Reserves - \$10,000
- The Opportunity Reserve was untouched during the 2018-2019 year.

### Professional Development

SSLA continued to provide professional development by publishing three issues of *The Medium*, our professional journal and posting to *The Medium* blog hosted on the SSLA website.

Invitations were sent to Jennifer Casa-Todd, Shannon McClintock Miller, and Jennifer LaGarde to be speakers for a 2019-2020 Learning Events series. Signed contracts were returned from Jennifer Casa-Todd and Shannon McClintock Miller, and a written confirmation was received from Jennifer LaGarde.

SSLA hosted two workshops featuring Ruth Culham April 11<sup>th</sup> and 12<sup>th</sup>, 2019. Sessions were held in Saskatoon and Regina, with 197 participants attending between the two workshops.

SSLA completed work on our special projects grant for a *FNMI K-6 Resources Project*. The purpose of the project is to create and post a digital curation of quality resources to support FNMI content, Treaty Education, and the ideals of the Truth and Reconciliation Commission of Canada (TRC): Calls to Action. The completed K-6 portion of the FNMI Resources page was launched in September of 2018. In April of 2019, confirmation from the STF was received in the form of a grant for the continuation of this project, covering Grades 7-12.

Looking ahead, the SSLA hopes to partner with the SLA for their 2020 conference. Negotiations for this opportunity began in May, 2018.

## Communication

SSLA executive send regular newsletters to the membership and to the school division liaisons. SSLA has been successful in finding someone from almost every school division to act as a liaison to distribute SSLA news and information to school librarians across their district whether or not the school division has teacher-librarians who are SSLA members. SSLA maintains connections with a number of provincial and national groups as well. SSLA continues to have a representative on the Multitype Library Board. Through these networking relationships SSLA is able to connect its members to pertinent information provided by these groups.

## Sustainability

Sustainability is the fourth pillar of SSLA's strategic plan. As the number of teacher-librarians across the province dwindles as school divisions deal with tight budgets, SSLA is concerned that teacher-librarians could be eliminated entirely across the province as evidenced by the current practice in some school divisions. SSLA was once again unable to fill all of the available executive positions forcing current executive members to perform double duties. The executive is trying a number of methods to remain viable. SSLA promotes mentorship roles on the executive so that an incoming member can have a year to be mentored before taking on the full responsibility of a position. SSLA offered participation in the AGM through Blackboard Collaborate so that members did not have to travel to Regina to be involved.

## 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

- Completed the school division library lead contact list to the best of my ability.
- Compiled news from our liaisons.
- Gathered legacy and archival material that has been collecting at my house.

### Action Items

- Submit the school division library lead contact list.
- Forward pertinent legacy materials to the President.
- Finish article for the *Medium* from the ITSummit.

Report submitted by: Charlotte Raine

Approved by: Gaetan Hammond

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## Treasurer's Report

### Information Items

- Still waiting on final cheques to go through for have a complete idea on accounts.

### Action Items

- Year End report in July.

Report submitted by: Carol Preece

Approved by: Gaetan Hammond

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## PD Councillor's Report

### Information Items

- Nothing to report at this time.

### Action Items

- Determine direction of 2021 Conference and look into speakers.

Report submitted by: Regan Williams

Approved by: Gaetan Hammond

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## Publications Councillor's Report

### Information Items

- Nothing to report at this time.

### Action Items

- Prepare Spring/Summer edition of the medium.

Report submitted by: Katie Bell

Approved by: Gaetan Hammond

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## Special Projects Councillor's Report

### Information Items

- Continued work on FNMI gathering information to add to grade 7-9 area as well as French resources.
- Submitted Interim Report to STF for the FNMI Special Projects Grant

### Action Items

- Move forward with TRC resource collection and classification
- Meet to discuss direction in 2019-2020.
- Prepare letter for high school teachers.

Report submitted by: Hannah Patterson and Carla Katerynych

Approved by: Gaetan Hammond

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## Secretary/Archivist/Membership's Report

### Information Items

- Current membership is 294 (!)
- Spring/Summer newsletter is ready – let Sophie know if you have anything to add.

### Action Items

- Send out spring/summer newsletter.
- Meet with incoming secretary to review membership procedures and meetings.

Report submitted by: Sophie Long

Approved by: Gaetan Hammond



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## 5.1 Correspondence

### 5.1.1 Saskatchewan Library Association

- a. Session Presentations from the 2019 conference are available at this [link](#).
- b. The latest edition of SLATE included an article submitted by Judy Nicholson regarding SSLA's anniversary.

*Saskatchewan School Library Association's 60th Anniversary*

*April 11, 2019, 7:00 p.m.*

*Crave, Victoria Avenue, Regina*

*The event on April 11, 2019 at Crave in Regina was attended by about 35 people - many who had served on past executives and were past award winners, and many who are current executive and members. Past President, Charlotte Raine, provided comments and celebrated this opportunity to focus and celebrate the past and to look forward to the future and the many projects still to be undertaken.*

A "Read More" link was provided to a detailed history of SSLA.

- c. Saskatchewan Library Week 2019, October 20-26

The 2019 Saskatchewan Library Week theme has been chosen:

Libraries: Building the Future

Stay tuned for more information!

### 5.1.2 Canadian Federation of Library Associations.

**CFLA TRC Activities Survey:** The Indigenous Matters Committee has developed a survey to collect information on activities that Canadian libraries are doing in support of the TRC recommendations. See the survey [here](#).

### 5.1.3 Canadian School Libraries (CSL)

- a. Link to [Spring 2019](#) journal.
- b. [School Is Out for the Summer \(And your books should be too\)](#).

Eric Walters is challenging school libraries to try a summer lending/reading program. He will send out a signed poster and bookmarks if you accept the challenge. He asks that you email him in the fall to report on what you did.