

SSLA Executive Meeting

September 22, 2018



2018-2019

SSLA Executive Meeting

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Date

Sept. 22, 2018

STF Building

Saskatoon, SK

1:30-4:00 p.m.

<https://ca.bbcollab.com/guest/3f037bc3c1f241c5a452c5eb7648047e>

Call to Order

The meeting of the Saskatchewan School Library Association was called to order at 1:22 on **Date** by **Executive Council Member**

Meeting was called to order at 1:30 PM.

Present: Gaetan Hammond, Charlotte Raine, Hannah Patterson, Carla Katernych and Sophie Long

Regrets: Carol Preece, Sherry Chase, Katie Bell

1. Approval of Agenda

- 1.1. **The agenda was *unanimously approved* as distributed.** Motioned by Carla, seconded by Hannah, approved by all .
- 1.2. **Additions to the agenda:** Last minute piece of communication Sept 21 – from Provincial Archives of Saskatchewan

2. Approval of Minutes

- 2.1 **The minutes of the previous meeting were *unanimously approved* as distributed.** Motioned by Hannah, seconded by Carla, approved by all.

3. Reports

3.1. President

Geatan was in contact with Scott Burant over summer- this will be discussed later in the

meeting. Stealth has dissolved so we are continuing with YasTech (who took over Stealth's contracts) and (ACTION ITEM) will continue to work on moving digital badges to the weebly site. Gaetan met with the SLA over the summer to discuss possible collaboration and advocacy. ACTION ITEM: Sophie will connect with the SLA to share items for newsletter. Due dates each month are 25th slaprograms@sasktel.net (Anne Pennylegion). Gaetan will attend the MSLA conference Oct 19 and write an article for The Medium. FNMI pages went live on Friday; ACTION ITEM: some finishing touches to be added. ACTION ITEM: continue editing behind the veil.

3.2 Past President

Gathered information from SSLA liaisons and prepared the SSLA Strategic Plan for year two to be reviewed by the executive. Charlotte worked with the Multitype Databases to continue collaboration there.

3.3 Treasurer

Review of funds in the three accounts – short term deposit and longer term operational deposit. ACTION ITEM: Confirm that we can withdraw from one of the term deposit accounts to cover Ruth Culham expenses. Conference registrations must be paid within two weeks or the registration is invalid. Smaller balance this year from no conference last year. On budget.

3.4 Professional Learning Councillor

A few vendors signed on for conference – still waiting on a few with schedules. We have Pearson, Scholastic for both, Uls for both possibly, Nelson for Saskatoon. Ruth Culham would like to stay an extra night and leave on Sunday morning. ACTION ITEM: update budget to reflect extra hotel night. Included conference information in STF mailout. Events calendar has been updated by Gaetan. Sophie has made Facebook events for the two conference. ACTION ITEM: Sophie, Regan and Carol will meet to review registration/membership.

3.5 Special Projects Councillor

The final report was submitted. Bookmarks have been made to advertise the project. ACTION ITEM: Carla would like to meet with Brenda at OTC. Carla would like to review how the digital badges will work in future. Carlene's suggestion regarding digital badges needs to be reviewed: perhaps she could be a member at large. We will propose this to Carlene.

3.6 Secretary/Archivist/Membership

Sophie had nothing important to say. ACTION ITEM: Update liaison list. ACTION ITEM: Create promotional material for conference.

Charlotte motioned that reports be accepted as read – Carla seconds, approved by all.

4. Open Issues

4.1. Advocacy update

Advocacy options – Gaetan has created a page on the weebly called SSLA Advocacy. He gathered information from American, BC and Ontario websites. Gaetan wrote to Scott expressing the letter we had received from Lori and our concerns and he brought that to the STF. His response is the first correspondence item in the agenda. The Federation believes we should communicate this loss of the TL role to the public. If you see a politician – of any level – and tell them how important TLs are to the school. Joanne Beltramini could bring our concern to Carla Beck – we could connect with allies to encourage the promotion of the TL role. The PLLO could also be an option for advocacy, along with Sask Libraries. He also suggests a partnership with LENS (formerly Sask Reading Council). Action item: Gaetan will approach Joanne Beltramini to discuss advocacy and a possible committee. Carla expressed a concern about the staffing of school libraries. Librarians do more than shelve books – the instructional component is list. We can cite ministry document that lists the staffing of school libraries.

4.2. Conference

ACTION ITEM: Regan will contact the reps from Scholastic and Pearson to ask them to put flyers (conference) and bookmarks (FNMI) on their tables. ACTION ITEM: The Medium needs to be archived on the website. Carla suggests we recognize the former SSLA at conferences for 60th year. Former executive members could greet at the conference.

4.3. FNMI Resource List

Launched on Thursday. We added a disclaimer that we do not endorse one resource over another; also added a thank you to the OTC. Carla would like to cross reference with the Stewart resource list. The focus this year will be on the grade 7-9 list. Website was launched. Carla has a treaty session on October 5. ACTION ITEM: Sophie and Hannah will look into attending the treaty ed camp to promote list.

4.4. SSLA Executive Roles and Responsibilities Action List

4.5. Proposed budget for 2018-2019

Miraculously, the budget appears to be balanced. Some changes to conference budget to include promotion and the extra night of hotel stay for Ruth Culham. Line 12 in the Digital Budgeting budget will be removed. Hannah motions that the proposed budget be accepted with the changes listed above. Charlotte seconds it. Approved.

5. New Business

5.1. Correspondence

5.1.1. Discussed earlier

5.1.2. Share any National School Library Day events with sasksla@gmail.com before October 18. Gaetan will compile events and send it to CSL

5.1.3. Sask Library Week is the same week as National School Library Day. Please promote!

5.1.4. eResource Portal is good for highschoools. Britannica has extended access. Universalis is also available. ACTION ITEM: Add section in the newsletter about Blackboard for French Britannica.

5.1.5. SLTA teen essay contest

5.1.6. Advocacy campaign with CSL. Please share.

5.2. Meeting dates and locations for 2018-2019

Face to face meetings will take place in Regina again.

November 3 – 9am-12pm Online

January 19 – 9am-12pm Online

February 9 – 10am-3:30pm Face to Face (Location TBD)

March 9 – 9am-12pm Online

April 12 – AGM at Conference followed by Face to Face meeting

May 11 – 9am-12pm Online

June 8 – 10am-3:30 PM Face to Face (Location TBD)

5.3. Update Executive contact list

Send Gaetan your contact information if it is new or if you need to change anything.

5.4. Stealth – digital badging status

Carla will contact new registrants.

5.5. Mail Chimp Hack

Gaetan and Sophie changed passwords for MailChimp and Gmail. New password for gmail: Sch00lLibraries55%. ACTION ITEM: Sophie will discontinue use of Mailchimp.

5.6. President Elect PD fund opportunity

Gaetan has proposed that he will attend the MSLA conference for \$895. Sophie motions, Hannah seconds, approved by all.

5.7. Executive photo – to be taken later. Could everyone send Gaetan a head shot for the website. ACTION ITEM: Send photo to gmail account.

6. Additional item:

Discussion questions from Scott Burant. Review prior to November 3 meeting.

7. Old Business

6.1 Executive Duties and Responsibilities

Charlotte took our notes from the June meeting about executive roles and responsibilities. She pulled membership from the treasurer's role. Special projects could be an ad hoc committee member. Discussion about communications and mailing lists – roles of past president and secretary. Action item: mailing lists can be updated in Gmail. Charlotte will take on some roles of President Elect. Advocacy does not exist in the executive roles but it will likely take the form of ad hoc committee. ACTION ITEM: Gaetan will contact Scott Burant to confirm whether Joanne Beltramini could be an ad hoc member (associate of federation?). Charlotte will attend the Sask Polytech meeting in November on behalf of the SSLA.

Adjournment:

Meeting was adjourned at 3:18 PM by Hannah Patterson. The next general meeting will be at online on November 3 at 9am.

Minutes submitted by: Sophie Long

Approved by: Gaetan Hammond

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SSLA Executive Action List

| ACTION | WHO | COMMENTS |
|--|----------------------------|-------------|
| Book hotel rooms for Ruth Culham | Regan | In progress |
| Connect with and confirm vendors | Regan | In progress |
| Add budget line for 2019 conference in 2018 budget | Carol | |
| Send mailout information to Regan | Charlotte | |
| Send promotional material for conference in mailout | Regan | In progress |
| Move digital badging to weebly site | Gaetan | |
| Share communications information with SLA for newsletter | Sophie | |
| FNMI Project page finishing touches | Gaetan | |
| Edit and tidy behind the veil | Gaetan | |
| Confirm that a withdrawal can be made from term deposit account to cover Ruth Culham costs | Carol | |
| Update conference budget to reflect Ruth Culham's extra hotel night | Carol | |
| Sophie, Carol and Regan set up meeting to review membership and conference registration | Sophie, Carol, Regan | |
| Meet with Brenda at OTC | Carla | |
| Propose "member at large" position to Carlene | Gaetan, Carla (?) | |
| Update liaison list | Sophie | |

| | | |
|---|--------------------------|---------|
| Create promotional materials for conference (social media, flyers, etc) | Sophie | |
| Connect with Joanne Beltramini re: advocacy | Gaetan | |
| Connect with Scholastic and Pearson reps about displaying SSLA promotional material at RTC | Regan | |
| Archive Medium behind the veil | Regan, Gaetan | |
| Attend Treaty Ed Camp to promote FNMI project | Sophie, Hannah (?) | |
| Add French Britannica information to newsletter | Sophie | |
| Cancel mailchimp subscription | Sophie | |
| Send personal photo/headshot to SSLA gmail account (sasksla@gmail.com) | | |
| Confirm with Scott Burant that Joanne Beltramini can be an ad hoc member as a retired teacher | Gaetan | |
| Send out dates of SSLA meetings | Sophie | |
| Review roles assigned in the Strategic Plan and complete associated tasks | Executive | Ongoing |
| Share digital badges on social media (additionally, promote SSLA events, publications and membership) | 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

I was in contact with Scott Burant over the summer and he has some suggestions for advocacy. His emails are in correspondance.

Stealth dissolved as a company in the summer. We were able to move the Digital Badging site to YasTech. I will work this year at rebuilding digital badging on our Weebly site.

I met with the SLA over the summer, and we chatted about advocacy efforts and communications. They are happy to send out updates about our organization in their newsletter, if we can get them information by the 25th of the month.

Carlene contacted me with ideas about promoting digital badges and further Facebook live sessions, but I put that discussion on hold until today due to the sudden departure of Stealth and the website transfer.

I'm hoping to attend the MSLA conference Oct. 19 – Jennifer Casa-Todd. I will write an article for the Medium if I can attend.

Action Items

Finishing touches on FNMI pages, and make live.

Organize information behind the veil – add files that need to be updated.

Begin digital badges transfer.

Report submitted by: Gaetan Hammond

Approved by: Gaetan Hammond

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Past President's Report

Information Items

- Continued recruiting new executive members.
- Gathered information from our SSLA liaisons
- Prepared a revised draft of the executive duties and responsibilities
- Continued work with the Multitype Library Board attending both a sub-committee meeting and a teleconference in July.

Action Items

1. Review the executive duties and responsibilities with members to determine roles and responsibilities for 2018-2019.
2. Review with the executive items from the Strategic Plan which were assigned to be completed this year, Year 2 of 3
 - a. "Develop an advocacy plan for communications and relationships which extends promotion and relationship building across the executive. Deferred to Year 2."
 - b. "Create an access point for online professional learning such as a portal for one stop access for a fee. Deferred to Year 2 or Year 3."
 - c. "Develop procedures for extended memberships and complimentary memberships. Assigned to President and Past President."
3. Update Legacy pieces on the website.
4. Determine how to update school libraries regarding MDLP database changes.

Report submitted by: Charlotte Raine

Approved by: Gaetan Hammond

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Treasurer's Report

Information Items

1. Financial Statement Attached
2. Chequing account balance \$6521.37
3. Term Deposit balances \$32 359.00

Action Items

1. 2017-2018 Financial Review completed.
2. All conference registrations are being paid by PayPal.

Report submitted by: Carol Preece

Approved by: Gaetan Hammond

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SSLA Financial Report – Banking Summary

Saskatchewan School Library Association Profit and Loss

July 1 - September 15, 2018

| | <u>Total</u> |
|-----------------------------|----------------------|
| INCOME | |
| Conference 2019 | 2,380.00 |
| Digital Badging Income | 10.00 |
| Interest | 0.56 |
| Membership | 510.00 |
| Total Income | \$ 2,900.56 |
| GROSS PROFIT | \$ 2,900.56 |
| EXPENSES | |
| Audit | 160.00 |
| Bank charges | 48.37 |
| Digital Badging | 412.50 |
| Financial Record Keeping | 84.36 |
| Publications | 50.00 |
| Special Projects | 3,134.26 |
| Website Hosting Fee | 398.00 |
| Total Expenses | \$ 4,287.49 |
| OTHER EXPENSES | |
| Paypal fees | 88.60 |
| Total Other Expenses | \$ 88.60 |
| PROFIT | - \$ 1,475.53 |

Saturday, Sep 15, 2018 10:17:57 AM GMT-7 - Accrual Basis

submitted by: Carol Preece

Approved by: Gaetan Hammond

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PD Councillor's Report

Information Items

- Have a couple of vendors signed on for conference.
- Sent out follow up communication with start-up of new school year. Several were not ready to book for following spring. Some still are not and have responded they will get back to me when they have their schedules determined.
- Contacted Ruth Culham to discuss flights/dates of arrival and departure. She has not yet booked flights but will arrive Wednesday and would prefer to fly out early Saturday morning. Means another night for a hotel.

Action Items

- Book hotel rooms for Ruth Culham – now that dates are confirmed.
- Continue vendor follow up.
- Promotion of events – STF bulletin/mail out?; social media, newsletter...
- Tracking of registrations on website – tutorial.
- Follow up with venues – future.

Report submitted by: Regan Williams

Approved by: Gaetan Hammond

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Special Projects Councillor's Report

Information Items

Final Report Submitted to STF June, 2018

Continued with Special Project Site development

Bookmarks ordered from STF

Submitted final invoices

Review budget to present to STF

Action Items

Continue to update FNMI resource collection and classification

Meet with OTC – B Ahenakew

Submit final budget and invoices to STF – Special Projects

Report submitted by: Carla Katerynych

Approved by: Gaetan Hammond

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Secretary/Archivist/Membership's Report

Information Items

- Created promotional materials for FNMI Project
- Prepared newsletter for September – will be sent out Sept 24
- Contacted Kaeley Morgan at STF to prepare flyers for conference for Regina Teacher's Convention
- Uploaded minutes from June meeting behind the veil

Action Items

- Send out newsletter
- Update membership list
- Confirm liaison list is up to date
- Migrate mailing lists from MailChimp to Gmail

Report submitted by: Sophie Long

Approved by: Gaetan Hammond

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Correspondence:

1. Scott Burant, STF



Scott Burant

Aug 17, 2018,
11:03 AM

to me

Dear Gaetan,

Thank you for your email of June 7, 2018 in which you outlined the current provincial context in relation to school libraries and teacher librarians. This is not just a problem in your area, we are witnessing a trend in the reduction of teacher librarians. The Ministry of Education has provided this education sector staffing profile which includes the following data:

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 |
|--------------------|---------|---------|---------|---------|---------|
| Teacher Librarians | 156.4 | 145.3 | 125.9 | 114.8 | 99.1 |

The reduction in funding for school libraries and teacher librarians is a locally determined decision by the school division, this is ultimately a problem caused by underfunding by the provincial government. The Federation believes that reductions you are witnessing should be communicated to the public.

We anticipate engaging our research staff, our Director of Government and Stakeholder Relations and our communications staff on this topic in the coming months, especially as we gain a better sense of the ramifications of budget constraints implemented at the local level. The message we are sharing with our members is that if you see a politician, from any level, tell them you are a teacher.



web: www.ssla.ca
e-mail: sasksla@gmail.com
twitter: @SaskSLA
facebook: Saskatchewan School Library Association



Communicate to them the way education is being funded in Saskatchewan is not sustainable. Share with them what it means for your life, for the students in your school. They need to hear this message over and over again. Our best hope is clear, consistent and coordinated messaging directed at those who make the decisions. Working collectively produces change.

The Ministry of Education is responsible for both public libraries and family literacy. There may be an opportunity for combined advocacy with other stakeholders such as public libraries and provincial literacy networks. Your network may also wish to consider submitting a resolution to the STF Council, or connecting with other professional growth networks or school community councils to raise awareness. Your network can contribute to the conversation about viable and valuable school libraries.

On a purely administrative note, we also want to ensure your network remain viable. I invite you to consider what opportunities there may be to enhance support for you membership, for example perhaps a partnership or merging with the Literacy Educators' Network of Saskatchewan (LENS).

Engaging with your professional growth network will also be an asset as we move forward. I hope this information has been helpful and look forward to future conversations in the upcoming months.

Sincerely,

Scott Burant

Managing Director, Member Services | Saskatchewan Teachers' Federation
2317 Arlington Avenue | Saskatoon, SK | S7J 2H8
T: 306.373.1660 | Toll Free 1.800.667.7762 | F: 306.374.1122

www.stf.sk.ca

2. Canadian School Libraries

Hello Gaetan, I hope the new school year is going well! [Canadian School Library Association \(CSL\)](#) once again announces and celebrates National School Library Day, traditionally the fourth Monday in October therefore this year October 22nd. You can read the CSL announcement with a variety of ideas/supports for celebrating at <http://www.canadianschoollibraries.ca/october-22-is-canadian-school-library-day/>

One of the best things about National School Library Day is hearing about celebrations, announcements or events occurring throughout Canada such as those we heard from in 2017 <http://www.canadianschoollibraries.ca/canadian-school-library-day-2017/>. Once again we are asking if your association could share if and how you are celebrating National School Library Day, or have new initiatives, news, conferences, events or workshops that you would like colleagues across the country to know about, learn from and celebrate.

We would like this information on (or before) **Thursday, October 18th** in the form of a brief write-up. Readers appreciated any photos you may wish to share along with your write-up, sent as separate JPG or PNG files.

Please let me know if you can send a submission.

Regards, Judith Sykes
CSL Board of Directors

3. Saskatchewan Library Association:

Saskatchewan Library Week is October 14-20, 2018 digital posters, web banners and Book Spine Poetry contest instructions can be downloaded from the [SLA website](#). More Book Spine Poetry contest information can be found [here](#).

4. Multitype Library Board:

The complete September newsletter can be [accessed here](#). Information to note includes:

- **eResource Portal** <http://nl2ts6yg7f.search.serialssolutions.com/>
The MDLP eResource portal was updated and has a new look. The updated portal lets you search by both online journal and online book titles.

- **AutoMate** replaced the Auto Repair Reference Center database as of July 1, 2018. Please ensure that you have added the AutoMate link to your website:
<https://search.ebscohost.com/login.aspx?profile=automate>.
- The Ministry of Education subscribes to the French encyclopedia, **Universalis Jr.**, on behalf of PreK-12 schools. Britannica has extended subscription access to all MDLP partners. Britannica has also included free access to **Universalis Sr**
 - Universalis Jr. (elementary school-age French encyclopedia):
<http://www.french.eb.com/junior>
 - Universalis Sr. (high school-age French encyclopedia):
<http://www.french.eb.com/>
- PLLO hosted webinars featuring the multitype electronic resources: *General Reference Center Gold*, *Student Edition*, and *Kids InfoBits*, as well as the Provincial Library and Literacy Office Library Science collection. Missed a webinar? Watch the recordings on the Library Toolshed site. [The Library Toolshed](#) is a repository of library training, programming and promotion resources developed by British Columbia, Alberta, Manitoba and Saskatchewan libraries.
 Read the latest library Toolshed blog/newsletter at <https://librarytoolshed.ca/toolshed-blog>.

5. Saskatchewan Library Trustees Association

SLTA is sponsoring a teen essay writing contest in conjunction with Saskatchewan Library Week. The theme of the [SLTA Teen Essay Contest](#) is "How Has Your Library Transformed Your Life in Your Community?" The contest runs September 4, 2018 through November 1, 2018.

6. Canadian School Libraries

New campaign: [Every child in Canada deserves an excellent school library. Here's Why?](#) <http://www.canadianschoollibraries.ca/excellent-school-libraries/>