

SSLA Executive Meeting

September 16, 2017



2017-2018

SSLA Executive Meeting

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Date

Sept. 16th, 2017

Dr. Martin LeBoldus Catholic High School

2330 – 25th Ave., Regina, SK

10:00 a.m. – 4:00 p.m.

Call to Order

The meeting of the Saskatchewan School Library Association was called to order at on 10:10 by Gaetan.

Present: Jamie Forrest, Carla Katerynych, Carol Preece, Gaetan Hammond, Regan Williams, Charlotte Raine

Regrets: Sophie Long

1. Approval of Agenda

- 1.1. The agenda was unanimously approved as distributed.
- 1.2. There were no additions to the agenda.

2. Approval of Minutes

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

3. Open Issues

3.1. Budget

3.1.1. Discussion of budget items

3.1.1.1. Eclechtech Educator Contract

SSLA is contracting Eclechtech Educator to run our Digital Badges Program, as per our June meeting. Carla reviewed with the executive that Carlene has been contracted in the past to provide badges. The purpose of contracting services is to decrease Carla's workload, so those administrative tasks for badging that Carla had been doing should be

part of the contract. Carla emphasized that we need to determine what we want from Digital Badges: is it a money maker or a support for members? Stealth is still operating the WordPress page which houses the digital badges. Currently we are experiencing trouble accessing.

Action Item: Gaetan will troubleshoot access to digital badges.

Proposal: We keep digital badges as status quo and focus this year on the special project and learning events. No new badges will be created at this time.

Action Item: Carla will negotiate a contract with Carlene for digital badging for 2017-2018. The contract will have two parts. Part 1 for \$270 includes dealing with registrations, issuing badges, and taking care of website maintenance particularly with logging in. Part 2 for \$330 is for promotion. This would include Facebook Live events and any other promotional ideas. (\$82.50/hr x 2 hours = \$165 for each event)

3.1.1.2. Opportunity Reserve Expenditure

3.1.1.2.1. Discussion: Do we want to pay for subscription services for clip art, Canva, FlipSnack, etc out of the Opportunity Reserve?
 No, according to Scott Burant’s feedback, these types of expenditures would not come out of the Opportunity Reserve, but instead regular budget.

3.1.1.2.2. Review of individual budget areas

3.1.2. Approval of 2017-2018 Budget

Moved by Gaetan, seconded by Carol that the budget for this year be approved.
 Carried.

Action Item: Gaetan will update the budget with the few changes. Add to Line 38 the website hosting fee of \$375 originally included in the opportunity reserves

3.2. Executive Calendar

3.2.1. Meeting Dates

3.2.1.1. Sept. 16th, 2017

3.2.1.2. Oct. 14th 2017 (Choose Face to Face/online) – 9:00 – 12:00 - PVSD

- 3.2.1.3. Nov. 18th, 2017 (online)
- 3.2.1.4. Jan. 20th, 2018
- 3.2.1.5. April 21st, 2018
- 3.2.1.6. June 9th, 2018

Decreased the number of meetings by one. AGM on April 21.

3.3. SSLA Executive Roles and Responsibilities Action List

Action list items were reviewed and updated. Gaetan supplied the current list and asked executive to disregard the chart circulated with the agenda.

4. Reports

4.1. President – Gaetan highlighted that he has been searching for potential *Medium* contributors by contacting former STF summer short course presenters. Terry Pon has agreed to do an article. Gaetan has also been promoting the Learning Events contacting library groups and advertising on the STF website. He noted that we have to watch that a person can register for a Learning Event, but not pay for it. Must be cross-referenced. He plans to do a President’s message to send out to the membership. He is working on a cheat sheet for new website which is almost done. He is serving on the MDLP steering committee which has contracted out a review of the database subscriptions with the goal on determining how to move ahead with databases.

4.2 Past President – Charlotte reviewed the revisions to the Reserve Fund policy suggested by Scott Burant. The executive approved the changes. The Legacy Project research will be compiled into a format that can be shared with Gaetan who will post it to the new website. Charlotte outlined the Kids Guide to Canada project and her role as ambassador. The executive agreed to help promote the project through our regular means.

4.3 Treasurer

Action Item: Carol and Gaetan will meet with financial advisors at TCU to investigate types of investments and saving accounts available for our funds – term deposit may be unnecessary especially since interest is at .06%. Financial review does not need to be done by an accountant. There is a form to fill. Regan will ask her contact to review the books. Perhaps look at \$82.50 per hour as a ballpark fee.

4.4 Professional Learning Councillors

Regan - No conference this year. Status of joint conference -- Charlotte reported that the president and vice president of the Saskatchewan Reading Council have resigned. The SRC doesn't have seed money even to begin planning.

Regan will look for a presenter for 2019 with a writing focus and a recognizable name.

Jamie – Megan has agreed to host the first one. Need to promote – poster needs to go to division liaison list and membership list.

Action item: Gaetan will send poster to Sophie to send out this week.

Jennifer Serravallo has her own platform – will not be using Adobe Connect. School registration - \$300. School rate applies if you are within the same school. Gaetan has the page pretty well ready to go. Gaetan will show Jamie how to access the registrants' contact info. **Action item:** Get Adobe credentials through SSLA. Let Jamie know if there is anything else she should be doing.

4.5 Communications –

Gaetan checks SLA email, has been doing Facebook - doing it from HootSuite; Charlotte can look at Twitter; Carol will look at Pinterest – maybe can add; #SaskEdchat should be added to Twitter. Jamie will do that for the Learning Events. We were contacted by Kelly, the convenor of SaskEdchat. He would like SSLA to host one session - Thursdays 8 p.m. – 9 p.m. Ask Sophie if interested in hosting and what social media pieces she would like.

4.6 Special Projects Councillor

Due to connection issues with digital badges, Carla hasn't sent the welcoming messages yet. Carla is our rep on the Polytechnic School of Communications Technology's Library Information Technology Program Advisory Board. Their meeting was moved from June to October 6 from 9 – 12. SSLA will cover sub costs for Carla to attend. This has been the practice in the past when representing SSLA at a meeting which the employing Board will not cover sub costs.

Survey garnered 56 responses. Carla hoped for 50 so was pleased. Responses indicated request for contact info for elders, etc. Carla noted that size of collection is not specified by the end of June. We can continue to build after.

Gaetan is doing a poster session at PGN day.

4.7 Secretary/Archivist/Membership

Regan/Jamie moved to accept the reports. Carried.

5. New Business

5.1. Correspondence

5.1.1. SLA Saskatchewan Libraries Forum Fall Follow-up meeting invitation

Not enough response to Michael Shires invitation for a follow-up meeting – instead a questionnaire was sent out.

5.1.2. SSLA Reserve Fund Policy Revisions - reviewed during the Past President's report

5.2. Strategic Plan

5.2.1. Professional Development

5.2.1.1. Learning Events

Discussion: How can we help promote these events? Needs everyone to help promote and get registrations. Tag so that their followers see the information and can promote. Executive needs to register.

5.2.1.2. Medium

5.2.1.2.1. Discussion: Publish in November, February, and May
 Conference article, Terry Pon article, Gaetan has an article on gentrification

5.2.1.2.2 Discussion: Any ideas for getting article submissions? Shoulder tap those who have finished masters to publish an article.

Need to continue the discussion to find a platform for the *Medium* which would maintain the professional quality.

5.2.1.3. Conference

5.2.1.3.1. Looking into possibility of joint conference with SRC

5.2.1.4. STF Summer Short Courses

All SSLA summer short courses cancelled due to low registration. As long as courses are offered, the beginning teacher-librarian should be offered. Perhaps more info at PGN day next week.

5.2.2. Communication

5.2.2.1. School Division Liaisons – Does the liaison list need updating. Gaetan will contact Sophie.

5.2.2.2. Other library organization liaisons
Charlotte is a Multitype Board member.

5.2.2.3. Website cheat sheet

Gaetan in process of updating the cheat sheet.

Weebly.com – Login sasksla@gmail.com Sask2008!

Has its own analytic data so we may not need the Google analytics going forward.

Store – Click on orders - gives a lump sum, but then can click on the amount and get the breakdown.

Does have a receipt which is a nice feature once payment is complete.

Breaks down form entries into appropriate categories.

Do have to match payment with registrations. Still have to check if non-members are registering as members.

For learning events, \$120 for non-members gets you a membership.

Under Form Entries, can Export All into an Excel file.

Edit Site – Link for Edit Site is on the upper right. Navigate to the page you wish to edit.

Regan registered for Learning Events as a non-member to test the site.

Sophie will need to check Learning Events registrants for new members registering for learning events.

Action item: Charlotte to check Adobe Connect rooms for SSLA and if the Ministry has gone with a new platform.

5.2.3 Sustainability

5.2.4.1 SSLA Executive Positions

5.2.4.1.1 Openings for Publications, Communications, and President Elect

5.2.4. Picture of 2017-2018 Executive - Anita took the photo

5.2.5. Executive Contact List – Reviewed and made changes.



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



5.2.6. Appreciation

Gaetan expressed appreciation for all the responses over the summer.

Adjournment:

Meeting was adjourned at 3:27 by Gaetan. The next general meeting will be on October 14. Choose to connect in person or online.

Minutes submitted by: Charlotte Raine

Approved by: Gaetan Hammond

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SSLA Executive Action List

✓	ACTION	WHO	COMMENTS
	Connect with possible speakers for Conference in 2018/2019 school year (in Regina?)	Regan	
	Price video production equipment items and submit to Charlotte	Charlotte	Carlene to provide list of required equipment; executive will decide whether to purchase, rent, or borrow.
	Check into new online meeting platform provided by the Ministry and forward credentials for Adobe Connect to Jamie.	Charlotte	
	Promote Learning Events. Gaétan to send poster to Sophie to send out to membership this week.	Gaétan and Sophie	
	Meet with financial advisors at TCU: to transfer signing authority; to investigate types of investments and saving accounts available for our funds; to open savings accounts for the Opportunity Reserve and the Operating Reserve.	Gaétan and Carol	
	Check with contact to see if he/she would consider completing the financial review of the books - \$82.50/hr	Regan	
	Negotiate a contract with Carlene for digital badging for 2017-2018.	Carla	
	Submit to Charlotte your year-end report for the 2016-2017 year to be presented at our 2017 AGM	Sophie, Carla, Regan Carol (after financial	

		review), Megan?,	
	Update the budget with the suggested changes.	Gaétan	
	Share digital badges on social media (additionally, promote SSLA events, publications and membership)	Executive	Ongoing
	Support new members and be cognizant of stresses and challenges.	Executive	ONGOING

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President's Report

INFORMATION ITEMS

- Successfully transferred the SSLA main website to Weebly
 - Created a GoDaddy account so we could manage the ssla.ca domain
 - Kept the hosting and management of the Digital Badges site with Stealth. Removing this from Stealth would mean attempting to rebuild the entire Digital Badging site on our own.
 - Established the subdomain digitalbadges.ssla.ca to link to the digital badges server on Stealth
- Attended several meetings of the MDLP Steering Review Committee over the summer.
- Updated information on the new website, both behind the veil and on the public portion.
- Registered for TMC 5 Conference in Winnipeg.
- Acquired a copy of the financial statement for 2014-2015 and uploaded it behind the veil.
- Forwarded correspondence from the sasksla@gmail.com account to appropriate Executive members
- Posted SSLA Learning Events on the STF Events Calendar
- Posted Learning Events poster on Facebook Page, Facebook Group and Twitter.
- Created Facebook Event for the Jennifer Serravallo Event on Facebook page. Shared the event with the SSLA Facebook Group, the MSLA facebook page, and the CSL Facebook Group.
- Shared Learning Events poster and registration link with school library associations across Canada
- Contacted TCU about transferring signing authority
- Uploaded executive meeting minutes and AGM minutes behind the veil
- Collected reports and prepared agenda for September meeting
- Collected news items from our liaisons
- Wrote an article for The Medium.

- Contacted Terry Pon of Thom Collegiate in Regina about writing an article for the Medium on ISTE Standards. He is interested in doing this for us.

ACTION ITEMS

1. Try and attend SLA Teleconference in September.
2. Continued work on SSLA Website
3. Monitor registrations for membership and Learning Events as they come into the new website.
4. Contact other STF Summer Course presenters about writing Medium articles.

Report submitted by: Gaetan Hammond

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 <http://ssla.ca/>
<http://ssla.ca/>

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Analytics Overview

Aug 1, 2017 - Aug 31, 2017

 All Users
 100.00% Sessions

Visits by Source / Medium

Source / Medium	Sessions
google / organic	77
(direct) / (none)	46
bing / organic	10
lloop.canadianschoollibrary.ca / referral	2
saskartsboard.ca / referral	2
digitalcitizenship2to5.blogs.pot.com / referral	1
peacelibrarysystem.ab.ca / referral	1
pinterest.com / referral	1
tvdsb.ca / referral	1
yahoo / organic	1

Visits by Browser

Browser	Sessions
Chrome	91
Safari	18
Firefox	15
Internet Explorer	9
Edge	3
Safari (in-app)	2
Android Browser	1
Android Webview	1
BlackBerry	1
Opera Mini	1

Visits by Country / Territory

Country	Sessions
Canada	96
United States	18
Australia	6
India	6
Philippines	3
Namibia	2
Singapore	2
Greece	1
Hong Kong	1
Indonesia	1

Visits by Keyword

Keyword	Sessions
(not provided)	79
(not set)	54
ssla inquiry	6
inquiry plan template	1
kerri nakoneshny, saskatoon	1
what is student generated questions	1

Visits

142
 % of Total: 100.00% (142) 

Pageviews

337
 % of Total: 100.00% (337) 

Unique Visitors

106
 % of Total: 100.00% (106) 

Avg. Visit Duration

00:02:29
 Avg for View: 00:02:29 (0.00%) 

Pages / Visit

2.37
 Avg for View: 2.37 (0.00%) 

Bounce Rate

69.01%
 Avg for View: 69.01% (0.00%) 

% New Visits

68.31%
 Avg for View: 68.31% (0.00%) 

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Past President's Report

Information Items

- Updated the Executive Handbook
- Finalized year end documents and posted behind veil/sent to Gaétan
- Attended a Google hangout meeting as the Saskatchewan rep for the Kids' Guide to Canada
- Completed and submitted Access Copyright Repertoire Claim form
- Met with incoming president, treasurer and secretary to finalize 2016-2017 and plan for 2017-2018
- Submitted Reserve Fund Policy to Scott Burant for review

Action Items

1. Discuss with executive the revisions to the Reserve Fund policy suggested by Scott Burant at STF.
2. Change contact information with Access Copyright.
3. Inquire about the scope for the Legacy project.
4. Inform executive about the Kids' Guide to Canada project and determine if there is a role for SSLA or how I should proceed

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 \$33 981.72
3. Term Deposit balance \$12 285.29

Action Items

1. Term deposit will expire in December. Do we want to renew at current terms?
2. I need suggestions for someone to help with the Financial Review. How much are we willing to spend?

Report submitted by: Carol Preece

Approved by: Gaétan Hammond

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SSLA Financial Report – Banking Summary

Saskatchewan School Library Association Profit and Loss

July 1 - September 9, 2017

	<u>Total</u>
Income	
Digital Badging Income	110.00
Interest	2.89
Special Project Grant	4,375.00
Total Income	<u>\$ 4,487.89</u>
Gross Profit	\$ 4,487.89
Expenses	
Bank charges	3.79
Financial Record Keeping	42.18
Wufoo Online Survey Maker	40.45
Total Expenses	<u>\$ 86.42</u>
Profit	\$ 4,401.47

Saturday, Sep 09, 2017 11:44:11 AM GMT-7 - Accrual Basis

submitted by: Carol Preece

Approved by: Gaétan Hammond

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Professional Learning Councillors' Report

Information Items

At this time, there is no conference scheduled for the 2017-2018 school year.

Action Items

- Try again to contact the Saskatchewan Reading Council to discuss the possibility of conference partnership.
- Investigate possible speakers and venues for 2019.

Report submitted by: Regan Williams

Approved by: Gaétan Hammond

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Professional Learning Councillors' Report

Information Items

The three learning events are booked:

- Jennifer Serravallo – October 11
- Angela Stockman – November 7th
- Jennifer LaGarde – January 23rd

Action Items

- Promotion of the learning events: send emails, tweet (#saskedchat, #edchat, other hashtags?), FB page advertising, talking to principals – promoting the school registrations
- Contact Jennifer Serravallo about 10 days prior to the event to arrange how she wants to present and to get the media that needs to be uploaded if necessary
- Send login information to registrants
- Confirm with Megan how her and I will be hosting this event – division of labour
- Keep up to date with registrations and follow-up with payments

Report submitted by: Jamie Forrest

Approved by: Gaétan Hammond

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Communications Councillors' Report

Information Items

- Thank you to Gaetan for his continued work on the Facebook page.
- The usernames and passwords document for our social media accounts are "behind the veil" of the new site thanks to Gaetan.

Action Items

- Determine responsibilities for SSLA social media and communication.
 - o Possible schedule?
 - o Email checked weekly by: Communications? President?

Report submitted by: Regan Williams

Approved by: Gaétan Hammond

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Special Projects Councillor's Report

Information Items

Welcome back email sent to all former registrants

Review Carlene Walter's Proposed contract

Reviewed and Analyzed Project Survey responses

Contacted personnel for Project committee

Action Items

Meet with Carlene Walter and finalize contract

Meet with Committee and move forward with collection of resources

Report submitted by: Carla Katerynych

Approved by: Gaétan Hammond

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Secretary/Archivist Councillor's Report

Information Items

- New membership form exports into a spreadsheet. The current membership spreadsheet is currently in the process of being renewed to "match" this spreadsheet for ease of information.
- All 2016-2017 meeting minutes are behind the veil.
- 2016-2017 documents sent to Archives Canada and Sask Archives as per constitution.

Action Items

- Membership reminders to be sent.
 - o Possibility of a membership drive?

Report submitted by: Sophie Long

Approved by: Gaétan Hammond

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New Business

CORRESPONDENCE

5.1.1. SLA Library Fall Forum Invitation

Hello everyone,

My thanks to those who completed the doodle poll for another multisector meeting of all Sask. library associations and related stakeholders. Unfortunately there was a response rate of under 50% so there will be no teleconference. SLA is still greatly interested in engaging with all of you. I have decided to post some questions from the agenda in this message for email discussion. If you feel inclined then please answer them and send to me by Monday, Sept. 25. I will send a summary to everyone. I appreciate your time and consideration.

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1. Is there traction to coordinate advocacy efforts and share information for future Saskatchewan Library Week (SLW) opportunities? SLW is held annually in the third week of October and the 2017 theme is Libraries Matter <https://saskla.ca/programs/slw>. Partnering examples are branding SLA's poster with association logos and sharing SLW activities from libraries that won SLA grants.
2. Is there traction to coordinate advocacy efforts and share information for future Freedom to Read Week (FTRW) opportunities <http://www.freedomtoread.ca> and <https://saskla.ca/freedom-to-read-week>? The invitation to partner with SLA on FTRW is similar to SLW efforts.
3. Briefly state what advocacy work your organization did during the Spring 2017 public libraries budget cuts crisis? Was it effective? In anticipation of the next budget being tabled in March 2018, would your organization be interested in coordinating advocacy efforts (e.g. messaging, fact sheets, etc.)
4. Are there questions/comments you would like to ask from either the March 2017 SLA Forum Final Report or on any topic that may impact Saskatchewan's library associations?



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



- 5.1.2.** SSLA Reserve Fund Policy Revisions
 - a.** Revisions sent out separately with agenda