

SSLA Executive Meeting Minutes

June 2017



2016 - 2017

SSLA Executive Meeting

June 2017

Date

June 10th, 2017

Eamer Auditorium, STF Building, 2317 Arlington Avenue, Saskatoon

10:00 a.m. – 4:00 p.m.

Call to Order

The meeting of the Saskatchewan School Library Association was called to order at 10:03 on June 10, 2017 by President Charlotte Raine.

Present: Charlotte, Chantelle, Carla, Carlene Megan, Regan, Jamie, Sophie, Gaetan

Regrets: Jana, Carol

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**

4.2 **President Elect**

4.3 **Treasurer**

4.4 **Secretary/Membership/Archivist**

4.5 **Publication Councillors**

4.6 **Professional Learning Councillors**

Megan:

- Booked three presenters – need to fill out needs survey

- Angela Stockman needs survey (completed)
- Jennifer LaGarde – what topic? Advocacy for libraries (how can teachers fill the role?)
- Jennifer Serravallo – provides her own platform – do we need a copy?
- ACTION ITEM: Charlotte will look into new platform provided through ministry (Elgin?)
- Need to determine cost for the three learning events: group rate \$300, \$120 for individuals (\$30 discount for members)

Regan:

- Not a lot of work to do on the conference- need to determine contact with SRC.
- Discussion Saskatoon vs Regina for conference in 2018-2019 school year
- ACTION ITEM: Jamie will contact SRC members and forward information to/from Charlotte

4.7 Communication Councillor – vacant position

4.8 Special Projects Councillor

Carla

- Contact with public library and ministry in regard to new special project (TRC)
- Badging has continued to move forward - a few new registrations
- Problem getting people to submit badges
- July 2016 expenses need to be added to 2016-2017 budget
- ACTION ITEM: Special Project budget meeting – Carla, Charlotte, Carol, Carlene
- Videos being put forward in the future
- Carlene acts as a third party contracted from the executive
- Do we made Carlene an ad hoc member next year?

4.9 Past President

Carlene

- Need to come up with new ways to promote badges
- New badges are cleaned up
- Possibly a new way of thinking during shrinking PD funds...
- Is this an executive position or a third party position?
- Need to list badges on SSLA page

5. New Business

5.1. Acceptance of Year End Reports

- Reports to be forwarded to Sophie (cc Charlotte) by end of June

5.2. Website decision

- Need to confirm that we can maintain our domain name
- Need to confirm that we own the digital badges website
- Contract is in a dropbox (behind the veil??)
- Motion: move ahead with weebly and cut ties with stealth – motioned by Sophie, seconded by Megan, approved by all
- ACTION ITEM: Gaetan will begin discussions with stealth to move pieces over to the weebly
- ACTION ITEM: end contract with wufoo

5.3. Reserve Fund policy review

- Having two reserve funds
- Opportunities for SSLA to do some programming in a PD capacity
- Operating reserve and opportunity reserves
- Operating: situations such as sudden expenses, one-time costs, unexpected losses
- Minimum operative reserve – one year’s operating cost –
- Opportunity reserve would set aside money for a need that furthers the mission of the organization – a way to increase learning – investment in PD opportunity
- Carlene: could funding for Digital Badges go through the opportunity reserve
- Subscription to canva etc. through opportunity fund
- Some method of recording and advocating for the role of the librarian
- Suggestion: open a savings account and have term deposits from that account
- Annual budget will determine amounts which will be deposited into reserves
- Policy should be reserved every second year by President and Treasurer
- \$20,000 for operative reserve? \$10,000?
- Gaetan moves to ratify, seconded by Carlene
- Carla motions that we open savings accounts for the opportunity reserve fund and operating reserve fund for the upcoming year and put \$10000 into each account. Seconded by Gaetan. Approved.

5.4. Expressions of compassion and condolence

- Our policy says that the SSLA will purchase a gift of condolences when there is a family member death, etc.
- Possibility of expanding that to hospitalizations of family members, too?

- Carlene suggests adding clause “where deemed necessary”
- Carlene suggests raising the amount of \$40 to \$60 – the president can delegate the duty of sending a condolence or compassion gift

5.5. Correspondence

5.5.1. Multitype Library Board Communique

5.5.2. Kids Guide to Canada

- Is there anybody in the SSLA that would represent Kids Guide to Canada?
- Requires emails, tweets, a meeting once a month
- Charlotte will look into this responsibility

6. Strategic Plan Development

6.1. Review of Strategic Plan draft

Gaetan motions to accept the strategic plan as prepared. Seconded by Carla. Approved.

6.2. Portal for 2017-2018

6.3. Executive Roles and Responsibilities

Executive Members	Task
All	Define executive roles and propose budget for 2017-2018 year
Gaetan (Regan?)	Archive current issues of The Medium as ‘flipsnack’ subscription ends in November 2017
All	Submit any expenses or requisitions to Carol by June 30, 2017

7. Farewells

Adjournment:

Meeting was adjourned at 4:02PM by Charlotte Raine. The next general meeting will be at the STF building in Saskatoon on Saturday, September 23 starting at 10:00 with the Professional Growth Networks Day 2017.

Minutes submitted by: Sophie Long Approved by: Charlotte Raine

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√	ACTION	WHO	COMMENTS
	Connect with possible speakers for Conference in 2018/2019 school year (in Regina?)	Regan	
	Prepare proposed budget for 2017-2018 year	Megan, Chantelle/Jana Carla, Carla/Carlene	
	Price video production equipment items and submit to Charlotte	Carlene	
	Submit year-end report for next year's AGM to Sophie (cc Charlotte)	All executive	
	Check into new online meeting platform provided by the Ministry	Charlotte	
	Connect for Special Project budget meeting	Carla, Charlotte, Carol, Carlene	
	Begin discussions with stealth to move pieces over to the weebly	Gaetan	
	End contract with Wufoo	Gaetan? Carol?	
	Contact SRC members and forward information to Charlotte	Jamie	
	Contact Kids Guide to Canada regarding possibility of representation	Charlotte	
	Share digital badges on social media (additionally, promote SSLA events, publications and membership)	Executive	Ongoing
	Submit any expenses or requisitions to Carol by June 30, 2017	Executive	
	Archive current issues of The Medium as 'flipsnack' subscription ends in November 2017	Gaetan/Regan	



web: www.ssla.ca
e-mail: sasksla@gmail.com
twitter: @SaskSLA
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Support new members and be cognizant of stresses and challenges.	Executive	Ongoing
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President's Report

INFORMATION ITEMS

- Contacted Sask Reading Council regarding potential collaboration with conferences
- Completed draft of Reserve Fund policy
- Completed checklist of duties to meet STF May 31 deadline
- Consulted with Carla on the interim report for special projects
- Drafted a strategic plan from the content collected during strategic planning day
- Prepared agenda for June meeting and booked location

ACTION ITEMS

1. Follow-up with Reading Council
2. Complete required duties for STF to meet June deadline
3. Transfer files and items to incoming President

Report submitted by: Charlotte Raine

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Google Analytics Data

Analytics Overview

May 1, 2017 - May 31, 2017

All Users
 100.00% Sessions

Visits by Source / Medium

Source / Medium	Sessions
(direct) / (none)	182
google / organic	166
canadianschoollibraries.ca / referral	57
bing / organic	7
yahoo / organic	6
ilsop.canadianschoollibraries.ca / referral	4
m.facebook.com / referral	3
thebpc.ca / referral	2
baidu / organic	1
ecasia.org / referral	1

Visits by Browser

Browser	Sessions
Chrome	232
Firefox	80
Safari	71
Internet Explorer	38
Edge	7
Safari (in-app)	5
Opera Mini	2
Maxthon	1

Visits by Country / Territory

Country	Sessions
Canada	333
United States	57
Australia	10
New Zealand	5
India	3
Philippines	3
Colombia	2
Ireland	2
Kenya	2
Argentina	1

Visits

436

% of Total: 100.00% (436)



Visits by Keyword

Keyword	Sessions
(not set)	257
(not provided)	174
16 ssla	1
inquiry unit template	1
school report on inquiry question	1
student inquiry grade 6	1
teacher librarian award saskatchewan	1

Pageviews

1,038

% of Total: 100.00% (1,038)



Unique Visitors

301

% of Total: 100.00% (301)



Avg. Visit Duration

00:02:24

Avg for View: 00:02:24 (0.00%)



Pages / Visit

2.38

Avg for View: 2.38 (0.00%)



Bounce Rate

64.91%

Avg for View: 64.91% (0.00%)



% New Visits

61.47%

Avg for View: 61.47% (0.00%)



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President Elect's Report

Information Items

Completed mockup of website on Weebly

Attended meeting of MDLP Steering Review Committee

Sent out TRC survey for Special Project

Submitted Annual report

Action Items

Meet with Charlotte to discuss transfer of duties.

Work on MDLP Committee over the summer.

Prepare budget and meeting schedule for 2017-2018.

Arrange for Executive Photograph for 2017-2018.

Register for TMC 5 once registration opens.

Inform liaisons and partners of change in position.

Report submitted by: Gaetan Hammond

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Date June 3, 2017

Information Items

1. Financial Statement Attached
2. Chequing account balance \$29 902.90
3. Term Deposit balance \$12 285.29

Action Items

1. Year End financial statement will be printed after June 30.

Report submitted by: Carol Preece

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SSLA Financial Report – Banking Summary

SSLA Profit and Loss May 6 - June 3, 2017

	<u>Total</u>
Income	
Interest	1.41
Total Income	<u>\$ 1.41</u>
Gross Profit	<u>\$ 1.41</u>
Expenses	
AGM Awards and Bursary	302.50
Conference 2017 Expenses	5,933.94
Executive Travel	761.04
Financial Record Keeping	21.09
Office expenses	7.56
Wufoo Online Survey Maker	41.41
Total Expenses	<u>\$ 7,067.54</u>
Profit	<u>-\$7,066.13</u>

submitted by: Carol Preece

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SSLA Financial Report –Budget Statement

Budget 2016 - 2017			
INCOME Memo	Budget	Actual	Difference (\$)
Balance \$26927.45			
Membership Fees	3,000.00	4,212.00	-1,212.00
STF Basic Grant	2,664.00		2,664.00
AccessCopyright	475.00	370.78	104.22
Interest	10.00	14.58	-4.58
Learning Events Revenue	3,510.00	4,020.00	-510.00
Conference 2017	15,000.00	18,210.00	-3,210.00
Regina Workshop			0.00
Special Project Digital Badging	250.00	40.00	210.00
Special Project 2016-2017			0.00
Miscellaneous income			0.00
Term Deposit Transfer		0.00	0.00
TOTAL INCOME	24,909.00	26,867.36	-1,958.36

EXPENDITURES	Budget	Actual	Difference (\$)
Advertising	100.00		100.00
Accounting Software	384.00	209.19	174.81
AGM - Awards and Bursary	891.50	381.72	529.78
Financial Review	500.00	500.00	0.00
Bank Charges (includes PayPal)	600.00	471.43	128.57
Executive Meetings 3 F2FMeals X \$150 + Exe	950.00	925.48	24.52
Executive Travel and Accommodations	3,500.00	2,865.27	634.73
Gifts	250.00	62.95	187.05
Learning Events Expenses	2,070.00	2,050.00	20.00
Donations - CSL - School Library Advocacy (M	1,000.00	1,000.00	0.00
Office Supplies and Postage	100.00	8.82	91.18
Online Survey Maker \$30.00 X 12 months	360.00	284.44	75.56
President-Elect PD Opportunity	1,500.00		1,500.00
PD Opportunity - Fourth Year Executive (2016	1,000.00		1,000.00
Publications The Medium	550.00	516.80	33.20
Special Projects Digital Badging	500.00		250.00
Special Projects 2016-2017			0.00
Conference 2017	11,050.00	13,473.00	-2,423.00
Regina Works hop			0.00
Strategic Planning Facilitation	1,000.00	978.39	
Website Hosting Fee	375.00	178.75	196.25
Miscellaneous	30.56		30.56
TOTAL EXPENSES	26,711.06	23,886.24	2,553.21

GRAND TOTAL	Budget	Actual	Difference (\$)
Total Expenditures	26,711.06	-23,886.24	
Net Revenue	24,909.00	26,867.36	
General Fund Balance	-1,802.06	2,981.12	
Reserve Funds (from 2015/6 profit \$13 541.00)	1802.06		
BALANCE		0	

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Secretary/Archivist Councillor's Report

INFORMATION ITEMS

- Updated membership list
- Uploaded minutes behind the veil
- Sent membership renewal email
- Met with Carol to compare membership list to conference attendee list and prepared an invoice for SPS
- Compared possible online meeting platforms
- Prepared and submitted membership report

ACTION ITEMS

- Complete minutes and upload from June 2017 meeting
- Determine new tasks for role next year

Report submitted by: Sophie Long

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Publication Councillors' Report

Information Items

- The spring edition of The Medium was posted on the website, and on the Facebook page
- Cheque requisitions for articles were submitted to treasurer.
- All articles from previous years are now archived on the website.

Action Items

- Review year-end report for 2018 AGM.
- Forward Flipsnack subscription to SSLA
- Decide on Medium and blog format for 2017-18
- Make necessary changes to Duties and Responsibilities for next year.
- Make draft publications budget for next year.

Report Submitted by: Chantelle Anderson and Jana Scott Lindsay

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Publication Councillors' Financial Statement

Publications Budget 2016 - 2017				
INCOME Memo	Budget	Actual	Difference (\$)	Difference (%)
Balance	550.00			
Total Income	550.00	0	0.00	
EXPENDITURES	Budget	Actual	Difference (\$)	Difference (%)
Submissions 3 issues - 9 articles @ \$50	450.00	450.00	0.00	
Membership Contribution Incentives	25.00			
FlipSnack Subscription	75.00	66.80	8.20	
Total Expenses	550.00	516.80	33.20	
GRAND TOTAL	Budget	Actual	Difference (\$)	Difference (%)
Income	550.00			100.00%
Expenditures	516.80			98.20%
GRAND TOTAL	33.20			1.80%

Report submitted by: Chantelle Anderson & Jana Scott Lindsay



web: www.ssla.ca
e-mail: sasksla@gmail.com
twitter: @SaskSLA
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Professional Learning Councillors' Report

Learning Events

Information Items

Refer to May report.

Action Items

Report submitted by:

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Professional Learning Councillors' Report

Conference

Information Items

- My current calculations have conference making \$4737.00, but some numbers have not been verified with the treasurer, still unsure if this is accurate.

Action Items

June - August 2017

- Confirm approved fee range for conference speaker – **June 10th meeting**
- Investigation and preliminary planning for the 2019 conference
 - possible speakers – focus on writing
 - location and venue – tentatively in Regina
 - format (one day)
 - timeline – spring 2019

Report submitted by: Regan Williams

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Special Projects Councillor's Report

Information Items

8 new registrations Jan through June 1 for Digital Badging

Welcome Email sent to new registrants

Year End reminder to submit badges sent to badging participants

Developed, field tested and requested distribution of Special Projects FNMI, Treaty, and TRC Resources Survey to membership.

Special Project Grant interim report submitted to Colleen Paulhus at STF

Contacted Carlene re Podcast/Screencast/Facebook Live promotional format for digital badges. Given the late date of the 2016/2017 year, we will not proceed with any format at this time and pursue options in the 2017/2018 year.

Action Items

Continue with registrations, promotion and approvals for Digital Badging

Special Projects TRC – Analyze survey results, set up working committee and begin networking with Public Library System and Ministry of Education

Report submitted by: Carla Katerynych



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



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Past President's Report

INFORMATION ITEMS

Refer to May report.

ACTION ITEMS

Report submitted by:

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CORRESPONDENCE

5.5.1 Multitype Library Board

What's new at the Multitype Library Board?



June 2017

MULTITYPE LIBRARY BOARD NEWS

The Multitype Library Board (MLB) held a teleconference on March 29, 2017 and several Board members also attended the Multitype Database Licensing Program (MDLP) AGM on May 24, 2017.

The Board has typically held an annual meeting in conjunction with the MDLP AGM. After the provincial budget was released in March, the Board decided to forgo this event. The additional meeting time allowed MDLP partners to consider the current and future state of the program.

MULTITYPE DATABASE LICENSING PROGRAM AGM

MDLP in 2017/18

- The Core Collection will remain status quo. No databases will be added or removed from the Collection.
- Saskatoon Public Library and the Ministry of Government Relations decided to leave the program. As of July 1, 2017, they will no longer have access to the MDLP Core Collection.
- MDLP partners decided to hire an external consultant to perform a review of the MDLP and its operations in 2017/18.
- A steering committee made up of representatives from each library sector will oversee the review process.

Steering Committee Members

- Administrative Organization: University of Regina represented by Colleen Murphy
- Post-Secondary Libraries: Jaclyn McLean & Amy Rankin
- Provincial Library & Literacy Office: Allison Hopkins
- Public Libraries: Jeff Barber & Arwen Rudolph
- School Libraries: Elgin Bunston & Gaetan Hammond
- Special Libraries: Melanie Hodges Neufeld & Nancy Young

The University of Regina agreed to act as an administrative body for the committee. They will post the request for proposal (RFP), hire the consultant and have a seat on the steering committee.

The steering committee, authorized to speak on behalf of their respective sectors, anticipates having an RFP posted by July 31, 2017. Committee representatives will keep their sector informed about the progress of the review.

The consultant will review many aspects of the MDLP including the program structure, financial contribution model, governance structure, program principles, goals, and policies.

CONFERENCES & PUBLICATIONS

Access 2017 Conference

This library technology conference brings together library staff, developers and programmers. It features in-depth analyses, panel discussions, lightning talks, and hackfest.

Access 2017 will be held in Saskatoon from **September 27-29, 2017**. [Early bird registration](#) rates are available until July 1, 2017.

SALT Fall Workshop

The Saskatchewan Association of Library Technicians (SALT) will hold their annual Fall Workshop on **September 22, 2017** at the Western Development Museum in Saskatoon.

The workshop theme is *Libraries and Newcomers to Canada*. For more information contact the Workshop Coordinators at sasksalt@gmail.com

SCAA AGM

The SCAA's 2017 AGM will be held at the Swift Current Museum on **June 23, 2017**. For more information visit the [SCAA website](#).

SCAA Workshop

The Saskatchewan Council for Archives and Archivists (SCAA) is holding a workshop on the *Care and Handling of Photographic Materials* on **September 19 and 20, 2017** in Humboldt. [Early bird registration](#) rates are available until August 21, 2017.

The Medium

The spring 2017 issue of *The Medium*, published by the Saskatchewan School Library Association, is now available on their website. This issue features three articles:

- *The Impact of School Library Programs on Student Achievement*
- *Spending The Day With Donalyn Miller*
- *The Writing Strategies Book by Jennifer Serravallo: A Professional Resource Review*

LIBRARY ASSOCIATION MILESTONES

Congratulations SALT on your 40th anniversary! Library technicians are vital to the success of Saskatchewan libraries and communities. Here's to another forty years of "empowering Library Technicians in Saskatchewan."



Congratulations to the Saskatchewan Library Association (SLA) on 75 years as the voice of Saskatchewan libraries! Here's to another seventy-five years of building "an engaged library and information community."

TRUTH AND RECONCILIATION

As part of the Government of Saskatchewan's response to the Truth and Reconciliation Commission's *94 Calls To Action*, the Ministry of Education has been working on supplementing teaching resources to capture the legacy of residential schools. One of these resources is a website entitled, [Supporting Reconciliation in Saskatchewan Schools](#).

This website contains a wealth of information explaining what reconciliation is, the legacy of residential schools, moving forward and professional development materials. All Saskatchewan residents are invited to take advantage of these resources: <http://bit.ly/2stHHGh>

