

Nova Scotia Library Association

NSLA Board Meeting

March 31, 2017

Sackville Library, Sackville NS

1. Call to Order

The President called the meeting to order at 10:17. Regrets: Kelli Wooshue, Katherine McCoubrey

2. Approval of the Agenda

6.3 Links to the website-Policy

6.4 AVRL –2016 Registration Fees

6.5 Orientation Guide

6.6 Request-1Book NS for support

6.7 Executive meeting

6.8 Saskatchewan Library Association

Motion to adopt agenda as amended.

(Hayward / Mathieu)

Motion carried

3. Approval of the minutes.

Motion to adopt minutes of the November 18th, 2016 minutes.

(Mathieu / Jackson)

Motion carried

4. Old Business and Business arising from the minutes

4.1 E-Votes

i. IWB conference

Motion to purchase an item from the Library Marketplace (value no greater than \$25), and offer one-year NSLA membership for a draw at the IWB (Information without Borders) Conference on February 15, 2017.

(Morrison / MacMillan) **Motion carried**

ii. IWB Conference Support

Motion that NSLA support the Information Without Borders 2017 Conference with a contribution of \$500.

(Janes/ Morrison) **Motion carried**

iii. Hackmatack Support

Motion to support the Hackmatack Award with a contribution of \$250.

(Janes / Morrison) **Motion carried**

iv. Adoption of a revised NSLA Logo

Motion to adopt the adapted NSLA Logo.

(Jackson / Hayward) **Motion carried**

4.2 Information without borders follow- up

Rosalind submitted her report. She and Dale felt it wasn't well organized. Cindy indicated that they had not acknowledged in any way. Greg recommended we contact the faculty advisor at Dal SIM and provide feedback on the event.

4.3 Records Retention Policy

i) By-laws

Cindy indicated she had asked at The Partnership meeting about their policies and best practices. She had not received any feedback yet.

ii) Newsletters-Archives

Ros indicated they were not done yet but that she would be working on them.

iii) Records Management-Ann Marie

Ann-Marie indicated because of work responsibilities she had not been able to work on this item but will do so in the near future.

4.4 Social Media Plan

Nothing new to report: will be on the next meeting's agenda.

4.5 Spring 2017 Workshops

There was much discussion on the Spring Workshops. One topic was to include the 150 Books of Influence, share some of the titles and have discussion about the books and how to do a reader's advisory on the topic. Another topic was to invite the RCMP to speak to Safety in the Public Workplace.

Dates and locations were discussed. A workshop will be held in Berwick at their new library on May 8th, 2017. A second workshop will be in Antigonish on May 15th. Lunch would be included on these days.

4.6 Winter Partnership Retreat 2017

Cindy gave her report on the Winter Partnership Retreat 2017. She indicated because Ann-Marie could not attend that Erin Comeau, Director at WCRL, attended the meetings with her. Cindy said they were very good meetings. The group works well together, sharing information and best practices. The main topic of discussion by the group was the benefits of association membership.

The group also discussed the effect of the US election on the Canadian Libraries, especially from the BCLA, who expressed a feeling of ‘Political implosion.’ There was talk on advocacy, which some associations do extremely well. NSLA is not at that point, but is working on it. APLA offered assistance to NSLA when need be as they have an advocacy committee and have developed an “advocacy toolbox” to provide guidance and reference.

4.7 Membership Brochure

i) Rack cards

Have not received a finished card as of yet. Cindy will follow-up with Kelli to ascertain the status of the rack card. AVRL offered to finalize the card if it is not yet ready. Greg will look into printing costs. We would like to give out the card at the spring workshops.

4.8 CFLA/FCAB

i. Atlantic Working Group--They are still sorting things out. The group has downscaled in size, and now consists of the Presidents of the member association only. They need to iron out a few things such as how to choose nominees to the Board.

ii. Board

Kathryn Rose is President for 2 years; however, she is pregnant, Suzanne van den Hoogen will fill in for her when necessary. The CFLA/FCAB Board meets only by phone at this time, in part because travel expenses are not covered.

Tricia Schell has been serving on the Truth & Reconciliation Committee. Cindy will ask Tricia for updates and ask about a session at the NSLA Conference.

iii. AGM

The CFLA/FCAB AGM on February 1, 2017 was well attended. Cindy attended on behalf of NSLA.

5. Reports (submitted and reviewed in advance)

5.1 President

The President's report was submitted in advance.

Cindy informed the Board that after further consultation by the Executive, the COYS application to the PS&D Fund last fall had not been approved.

5.2 Vice President

Ann Marie would like to see the orientation manual updated by the time of the conference. She will send out a call for updates and changes for each board member position. Each board member will review their section so the orientation manual can be updated. (6.5)

5.3 Past President (vacant position)

5.4 Treasurer

The treasurer's report was submitted in advance

Tim informed the board that the monies for the Libraries 150 Project had been received.

He had also received the first bill.

There was a discussion about fee to the NSLA conference. Ann- Marie will check with CORL to see what other regions do about paying conference fees. How do they pay the fees? Do the regions pay the difference between the member and non-member fee or must staff join NSLA?

There was also discussion if the \$25 difference was enough for non-members to pay?

There was also discussion about Board member attendance at the conference. It was mentioned that sometimes NSLA Board members are unable to attend the conference due to a lack of financial support from their employer. It was suggested that NSLA look at members with these particular circumstances and consider helping with expenses so that Board members can participate in the conference.

Action: To be placed on June agenda.

5.5 By-Laws Convener

No report submitted.

5.6 Newsletter Convener

The newsletter convenor's report was submitted.

The old editions of the newsletter have been sent to the Archives.

The next edition of the newsletter will come out after April 1st.

Ros indicated she will not be taking the position next year.

5.7 Membership Convener

The membership convenor's report was submitted.

Dale indicated that membership was in crisis. We have lost \$1200 in membership.

How do we proceed? Getting information about NSLA into the hands of library staff; need to have the rack cards complete so we can get them out to the regions during the spring workshops.

Discussed having a membership drive and include a prize draw. We need a strategy to tackle membership. Approach Dal-Sim, Chiefs of regions. How do we approach academic libraries and those who were members of NSALT?

Dale will approach lost members one more time and include a rack card in their mail out.

The Halifax Library Association may be disbanding; Cindy has sent them an email extending them an offer of becoming part of NSLA as a Chapter or Working Group of our association. At the time of the board meeting she had not heard back.

Ros and Dale will work on an ad to include in the Spring newsletter.

5.8 Website Convener

The website convenor's report was submitted.

Look at ways to push membership and its benefits to members.

"Welcome to NSLA's Discussion List" Include things like the OLA shop and Perkopolis

Greg will add "Access to NSLA newsletter" to the website

Website—updates need to be made:

Change “Continuing education” to “Professional Development”

Links on the board page need to be changed / updated.

If any board member sees links that are broken please let Greg know

Links to the NSLA website, we will not accept any requests for outside links. Greg will

Include in his section of the orientation manual that it is ok to say no, we do not accept

/do these actions.

5.9 Public Relations and Promotions

Kelli submitted her report.

5.10 Nominations

Jenn said there had been a meeting with Dale, Greg, Tim and she to discuss membership.

Jenn would like to know who would not be staying on the board next year so she can begin advertising in the newsletter.

5.11 Conference Convener

The conference convenor report was submitted.

There was a call for conference committee members and they received one reply.

There will be a site visit in the next week or so.

They asked if we would want pre- conference sessions on the Friday.

Suggestions for sessions included

i. Treaty education- the intent is to provide information on how treaties in Nova Scotia work. Contact is Meaghan Hallett. It would be a session for library board members and staff. Ann Marie and Ros to gather information for the conference committee.

ii. “150 things made at your library” there will be a large Maker –space component to the conference.

iii. LBANS may want to include the “Cultural Action Plan as one of their sessions. There will be an invitation extended to the Minister to attend the conference and the banquet. He could be asked to present the action plan to the conference.

iv. The committee asked if it would be ok for the exhibitors to have presentation time slots during the conference. It would be a way to get the exhibitors and conference attendees to have more interaction. Another idea was to have a passport type of contest to interact with the exhibitors with prizes to be distributed at the end.

Cindy spoke on 6.2 Libraries 150 at this point. The Libraries 150 Project includes funding for the conference. There is about \$9600 for the conference. There has been talk with the 1BNS and the author of this year’s book is willing to be at the conference. The author reading will be open to the public. Some of the funding can be used for the keynote speakers.

The committee will be sending out a call for proposals for conference sessions.

5.12 Professional Development Convenor

The professional development convenor’s report was submitted.

There was discussion/confirmation of the Spring workshops.

6 New Business

6.1 Community awards

Cindy mentioned that some provincial associations are trying a different approach to the awards they offer. Typically awards recognize the achievement and contributions within the library community. Now some are looking to award individuals or organizations outside of the library community for innovation or initiatives that impact libraries, literacy,

etc. This recognition will serve not only to bring focus to the award recipient, but also to increase public awareness of the library association and its work. .

It was asked if the BC association have guidelines for their award: Cindy will ask.

6.2 Libraries 150

There is a \$6130 Commitment to the Project from the regions. A working committee from the regions has been established.

- i. The board agreed that Greg should purchase the URL 150booksns.ca, and establish a website to promote Libraries 150: 150 Books of Influence and to serve as a portal for public nominations for the booklist.

There was discussion regarding development of a Libraries 150 Facebook page, under NSLA. It would be used to push events and author reading. The Board agreed it did not want to do this.

- ii. Announcement: There will be an official announcement of the Libraries 150 project. Laura Emery will be the contact person for this portion of the project.
- iii. A partnership has been established with 1BNS. A book has been chosen and they are ready to go.
- iv. Need to encourage participation from NSLA & APLA membership and also encourage University Library involvement.
- v. Publicity
- vi. Looked at ways to promote the project
 - social media
 - Maritime noon
 - The Coast
 - Chronicle Herald
 - Small town newspapers

There will be a soft launch of the project mid/end of May

Posters and brochures will be created; Jay from AVRL will do the graphics.

Each region will arrange its own author readings.

Around mid-August we will accept nominations for the 150 books of influence for the brochure.

Nominations for the 150 Books of Influence will be accepted throughout June and July, and the booklist selections will be finalized in August, and a brochure printed.

The list will be launched at the Word-on-the –Street in Halifax on Sept.16, 2017 It is hoped the Minister of CCH will announce the booklist. Word -on-the-Street has been very cooperative. NSLA will have two back- to- back slots , one of which may be used by One Book Nova Scotia.. For the Libraries 150 session, there may be a panel discussion on Nova scotia’s literary heritage and future . Cost will be \$250 to cover 3 panelists, \$82 each

There will also be conference and library month promotions.

In our partnerships, we need to add Atlantic Books

Cindy circulated a copy of the Centennial Project “Nova Scotia in Books, 1752-1967”.

vii. Monies for the Project;

The amount each region is contributing to the project will be used by each region to provide author readings or programs that promotes the project. Bills will go to AVRL, who will pay the bills on behalf of NSLA.

The project received \$42,000. \$25,000 will be set aside for author visits. \$20,000 for authors, \$3000 for accommodations and \$2000 for travel, with the amount split between the nine regions. In addition each region will use their \$770 portion of the project funds for their author readings.

ARVL will develop/provide forms for regions to submit their expenses. Tim, Ann Marie and Shelly will create the form.

As mentioned before there will be a \$250 expense at the Word-on-the-Street.

Question was asked if there might be enough money to do a TV ad.

Thoughts on other places to promote the project: Might we get reduced rate for an exhibit at APLA May 23/25, Read -by-the-Sea, Lunenburg literacy weekend, Highland Games week in July.

6.3 Links to the webpage

Discussed under web convenor's report.

6.4 AVRL Conference fees

AVRL conference fees were not paid at the conference in Pictou. Cheque will be sent to PARL. The 2016 conference report will be modified, and monies will be redirected as required, new report will be filed.

6.5 Orientation manual

Discussed under Vice-President's report. Ann Marie will call for updates to each board members section to be completed so updates can be made before the next conference.

6.6 1BNS- request for support

1BNS has requested support from NSLA for the 2017 1BNS session.

Motion that NSLA sponsor 1BNS with a \$1000 contribution.

(Janes / Atkinson) **Motion carried**

Action: 1BNS will be added to our website as an organization we support.

6.7 Executive meeting

The executive had had a conference call meeting on March 18th 2017. The minutes are added as an enclosure.

6.8 Saskatchewan Library

Ann -Marie explained to the Board the drastic cuts brought forth in the Saskatchewan budget. The cuts include a decrease in the library budget from \$6million to \$2.5 million, which was a 58% of the library system's budget.

Colin Evans has asked for a letter of support for the Saskatchewan Library system.

Cindy asked Ann Marie to write /draft a letter of support to send to the Saskatchewan Minister responsible for Libraries. A copy of the letter will be sent to the SLA.

7 Next meeting

The next meeting will be June 16, 2017. Location TBA.

Meeting adjourned 3:00 P.M.

Executive Meeting Conference Call

March 18, 2017

A conference call was held by the executive on March 17, 2017.

1. Finances

Tim informed us that we were in the same position as we were at the November board meeting. The only change was he had paid part of the conference fees for Rosalie Gillis from the PS&D Fund. . The rest will be spent at the time of the conference.

2. Membership

There was a discussion on membership. Should we look at having a common renewal date with APLA. Should we start with NSLA members then as new joint members join go with common renewal dates.

Dale is working on ideas to bring up at the next meeting.

The Halifax association may be disbanding and Cindy has approached them to see if they want to come in under the NSLA.

3. Libraries 150

Cindy shared that ECRL had a second project and they had received their cheque for the entire amount. We have not received any money yet, but know we would not be receiving the whole amount. It will be \$8000 less.

Laura Emery and Cindy are working on the project. A working committee with a representative from each region has been formed. They will hold a conference call on March 20th. They will decide how to choose the 150 Books of Influence, set up the criteria for the book nominations, etc.

They will hire a graphic designer, who will help develop a logo, create the brochure and create the lay-out for the brochure,

There is a \$12,000 promotion budget.

AVRL will be offered the design work.

There will be an announcement of the project in the Winter / Spring Newsletter.
Later a press release will inform the public of the project.

The government department have strict rules for accounting but have not set up a template for our use,; we will have to design one .. keep it simple.

The working committee will be asked to submit 10 titles for consideration for the booklist. This will provide material for publicity and discussion prior to nominations from the public. These suggestions will be revealed to the public to help get the final list started, and to get the public's input. Library staff will be given aids to help talk up the project, and the Spring Workshop may include a Reader's advisory session on these books.

4 Spring workshop

Talked about possible spring workshop ideas. One would be to discuss the 150 Booklist. Use it as a reader's advisory. Other ideas were an overview of the Cultural Action Plan and how it works in libraries. This may also be an idea for the Conference where the Minister could come and speak on the plan.

Dates were discussed for the spring workshops, May 8th & 15th and locations to be decided.

5 2017 conference

There will be a meeting with Jimmy MacAlpine from LBANS to discuss what LBANS are looking for as conference sessions. Want to work closely with LBANS toward strong conference sessions. Invitations to the Minister need to go out ASAP. and others.

Charlotte and Wend are putting out a call for people to set on the committee.

They are arranging a meeting with the conference center to see what they will have for session rooms and accommodations.

One idea for the conference is a publisher on diversity and diversity publishing in Canada. Angela Reynolds has a contact who will travel from Toronto at no cost to NSLA. There may also be some monies from Libraries 150 project.

Angela will be sharing folk tales as a conference session as part of fund sponsorship attendance to the conference she is attending.

150 related things as part of the conference.

Social ideas for the conference include a kitchen party

Cindy told about an idea mentioned at the Partnership meeting which dealt with a developing a community award which will recognize people or organizations who play a big part in helping libraries in their communities.

Next board meeting will be March 3, 2017 from 10-3 at the Sackville Library.

We will put out a call for agenda items.