

**Nova Scotia Library Association**

**NSLA Board Meeting**

November 18, 2016

Wolfville Library, Wolfville NS

10:00AM – 3:00PM

1. Call to Order

President called the meeting to order at 10:12 AM. Regrets: Katherine McCoubrey. Kelli Wooshue joined us via web. Jenn Atkinson joined us at 1:00 PM via web.

2. Approval of the Agenda

6.6 Board e-mail added to the agenda.

**Motion** to adopt agenda as amended.

(Mathieu / Hayward) **Motion carried**

3. Approval of Minutes

3.1 Minutes of the September 23 and September 25, 2016 Board Meeting

**Motion** to adopt minutes.

(Hayward / Mathieu) **Motion carried**

4. Old Business and Business Arising from the Minutes

4.1 E-Votes:

i) Libraries 150 Fund Application

Board approved the E-Vote of the Library Fund Application.

4.2 2016 Conference De-brief

Conference positives were discussed. Only negative response had to do with food choices especially for breakfasts. Workshops received positive responses with potential of regions using many ideas.

The conference had a slight deficit. The Seed money will not be returned to the Association.

Thanks were expressed for the sponsorship of TTS.

**Action:** Cindy will send a letter of thanks to Ray Cronin.

#### 4.3 Articles for Newsletter from 2015/2016 PS&D Fund Recipients

Rosalind informed the Board that the Recipients of the 2015/2016 PS&D Fund had already submitted reports for the newsletter.

#### 4.4 Records Retention Policy

Background was given re Archives holding NSLA records. Rosalind informed the Board that records up to 2010 had been turned over to the NS Archives.

The 2010-2-13 records can be turned over to the NS Archives in 2019.

**Action:** By –Laws: Change proposal re-records for Archives.

Newsletter: Copies of all missing newsletters to be copied and sent to Archives.

Rosalind indicated she would do so.

Tim indicated he had some Treasurer's papers and Cindy some President's that need to be sorted. Discussion about what needs to be kept. How long to keep paper files or what should we do with paper files?

Do we PDF all papers?

Questions on Records Management? Look at a partnership with Dal or SIM to do a Records Management project.

**Action:** Ann Marie will make contact to discuss NSLA's records management.

#### 4.5 Social Media Plan

Kelli explained she had a social media plan. She will resend the plan to the Board and it will be brought up at the next meeting.

**Action:** Kelli to send draft social media plan to the Board.

#### 4.6 Spring 2017 Workshops

Spring workshops will be organized in January. Some ideas brought to the table were:

Maker –Space –Truro Library

Mental Health

It was mentioned that the Webinars from OLA were streaming more often.

#### 4.7 Winter Partnership Retreat 2017

The President and Vice-president are booked to go to the Partnership Retreat in January and also attend the OLA Conference.

NSPL has been asked for support to go.

The first AGM of CFLA/FCAB will also be the same week.

Cindy explained they had homework to do for their next Partnership meeting.

#### 4.8 Membership Brochure

There was much discussion on membership and promoting NSLA to increase membership.

We need to adjust promotions to meet people's needs.

Rack cards: Discussed moving from our brochure to a rack card. It would provide critical information about NSLA: be pictorial, drive people to the website. People would print off the membership form from the website, which would be made user-friendly.

Greg and Kelly will work on this project this year.

Discussion on cost of rack cards.

**Motion** to investigate the cost of doing a run of rack cards to promote NSLA.

( Hayward / Janes) **Motion Carried**

Discussed target areas for the new cards to include regions, library schools, universities, DAL/SIM. The new cards would be a good incentive to kick off a new membership drive.

Looked at the process for developing the rack cards. We need to do some re-branding. The NSLA logo needs to be re-tweaked. Logo needs refreshing-typeface, color scheme, needs a whole new look and feel. It was determined that the Logo was the number one priority.

Ann Marie and Tim offered AVRL to do work on the Logo.

It was also mentioned that we should set up a list of guidelines on the use of the Logo.

**Action:** Greg and Kelli to work on rack card.

AVRL to work on revised logo.

#### 4.9 CFLA/FCAB

##### i) Atlantic Working Group Update

Cindy had received an email with Draft guidelines and policies. It is a benefit to members to have a say.

**Action:** Cindy to email guidelines and policies to NSLA membership.

##### ii) Board Update / Board Committees

In February Trecia Schell will be coming off the Board in early 2017. The next Board rep will come from either APLA or NLLA. NSLA has recommended that a set rotation be set up. We will recommend that the rotation be alphabetical thus it should be APLA's turn next. NSLA would next have a representative in 2021. Each of the associations in the Atlantic Region must endorse the Board candidate.

##### iii) February 2017 Annual General Meeting

The meeting will be at the same time Cindy and Ann Marie are at OLA conference. They will represent NSLA at the General meeting.

#### 5. Reports (submitted and reviewed in advance)

##### 5.1 President

The President's report was submitted in advance.

##### 5.2 Vice President

Ann Marie had not submitted a report.

She reported at the meeting that there may have to be a change in the conference dates for 2017 conference.

The Orientation manual updates had been received and she thanked everyone who had responded.

### 5.3 Past President (vacant position)

### 5.4 Treasurer

Tim presented his financial report. An error was pointed out in the outstanding balance column.

Tim was asked to send a corrected Financial Statement to the secretary.

**Action:** Tim to send revised Financial Statement.

### 5.5 By-Laws Convener

No report submitted.

**Action:** Katharine to send newly-adopted By-Laws to Greg for posting on website.

### 5.6 Newsletter Convener

Rosalind is working on the current issue. Ros asked whether the contact list for each region is current and if they are receiving the emails.

### 5.7 Membership Convener Public

The Board welcomed Dale MacMillan as the new Membership Convener.

In preparation for this meeting, Jenn had requested membership information from Brandon. Jenn explained she had just received the membership database, and is working from a spreadsheet. It needs some work and updating.

Jenn was brought up-to-date on the discussion about rack cards and membership drives.

Recommendation would be to have a set expiry date, say just before the conference for all memberships.

**Action:** Dale, Jen, Tim and Greg to look at Membership process and issues.

## 5.8 Website Convener

Greg's report reflected that he had made the changes to the Board section of the website after the conference. The Board of Directors email list has been updated to include the new Board members.

He is waiting on the By-law updates to make the changes on the website.

Questions were asked about minutes on the site. It was agreed that minutes of the AGM be left and Board minutes be removed. For transparency and governance it was recommended that the Board minutes be sent to the members after they were approved.

## 5.9 Public Relations and Promotions

Kelli submitted her report via email. She updated that Twitter now had 50 followers.

## 5.10 Nominations

Report was submitted prior to the meeting. Jenn had also submitted a report on behalf of Membership. See discussion under 5.7.

## 5.11 Conference Convener

Ann Marie Mathieu mentioned that the weekend of Sept 22-24, 2017 there could be a conflict with Hal-Con. AVRL will connect with Annapolis Basin Conference Centre in Cornwallis to see if we could switch weekends.

**Action:** Ann-Marie to check on conference dates.

## 5.12 Professional Development Convenor

No report was filed. Kristel is pushing out the Partnership webinars. It was also mentioned that there are a few people who are working on their accreditation through the Partnership.

It was also mentioned to push the free webinars out to the membership.

6. New Business

6.1 Applications to the Professional Support and Development Fund

We received three applications to the Professional Support and Development Fund:

- i) The first application was from Rosalie Gillis for support to attend the AFP Nova Scotia Chapter 2017 Fundraising Conference in Halifax May 31 and June 1, 2017.

The board tweaked her application re her travel to \$100, to reflect the board travel allowance.

**Motion** that NSLA award Rosalie Gillis \$600 to help her attend the AFP Fundraising Conference in 2017.

(Mathieu /Morrison) **Motion Carried.**

- ii) The second application was from Angela Reynolds for support to attend ALA Conference in Chicago.

**Motion** that NSLA award Angela Reynolds \$700 to assist with her conference expenses.

Three people excused themselves from the vote.

(Fleuren-Hunter / Hayward) **Motion carried.**

The recipients will be asked to submit an article to the newsletter and perhaps do a workshop at the 2017 conference.

- iii) COYS submitted the third application. There were many questions regarding the application:

- a.) What are their specific objectives and outcomes?
- b.) Could it be considered as a Pre-Conference workshop?
- c.) Could it be part of the Libraries 150 initiative with collaboration with COYS
- d.) Who is the Keynote speaker, etc.?
- e.) Attendance---Staff members, will they all be NSLA members and who will the non-members?
- f.) Could it a Spring Workshop that NSLA sponsors?

Cindy will send a letter to Ray addressing these questions.

Cindy will let the recipients know. Recipients will be included in the Fall 2017 newsletter.

## 6.2 Libraries 150

The application for Libraries 150 has been submitted after it was sent to Nancy Radcliffe, Executive Assistant to Minister Tony Ince, for feedback. Ms. Radcliffe was excited that libraries were applying for the funding. It is an exciting project.

There are so many avenues the project can take.

There is much opportunity for Reader engagement.

There was consensus to share it with Ray Fernandes to share with COYS, also with Provincial Library and with APLA and One Book Nova Scotia.

We should hear soon if the application was successful. If it is not there is a second round in February 2017.

AVRL will manage the Budget for the project.

## 6.3 Joint Stock Registry paperwork

Papers were passed around and filled out. Yvette took papers home to be mailed.

**Action:** Yvette to mail forms. **Sent**

## 6.4 Strategic Planning 2017

Looked at forward thinking for the association. Discussed how we had been looking at areas already with rack cards, brochures and membership drives. Also with LOGO changes and look at innovative programming. What is the relevancy of all we do as it relates to the membership?

Is it time to do another survey?

## 6.5 Secretary E-mail clean-up

Secretary's email had not been cleaned up for a few years. Seeking guidance to clean up account. Discussed how other Board members handle their position email. Some clear out their accounts for each year; others leave messages in the account.

Should we have guidelines for each job as far as emails go. We will look at guidelines from other organizations, such as OLA APLA and will ask other associations at the next Partnership meeting. Clarification is needed to create a uniform process.

**Action:** Ann-Marie to ask DAL SIM and NSCC for their suggestions and ideas regarding Records Retention to get as much information as possible for next meeting.

Cindy to ask Partnership members how their boards handle email and records retention.

## 6.6 E-Mail

NSLA email --- Who has access to the emails to change passwords from an outgoing to an incoming board member.

Each outgoing board member is responsible for setting up new password for incoming board member.

**Action:** Ann-Marie will include this in each board position responsibilities in the Orientation Manual.

## 6.7 SIM Blog

SIM has a new Blog. Kelli asked if NSLA should be added to the list. Greg will check it out and add NSLA to the list.

Action: Greg to follow up.

## 6.8 Information without borders

Ros will be having a table at the Information without borders conference on Wednesday February 15, 2017. A request for funding to cover the cost of the table will likely be sent to NSLA. Dale will also be attending.

Cindy mentioned that NSLA has not had a request for funding from the Holly Jolly or from Hackmatack.

7. Correspondence

Ros had received some papers to do with the insurance. Some of it was Junk mail. Tim was to follow up on some re the address.

Action: Tim to follow up.

8. Date of Next Meeting

The next meeting will be Friday March 31, 2017, at the Sackville Library at 10:00AM

9. Adjournment

Meeting adjourned at 2:25PM.