

NSLA Board Meeting Minutes

Hants County Learning Centre

April 6, 2018

Attendance: Ann-Marie Mathieu, Katherine McCoubrey, Dale MacMillan , Jai Soloy, Eric Pottie, Cindy Lelliott, Angela Reynolds, Bill Morgan, Yvette Frost

Regrets: Denise Corey, Alison Brown, Kristel Fleuren-Hunter

1. Call to order.

Ann –Marie called the meeting to order at 10:00 A.M.

2. Approval of the agenda

Additions to the agenda:

4.8 Hal-Con

6.6 Social media etiquette

Moved to accept the agenda as amended.

Reynolds / McCoubrey **Motion carried.**

3. Approval of minutes.

Cindy pointed out an error in the spelling of her last name. Katherine brought up that the names of those present should be included along with those sending regrets.

Moved to approve the minutes of the November 2017 NSLA board minutes as amended.

Lelliott / Pottie **Motion carried.**

4. Old Business

4.1 E-Vote

Moved that the unspent Libraries 150 be apportioned as follows: 1. \$3000 for the 2018 NSLA Conference and 2. \$2400 to support training/workshop activities.

Reynolds / Fleuren-Hunter **Motion carried.**

Ann-Marie at this time thanked Cindy for her help on preparing the report to close out the Libraries 150 project. The final report was submitted to the Nova Scotia Provincial Library. The report was approved by the NSPL.

4.2 First Nations Acknowledgment Protocol

Angela had attached the statement that the Universities use for their First Nations Acknowledgement protocol. It reads as follows:

We [I] would like to begin by acknowledging that we are in Mi'kma'ki , the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship" which Mi'kmaq and Wolastoqiyik/Wəlastəkwiyyik (Maliseet) People first signed with the British Crown in 1726. The treaties did not deal with surrender of lands and resources but in fact recognized Mi'kmaq and Wolastoqiyik (Maliseet) title and established the rules for what was to be an ongoing relationship between nations.

Angela moved that we use the full statement as presented at the beginning of formal events, such as NSLA conference opening, and the first sentence at other activities, e.g. beginning of each workshop, spring workshops, etc.

Reynolds / MacMillan **Motion carried.**

Ann-Marie informed us that CFLA was happy that we had accepted the First Nations Acknowledgement Protocol

Action:

Ann-Marie will send out a letter advising the acceptance of the First Nations Acknowledgement Protocol and what it entails for Conference hosts, etc. and where it will be used.

It was decided that it will be the PR person's responsibility, as part of their duties, to ensure that any professional development event involving NSLA will have the statement.

Katherine will draft a policy statement and a procedural statement for the next board meeting.

Ann- Marie will draft something for the newsletter.

Ann-Marie will let CFLA know about the adoption of the statement and how we will use it.

4.3 PS & D Fund 2017-2018

Bill informed the board that \$3900 was budgeted for The NSLA Professional Support & Development Fund for 2017-2018.

4.4 Spring workshop

The topic for the spring workshops will be the Summer Reading Club. It will give everyone a chance to share ideas. Dale was asked if she might take part in the workshop in regards to Statistics.

There was discussion about the possibility of applying for grants from the Department of Communities, Culture and Heritage to take a different approach in how the SRC runs.

Angela shared they would explain the pilot study on the impact the SRC has on the reading levels of children over the summer months and the PLA outcomes.

Action:

With the pilot study in mind NSLA would like to see if NSPL would sponsor the 2 spring workshops.

Ann -Marie will send a letter to ask for support for the spring workshops.

We will send information out as soon as possible for the workshops for the beginning of May.

4.5 The Partnership, winter retreat

Deferred to President's report.

4.6 Rack cards

Consensus was nobody liked the rack cards and to get rid of them totally. We would much rather have bookmarks. They are much smaller and can have as much information on them.

Jai and Angela will work on designing a bookmark, something vibrant and stands out. They will also get prices for printing the bookmarks.

Ann –Marie shared that the Partnership has a PR toolkit they may want to look at.

Jai will email the board once he has designed a bookmark.

NSLA will use the same style for other promotional items, (new title).

4.7 Board member bios

Eric needs a few more bios for the newsletter. Everyone said how Denise had set the bar so high with hers. Dale would like to resubmit hers. Cindy, Katherine, Jai and I will get ours to him ASAP.

4.8 Hal-Con

NSLA will be represented at the Library table at Hal-Con. Eric and Ann-Marie will volunteer to work the table with a possibility of a few others who cannot commit at this time.

Ann –Marie informed the board that NSLA would have to share in the cost of the tables.

It was moved to participate at the Hal-Con table to a maximum of \$100.

McCoubrey /Pottie **Motion carried.**

5. Reports

1. President

President's report placed on file.

Ann-Marie spoke on a few areas of her report. APLA has begun working on advocacy for Nova Scotia libraries. AVRL was the first region to take part in the advocacy program. She displayed the various materials they include in the process and explained how all this materials were sent to every MLA in the province. One concern Cindy pointed out that NSLA was not mentioned in the materials.

Ann-Marie shared a few points from the Partnership winter retreat. The associations shared their summer retreat actions. The Partnership has placed their focus on advocacy and the state of the associations included in the Partnership. CFLA will be holding joint sessions with the Saskatchewan Library Association. NSLA was issued an invitation; we will decline the invitation. We will ask if someone from APLA goes if they will share the information with NSLA. The use of the Education Institute (EI) appears to be declining. We need to push it to the membership as one of the benefits of membership. Ann-Marie will check with Kristel to see what gets sent and to have the April calendar sent again.

The 150 Books of Influence has become a great tool for advocacy. Ann-Marie met with the Premier who had not seen the book. Minister Glavine was also hand-delivered a copy. Another copy was given to Colin Fraser the Member of Parliament for West Nova. Fraser in turn asked for an additional 20 copies to give to every MP for Nova Scotia.

Ann-Marie has talked with Jimmy MacAlpine regarding the 150 Books of Influence. NSLA should approach LBANS to use the 150 Books of Influence as a PR tool by giving a copy to each of their councils.

2. Vice President

No report

3. Past President

Cindy had no report.

Cindy is getting ready to send out notices for the NSLA awards. Cindy will add the PS & D as one of the notices to be sent out to the membership. She will also send something for the newsletter and a blog for the webpage.

4. Treasurer

Treasurer's report placed on file.

AVRL had sent a cheque for \$3478.93, the amount they made at the 2017 conference. NSLA will get \$2319.29 and LBANS will receive \$1159.64 as their portion of the conference earnings.

Bill moved the acceptance of his report.

Morgan / Lelliott **Motion carried.**

5. By-Laws Convener

No Report filed.

Katherine informed the board she will have a draft of the changes to the standing orders and the by-laws for the next meeting.

6. Newsletter Convener

Eric explained how he had made some changes to the design of the last newsletter. After a bit of difficulty he was finally able to get all the copies out to the parties he was supposed to.

Eric explained how the 3rd party host who holds our newsletter had changed their access and was no longer free. However, the newsletter is on our website and he will place a message in the next issue to let people know it is free to download from our webpage.

7. Membership Convener

Report placed on file.

Dale highlighted that our membership now stands at 146 up from 100 a year ago.

8. Website Convener

Report placed on file.

Jai has made the changes for the website convenor within the orientation manual/packet.

Jai discovered there are 311 people on our mailing list but we only have 146 members. Some discussion on this; will send out membership reminders in the hope of bringing them back on as members.

9. Public Relations and Promotions Convener

Report placed on file.

Angela reported that she will not be setting up a Facebook page because Facebook has changed the way they do their pages.

Angela is trying to add more picture content to the webpage.

Angela has been following other library associations and she has seen that they are also following our webpage.

Angela made a request to the board that they forward items to her that can be added to the webpage: including any pictures from award ceremonies, etc.

10. Nominations

No Report

5.11 Conference Convener

Report placed on file.

The board was informed that the theme for the 2018 conference is “Be Bold”. The call for proposals went out with the statement “a call for Nova Scotia’s library workers and supporters to embrace new opportunities, learn new skills, look at things from fresh perspective, and try new things both as individuals and as organizations.

Move that we accept the theme “Be Bold” for the 2018 NSLA conference.

Frost / MacMillan **Motion carried.**

We asked for suggestions for programs/speakers for the conference.

It was suggested that we ask LBANS to put the offer out to 1st time attendees again. It worked very well last year.

We were reminded that the registration fees had to be approved by the board at the next meeting. We also need to get the exhibitors fees approved.

12. Professional Development Convener

Report placed on file

6. New Business

6.2 Membership promotions

Dale was seeking advice on the Retired Members membership. She will go ahead and send information for the website and the newsletter. An email informing members of the new membership will also be sent.

Dale thought that last year's membership drive, with the chance to win a prize, was a big success and she would like to run it again. She would also like to include a contest for membership renewals.

Move to have another membership drive from now, April 6th to May 31st, one for new members with a prize of another year's membership. And a second draw for renewing memberships with a prize of a \$20.00 gift card from the Library Market Place.

MacMillan / McCoubery **Motion carried.**

There was a discussion on what we wanted to say about membership and its benefits. We want to change the wording on the website to

reflect the wording in the letter sent to the institutions. This change has to be made in the By-laws Article 2.

There are a few issues with the way people can join NSLA on-line, issues with the PDF forms and Pay-Pal. Jain will make the changes on-line. After we start using DIVA we will be able to change the sign-up forms to web forms. We need to add additional information to the Join NSLA page to include what the membership benefits are. One other change to the form is people need to know the price to join at the beginning not at the end.

The promotional materials issue was covered under old business.

6.2 Emails and attachments.

With so much information coming in through e-mails as attachments Jai investigated and discovered the limits for e-mail size was not sufficient. Jai has set the limits for sending attachments to a larger size.

6.3 Special Project with First Nations (Angela and Ann-Marie)

Angela and Ann-Marie explained their idea of an NSLA led initiative to sponsor a program around the book "*Speaking our truth: a journey of reconciliation*" by Monique Gray Smith.

Questions were raised:

Are we eligible to receive a CCH grant to fund books for every library in the province, not just public libraries?

Will we be able to provide a program for discussion of the book and /or issue?

Can we partner with the Regions for funding grants?

Do all Regions have a Partnership w\with the First Nations in their communities? Or can each Region establish a Partnership with the First Nation in their area?

Action: Angela will bring a proposal to the next meeting.

6.4 Board Diversification Policy (Alison Brown)

As Alison wasn't at the meeting Ann-Marie presented the pamphlet Alison had sent. *Diversity in Government: A toolkit for non-profit boards.*

There was some discussion on what we would see as diversity for the board: geographic areas, gender, and racial /cultural.

As we did not know where Alison wanted to go with the topic we tabled the item until the June meeting.

6.5 Copyright Consultations

CFLA is organizing a series of copyright consultations across Canada in the spring. There will be one in Halifax. As no one expressed an interest in attending, NSLA will decline the invitation.

6.6 Social media etiquette

Ann-Marie placed on file a letter she had received from the BC Library Association. The letter raised concerns about e-mail etiquette. E-mails are sometimes sent out by members and they are not always endorsed by NSLA.

NSLA needs to add a statement to the website, the welcome letters and renewal letters and the PD discussion lists to state the NSLA does not endorse all the emails that members may receive.

Action: Katherine will write a statement for wording for the welcome letters and the listserv.

Katherine's statement will be added to the social media plan.

7. Date of next meeting

June 1, 2018

Location – to be determined. Try Sackville Public library if not it will be at Hants Learning Centre.

8. Adjournment

Angela moved to adjourn at 2:15PM .