

## NSLA Board Meeting Minutes

Hants Learning Center

November 3, 2017

### 1. Call to order

Ann- Marie Mathieu called the meeting to order at 10:05. Absent Cindy Lelliott and Alison Brown.

Present: Ann-Marie Mathieu, Denise Corey, Angela Reynolds, Kristel Fleuren-Hunter, Dale MacMillan, Bill Morgan, Kathereine McCoubrey, Jai Soloy, Eric Pottie, Yvette Frost

### 2. Approval of the agenda

Additions to the agenda:

4.01 Email votes

4.7 2016 Conference question

Moved by Kristel, seconded by Denise that the agenda be accepted with additions.

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

### 3. Approval of minutes.

Moved by Angela, seconded by Dale that the minutes of the Sept 26 and Sept 29, 2017 minutes be approved as presented.

(Reynolds / MacMillan) **Motion carried**

## 4. Old business

### 4.1. E-vote-Executive motion

Motion to accept Bill Morgan as treasurer of NSLA.

(Corey / McCoubrey) **Motion carried.**

A letter was presented from Cindy to give authority to the bank to allow Bill Morgan access to the NSLA files.

Ann- Marie Mathieu will send official notification to the NSLA membership concerning the election of Bill Morgan as treasurer.

### 4.1 Records retention

Ann-Marie will consult with DAL/Sim re recommendations for record retention concerning emails. Ann-Marie will put this on her agenda as part of her visit to the DAL/SIM program where she will be doing a presentation to the class.

### 4.2 Social Media Plan

Angela had questions regarding her responsibilities concerning the social media plan and also with some of the wording in the plan as presented.

Regarding Tweeting, Angela wondered “How many Tweets per day was required; was 1-3 enough or too much?”

Some recommendations were made to change the Orientation Manual for Angela’s position to include:

Under tweeting change the wording “frequency and content” so it now states guidelines.

Remove access credentials.

Motion to change the Social Media guidelines as amended.

(Morgan / Reynolds) **Motion carried.**

**Action:** Ann -Marie will make the changes and add them to the Orientation Manual.

#### 4.3 Rack cards

There was consensus that no one likes the rack cards as designed. It was agreed to look at other options. It was referred to the next meeting.

At this time Ann-Marie thanked Angela and Jai for the work they did on the new NSLA banner, which everyone liked.

#### 4.4 Conference attendance by board members

After some discussion it was determined that no action can be taken at this time to be able to implement a plan by board members

#### 4.5 Board attendance and meetings.

There were no issues to be resolved at this time.

#### 4.6 Libraries 150

There will be a second printing of the book with as many copies printed that can be done with \$13,000.

Only 3 regions have applied for funds to pay for their author visits. Ann-Marie will send a message to the regions to remind them of the deadline for submissions.

Denise thanked NSLA for the monies she received to help with her author visits. It helped her region have a great series of author visits.

#### 4.7 2016 Conference Question

It has been determined that the AVRL cheque was used to offset conference costs and that NSLA and LBANS would not be receiving their seed money back.

Ann-Marie will call Jimmy McAlpine explaining this conclusion.

## 5. Reports

Ann-Marie explained that many had not completed a report because it was so close to the last meeting. She invited members to give a verbal report of what they would like to in the office.

### 5.1 President

Ann-Marie's report consisted of the report for the 2017 conference hosted by AVRL. Included in the report are the financial reports for the conference, attendee feedback, that include many good ideas for the 2018 conference.

There is a PDF report for follow-up to be sent to the next conference host.

Ann-Marie and Denise would like to visit all the regions over the next 2 years. They would like to visit the students in both of the library programs. They would also like to work on membership development.

### 5.2 Vice President

Denise expressed some thoughts she had about a few of the programs NSLA offers and how they should be a few changes made to them.

One of the areas she would like to see changed was to the Professional Development Fund and its deadline due to it being too restrictive in allowing people to ask for support for a program they find out about after the deadline. After some discussion the following motion was made:

Moved that the deadline for the Professional Development Fund be removed and that the Professional development applications be reviewed upon receipt, on an ongoing basis every fiscal year

(Corey / McCoubrey) **Motion carried.**

**Action:**

**Membership has to be notified of these changes.**

**Denise will email Jai to update webpage.**

**The Orientation guide needs to be changed when the next changes are made.**

Denise also expressed an interest in helping with education opportunities for the NSLA membership.

#### 5.3 Past -President

No report filed.

#### 5.4 Treasurer

Bill had just received the files from Tim Jackson at this meeting. Therefore, he had nothing to report and would send report to attach to minutes.

#### 5.5 By-Laws Convenor

No report filed

#### 5.6 Newsletter

The newsletter will be delayed, just getting submissions.

#### 5.7 Membership

Dale mentioned that the webpage doesn't reflect the benefits of membership and the webpage needs some work in that area.

One of the new institutional members is the Health Authority and they requested that their membership begin on Jan 1st, 2018.

Dale is going to send out letters to the institutions in Jan/Feb.

Ann-Marie thanked Dale for all her hard work.

#### 5.8 Website convenor

Jai has received all the passwords and has full access to the webpage. All the past issues of the newspapers have been loaded. He has pulled redundant links and has made the changes to the board positions.

Jai informed the board that the website was running on an old WordPress theme. The theme should be updated to become more mobile friendly but it also has to be secure.

Jai suggested a good theme for our webpage would be Divi Designers. There was discussion on cost and effectiveness of this theme for our use.

Moved to purchase a lifetime membership to Divi Designer Elegant Theme WordPress.

(Corey / McCoubrey) **Motion carried.**

Jai asked about what should be included on the webpage for AGM and Board minutes. It was decided that the 2016 Board minutes and the 2015 AGM minutes be added. They will be left on the website for 2 years.

#### 5.9 Public Relations and Promotions Convenor

Angela reported that there were 20 new followers after the conference.

Angela wanted to know if we wanted a Facebook page. After some discussion it was decided to start a Facebook page.

Angela was going to check on other Canadian library twitter feeds to see what they are doing. She will also tweet and/or email our members and ask “Are you following?”.

#### 5.10 Nominations

Report placed on file.

#### 5.11 Conference Convenor

No report filed.

#### 5.12 Professional Development Convenor

Kristal had no official report, but she was looking for input for ideas. Kristal also asked about running podcasts of the workshops and/ or streaming the workshops.

### 6. New Business

#### 6.1 CFLA-FCAB Truth and Reconciliation Report.

The 10 recommendations of the Truth and Reconciliation Report were read aloud. The report was placed on file.

Motion that NSLA support the Truth and Reconciliation committee's motion.

(Reynolds / Soloy) Motion **carried**.

**Action:** The report will be highlighted in the coming newsletter.

Jai will place the report on our webpage.

#### 6.2 First Nations Acknowledgement Protocol

As part of the Truth and Reconciliation Report, Point 6 of the report outlines a First Nations Acknowledgement Protocol. There was discussion whether NSLA First Nations Acknowledgement Protocol should be following this protocol. It was pointed out that the department of Community, cultures and Heritage is already following the protocol.

It was decided that NSLA obtain a correct wording for the acknowledgement protocol. Angela agreed to look into the proper wording and let the board know.

The First Nations Acknowledgement Protocol will be used at formalized NSLA meetings.

### 6.3 Inviting CFLA-FCAB Atlantic Representative to attend NSLA Annual conference

The CFLA-FCAB Atlantic representative shall be invited to attend the NSLA conference. NSLA does not have the finances to pay their way. We can offer the membership rate to attend the conference.

### 6.4 CFLA-FCAB Cataloguing and Metadata Standards Committee

Brought the new members up to date on the issue that CFLA-FCAB had asked for members for the Cataloguing and Metadata Standards Committee and had not given enough time to find a representative before the meeting was being held.

### 6.5 Standing order 3.M PR

The article in question did not apply to Standing orders but was part of the orientation manual as discussed under PR convenor report.

### 6.6 Membership types

#### a. Retired library staff

Dale had a few ideas concerning membership. The first had to do with retired library staff and having a reduced membership rate for retirees. After some discussion a rate had been decided.

Motion that we accept a \$20.00 membership fee for retired library staff.

(MacMillan / McCoubrey) **Motion carried.**

**Action:** There needs to be changes to the bylaws, Article 2, Section 3, classification.

It is OK to start this membership before the By-Law is changed.

b. Joint membership

Dale will work with her counterpart from APLA to investigate the APLA/NSLA joint membership.

c. International membership

Dale informed the board that we had a request for membership from someone in Australia. It was determined that International members are welcome.

d. Membership application form

The membership application form needs to be up-dated. The PDG , on –line form has to have an addition: add renewal or new to the application. Jai and Angela will look at this .

e. Promotions

Dale will work with Angela to do membership promotions. Dale has some blog ideas and she will forward them to Jai and Angela.

f. Membership Drive

Dale would like to do another membership drive. We will run it during March and April 2018. It will tie in with the institutional mail-outs.

## 6.7 PS&D Fund 2017-2018

There was a motion in the Vice-President report to change the format of applying for the Professional development fund.

We need to contact Tim concerning the amount in the fund.

## 6.8 Board member Bios

Ann-Marie would like to see bios of the board members on the website and the newsletters, including pictures. In the first newsletter would like Ann-Marie's, Cindy's and Denise's.

## 6.9 HalCon

Angela had been asked about Libraries participation at HalCon by a Librarian at the Community College. Libraries have been present at HalCon through an association of Libraries.

For the 2018 HalCon, Oct 26-28, 2018, there are 2 tables booked with commitments from CURL, WCRL, PARL, CEHL, and SSPL for support and or volunteers to work the tables. NSLA will also be represented. Denise will let them now at the next SOG, Services to adult services meeting.

It was mentioned that at last year's event there were 1000's who visited the Library's table. There were prizes and a spin the wheel game. There are 4 vendor passes included with the tables.

## 6.10 Spring workshops

Provincial library has been approached by an organization to do some workshops on treaty education. The Office of Aboriginal Affairs would also like to see some education on this.

Denise will contact Lyn Somers to get information on this workshop.

Another source of education for our members is through the Partnership website and their EI Offerings.

## 6.11 The Partnership, winter treat

The next Partnership meeting will be the end of January. Ann-Marie and/or Denise will apply through Lyn Somers for funding to attend this meeting.

## 7. Date of next meeting.

March 23, 2018.

Location: Lower Sackville Public Library

## 8. Adjournment

Denise moved the meeting adjourn at 2:00PM.