



## Alberta Association of Academic Libraries

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AAAL Annual General Meeting - Spring 2011 Agenda

Thursday, April 14th, 2011

9:00 am – 3:45 pm

Room A1085-1 — Ambrose University College

150 Ambrose Circle SW, Calgary, AB T3H 0L5

(for additional information on parking, lunch etc, please see [Additional Information](#))

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**9:00**

### **Refreshments & Socializing**

- Special Thanks to *Ambrose University College* (AUC) for hosting this meeting and to *Grant MacEwan University* (GMU) & *Alberta College of Art & Design* (ACAD) for sponsoring the Coffee Breaks.

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**9:35**

### **Welcome & Introductions**

- Approval of and additions to agenda
- Approval of minutes of the 2010 November 18 meeting.

### **Executive reports**

- Chair: Brad Neufeldt
- Secretary/Treasurer: Sheila Clark
- Director-at-large: Isobel Rancier

### **Committee & Working Group Reports**

- Newsletter [Terry Donovan]
- Workshop committee report: [Sonya Betz & Valla McLean]
- AAAL statistics: [Susan Brayford]
- Membership Ad Hoc Committee [Liz Fulton-Lyne, Sheila Clark, Eve Poirier]
- AAAL Webmaster Report [Sona Macnaughton]
- CTCL update: [Keith Walker on behalf of Anne Marie Watson]
- TAL update: [Fiona Dyer]

### **Elections**

1. Workshop Committee Nominations:
  - Lisa Shamchuk;
  - Tara Stieglitz;
2. Confirmation of AAAL webmaster:
  - Sona Macnaughton

### **Business**

1. Proposed amendments to Section 2, Part IV & Part VI of the AAAL Bylaws

2. Canadian Library Association sponsorship (item #4 under “Business Items” in the 2010november18 minutes - attached)
  - Background - In the past, AAAL provided \$200.00 toward the CTCL Innovation Librarian award, but in this transition year CLA is not providing any monetary awards. It was suggested and discussed that the AAAL sponsorship continue and be applied to the 2011 AGM. AAAL provided \$200.00 sponsorship towards the 2011 CLA Conference. It was decided to revisit the topic of AAAL’s sponsorship of the CLA at the Spring 2011 meeting.
  - Question – in light of the CTCL update delivered by Keith Walker on behalf of Anne Marie Watson, what should be our course of action / decision with respect to AAAL sponsoring the CTCL or CLA.

#### LIST OF MOTIONS TO BE TABLED

1. That the agenda for 2011 April 14 be approved as circulated;
2. That the minutes for 2010 November 18 be approved as circulated;
3. That the Executive Reports for 2011 April 14 be approved as presented;
4. That the recommendations made by the Membership Ad Hoc Committee be accepted and that the appropriate amendments be made to the AAAL bylaws for approval at the 2011 Fall Meeting.
5. That the proposed amendments to Section 2, Part IV & Part VI of the AAAL Bylaws be approved as presented;
6. Additional Motions to be tabled . . . .

#### Next Meeting

- proposed date: Thursday, November 17, 2011 (**NOTE: This is usually set to coincide with the date for the TAL spring BoD meetings the next one occurring Friday, November 18, 2011**)
- Proposed Location: any Edmonton volunteers
- Mary-jo Romaniuk <[mary-jo.romaniuk@ualberta.ca](mailto:mary-jo.romaniuk@ualberta.ca)> has put forward the University of Alberta Libraries as a volunteer sponsor for the Fall 2011 Meeting coffee break. Thank you.

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10:30

<break>

#### Roundtable Discussion

- Developments at your institution

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12:00 - 1:00

#### Lunch

- Special Thanks to *Ambrose University College* for arranging catering.

#### Tour

- Please talk to our host Sandy Ayer ([SAyer@ambrose.edu](mailto:SAyer@ambrose.edu)).

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## WORKSHOPS

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**1:00- 1:45**

### **WorldCat & PubGet**

- *SYNOPSIS:* Presentation on Concordia UC's implementation of WorldCat Local and their participation in the PubGet pilot project to load all of their electronic periodical holdings into the WorldCat Knowledgebase.
- *PRESENTER:* Dan Mirau, Concordia University College

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**1:45-2:30 pm**

### **Librarian as Volunteer**

- *SYNOPSIS:* In 2007 after hearing about the experiences of a woman recently incarcerated at the Edmonton Institution for Women a small group of librarians formed the Greater Edmonton Library Association Prison Library & Reintegration Committee. The committee now consists of over 20 volunteers passionate about helping women in prison. From book drives to book clubs to book exchanges and storybook readings hear about ways you can become engaged in community outreach.
- *PRESENTER:* Valla McLean, Grant MacEwan University

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**2:30-3:00 pm**

**<break>**

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**3:00-4:00 pm**

### **Digital & Media Literacy @ RDC**

- *SYNOPSIS:* The ability to interact with information across a variety of technological platforms, tools and media is a vital skill for students and faculty to possess in contemporary learning and workplace environments. This session will address challenges and opportunities academic librarians and staff at RDC Library have experienced in seeking to foster patrons' digital and media literacy skills.
- *PRESENTERS:* Kristine Plastow, Robyn Hall & Teneil Vuori, Red Deer College Library

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## ADDITIONAL INFORMATION

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### Directions

#### ***Address & Map***

- Ambrose University College - 150 Ambrose Circle SW, Calgary, AB T3H 0L5
- A map is available online @ <https://www.ambrose.edu/page.aspx?pid=560>

#### ***Directions via Calgary Public Transit***

Getting to Ambrose UC from the Calgary airport will likely take at between 1 and 1.5 hours.

(Please check these directions against the Calgary Transit website @ <http://www.calgarytransit.com/>)

1. Take the Calgary Transit bus # 100) to the McKnight-Westwinds LRT station
2. Take the C-train down town and get off at the seventh street terminal. The C-train runs along 7th Ave.
3. Walk one block north to 6th Ave. to catch a 301 bus. There should be a stop between 8th St and 9th St.
4. Take the 301 to the end, which is a bus loop.
5. Take the shuttle buses at the bus loop (ask the 301 bus driver which one to take to get you to Ambrose UC - it's on Springborough Blvd.)

**TIP:** For those of you who will be attending the TAL Board of Directors Meeting you may be able to arrange taxi pooling. I recommend using the AAAL listserv to help coordinate.

#### ***Parking***

For those of you who are driving, parking is available for \$1.50/hr. to a max of \$6.00 per day.

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### Costs

- Lunch will cost \$20.00 and payment is by cash on April 14<sup>th</sup>.



## Alberta Association of Academic Libraries

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**DATE:** March 21, 2011

**TO:** AAAL Membership

**FROM:** Eve Poirier, Sheila Clark, Liz Fulton Lyne

**SUBJECT:** Spring 2011 Meeting – Membership Ad Hoc Committee Report: Review of Membership Practices

### **Background**

At the Fall 2010 meeting Eve Poirier suggested that AAAL review its membership practices. With the transition of the association to the *Alberta Association of Academic Libraries*, and the inclusion of a broader institutional membership, it was felt there were gaps in AAAL's processes for integrating new member institutions that needed attention. Eve, Sheila Clark and Liz Fulton Lyne volunteered to form an Ad Hoc committee to review AAAL membership practices, particularly in light of recent changes in the organization. This committee reviewed AAAL governance documents as well as other library associations to determine how best to welcome, process, and orient new members to AAAL.

The membership committee would like to respectfully submit the following recommendations regarding AAAL membership practices for your consideration:

### **Recommendation**

1. Amend the *Officer* portion of the association bylaws to include a Membership Coordinator at the Executive Level. It was determined that the Secretary/Treasurer had a large number of responsibilities and that new members would be better served if an executive position was dedicated to :
  - maintaining current records, files and forms for AAAL members and affiliates;
  - managing membership funds by collecting dues and handing them over to the treasurer for deposit;
  - working with the AAAL webmaster to ensure the directory of members reflects current membership;
  - ensuring that all new members are invited to participate in association social media;
  - welcoming new members by email with an acknowledgement of dues received and a link to the AAAL Directory and the association's governing documents.
2. Add a separate "Membership" tab and section to the AAAL website to enable membership information to be found more easily. This page would:
  - provide information about membership, including eligibility and fees;
  - provide links to the institutional membership application form and affiliate application form, as well as application instructions;
  - link to the Membership Directory;
  - contain contact information for the Membership Coordinator.

## Proposed Amendment

### 6. OFFICERS

- i) The business of the society shall be carried out by an Executive Committee, consisting of a Chair, a Secretary/Treasurer, a **Membership Coordinator** and a Director-at-Large, to be elected from the membership.
- ii) Elections for the Executive Committee shall be held every two years. An Election Officer shall be appointed by the Executive Committee, and will solicit nominations **two** months prior to the expiry of the Executive Committee's term of office. An election of members shall be conducted within one month of receipt of nominations, usually at the spring meeting.
- iii) An extraordinary provision for the election of officers to fill vacant positions shall be provided for at a general meeting or by an e-mail or postal ballot.
- iv) Meetings of the Executive Committee will be held as required and shall be called by the Chair. **A quorum for a meeting of the Executive Committee shall consist of two.** Special meetings of the Executive Committee may be called at any time by a majority of the Executive.

## Appendix A - Amendment

### Responsibilities of AAAL Officers

#### Membership Coordinator

- Maintain current records, files and forms for AAAL members and affiliates;
- Manage membership funds by collecting dues and handing them over to the treasurer for deposit;
- Establish collaborative relationship with the AAAL webmaster to ensure the directory of members reflects current membership;
- Ensure all new members are invited to participate in association social media;
- Welcome new members by email with an acknowledgement of dues received and a link to the AAAL Directory and the association's governing documents.

We look forward to further discussion of the proposed amendment at the 2011 Spring meeting of the AAAL in Calgary.

Should the membership accept the amendment, we will seek from the Chair an *extraordinary provision* to hold an election to fill the Membership Coordinator position on the Executive. We believe there is a mechanism to hold the election via email. We believe it would be advantageous to have a Membership Coordinator (should the membership agree) in place for the membership drive of September 2011.

Sincerely,

Liz, Eve, Sheila



**SUBJECT:** Spring 2011 Meeting – AAAL Interim Webmaster Report

**DATE SUBMITTED:** April 10, 2011

**TO:** AAAL Membership

**FROM:** Sona Kothari [sona.kothari@gmail.com]

Since taking on the interim position of AAAL Webmaster in November 2010, I have encountered several issues with regards to the AAAL website, domain name, and listserv.

The new domain aaal.ca has been partially configured, but as of yet the aal.engineseven.com domain does not point to aaal.ca. I have contacted James Rout, the previous AAAL Webmaster, for access to the Engine Seven control panel so that I can make further configurations. Once the domain forwarding is successful, the next step will be the transitioning of the listserv domain and email addresses.

The listserv is hosted at Banff Centre, and at this point I do not have the necessary permissions to access the Admin functions. It is hoped that this transition will take place in the near future.

The AAAL website uses Drupal as its content management system. There are several updates that are required for the install, which will happen, pending access to the Engine Seven control panel. In addition, it was noted that recently several members were getting an "Access Denied" message when trying to access pages and download attachments; James Rout has been able to resolve this issue.

Once the domain transitions take place, the focus can shift to other aspects of the AAAL website, such as look and feel, navigation, and content.

Respectfully Submitted,  
Sona Macnaughton



## BYLAWS

### 1. Name

The name of the society is the *Alberta Association of Academic Libraries*.

### 2. Membership

- i) Membership is institutional and is available to all academic libraries in Alberta upon payment of the annual institutional membership fee.
- ii) Individuals employed in the libraries of institutional members are eligible to participate in association activities and meetings.
- iii) Each institutional member must appoint a single voting representative.
- iv) Voting representatives at a general meeting may determine the annual institutional membership fee. It is payable no later than **September 30th of every year**.
- v) Membership shall cease upon a) non-payment of dues by the institution or b) the request in writing by the member to the Chair.
- vi) Other interested parties may seek affiliate membership by submitting a request to the Executive Committee for consideration by the voting members. Affiliate memberships do not include voting rights. Employees of affiliate members are welcome to attend and participate in association meetings and activities. The annual affiliate institutional membership fee will be determined by member institutions at a general meeting. It is payable no later than **September 30th of every year**.

### 3. Objectives

- i) To facilitate communication and the exchange of information among the membership.
- ii) To facilitate research, planning and development in identified areas of concern among the membership.
- iii) To facilitate the development and operation of cooperative endeavours among the membership.
- iv) To represent the interests of the member institutions their staff, and their users.
- v) To establish liaison with such other committees, institutions, organizations, departments as may be considered beneficial and desirable.
- vi) To sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the society.

### 4. Meetings

- i) The association shall hold an annual meeting on or before June 30 in each year.

**Comment [StMU\_LIB1]:  
Proposal to amend Section 2, Part IV &  
Part VI of the AAAL Bylaws**

- Sheila Clark's suggestion to change the membership fee deadline to August 31 to better align with the membership year, Sept. 30-August 31. Discussion and agreement that Sept. 30 would work as the new membership fee deadline as libraries are too busy at the end of August preparing for the Fall term.
- Section 12 (Amendment of the Bylaws) states amendment of the bylaws may take place at a meeting providing the changes have been circulated to all members in good standing 21 days prior to the meeting. The discussion of this bylaw amendment will be recorded in the minutes, but will not be voted on until the Spring meeting in April 2011. Brad will circulate the proposed bylaw amendment to the membership before the meeting.
- Proposed amendment change from *January of every year*.

**Comment [StMU\_LIB2]:  
Proposal to amend Section 2, Part IV &  
Part VI of the AAAL Bylaws**

- Sheila Clark's suggestion to change the membership fee deadline to August 31 to better align with the membership year, Sept. 30-August 31. Discussion and agreement that Sept. 30 would work as the new membership fee deadline as libraries are too busy at the end of August preparing for the Fall term.
- Section 12 (Amendment of the Bylaws) states amendment of the bylaws may take place at a meeting providing the changes have been circulated to all members in good standing 21 days prior to the meeting. The discussion of this bylaw amendment will be recorded in the minutes, but will not be voted on until the Spring meeting in April 2011. Brad will circulate the proposed bylaw amendment to the membership before the meeting.
- Proposed amendment change from *January of every year*.

- ii) The Chair may call meetings of the association at any time. Notice shall be delivered 14 days prior to such meeting.
- iii) Quorum at any meeting will consist of representatives from at least 50% of member institutions in good standing.
- iv) Where technology permits, members may attend meetings via remote means.

## **5. Voting**

- i) Each institutional member must appoint a single representative with the right to a single vote at any meeting of the association. This representative does not have to be the Director of the member institution, and an institution's voting representative may change from meeting to meeting. The voting representative for each institution will be asked to identify his or herself at the opening of each association meeting.
- ii) The Chair may vote as a member if appointed as the voting representative for his/her institution and shall not have a special vote as Chair.

## **6. Officers**

- i) The business of the society shall be carried out by an Executive Committee, consisting of a Chair, a Secretary/Treasurer and a Director-at-Large, to be elected from institutional participants.
- ii) Elections for officers shall be held every two years. An Election Committee, consisting of the past Chair and two additional institutional participants, will solicit nominations two months prior to the expiry of the terms of office. An election shall be conducted within one month of receipt of nominations, usually at the spring meeting. Officers shall not serve more than two consecutive terms (4 years) in a particular office.
- iii) Voting for elections shall take place by secret ballot.
- iv) An extraordinary provision for the election of officers to fill vacant positions shall be provided for at a general meeting or by an e-mail.
- v) Meetings of the Executive Committee will be held as required and shall be called by the Chair. Special meetings of the Executive Committee may be called at any time by a majority of the Executive. Between general meetings, the Executive Committee may expend society funds to cover time-sensitive society-related expenses up to a limit of \$500. Expenses which exceed this limit shall be presented by the Executive Committee to member institutions for consideration in an email vote.

## **7. Duties of the Officers**

- i) The duties of the officers are as described in Appendix A.
- ii) These duties may be modified from time to time as appropriate by the members of the society.

## **8. Auditing**

- i) The books, accounts and records of the society shall be audited at least once each year by two institutional participants, neither of whom shall be officers. An audited financial statement shall be distributed at the annual meeting. The fiscal year end of the society in each year shall be December 31.
- ii) The books and records of the society shall be available to all members of the society at any time upon giving reasonable notice to the Secretary/Treasurer.

**9. Remuneration**

No officer or institutional participant of the society shall receive any remuneration for his/her services.

**10. Borrowing Powers**

For the purpose of carrying out its objectives, the society shall, upon special resolution of all members in good standing in attendance at a meeting, exercise its power to borrow or raise money.

**11. Custody of the Seal**

The seal of the society shall be in the custody of the Secretary/Treasurer. The seal will be affixed to the signature of the Chair and the Secretary/Treasurer.

**12. Amendment of the Bylaws**

Amendment of the Bylaws may take place at any meeting provided changes have been circulated to all members in good standing 21 days prior to the meeting and the majority of members in attendance support the amendment. Otherwise an email ballot shall be necessary and a majority of those voting shall be adequate.

NAME (SIGNATURE) ADDRESS OCCUPATION

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NAME (WITNESS) ADDRESS OCCUPATION

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