



## Alberta Association of Academic Libraries

### AAAL Annual General Meeting, Spring 2013 Agenda

Thursday April 18, 2013  
Location: Mount Royal University  
Room: EC 2010 Ross Glen Hall in the [Roderick Mah Centre](#)  
4825 Mount Royal Gate SW, Calgary, Alberta, Canada T3E 6K6  
Guest & Residence Information: [Click Here](#)  
Host Contact: Geoff Owens, Technical Services, MRU  
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### AAAL Executive & Key Contact Information

Co-Chairs: Susan Brayford (403) 210-4477 [susan.brayford@sait.ca](mailto:susan.brayford@sait.ca)  
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Eve Poirier [eve.poirier@norquest.ca](mailto:eve.poirier@norquest.ca)

### Schedule of Events

9 am – 9:15 am

**Coffee and Snacks**

9:15 am – 9:35 am

**Introduction from MRU VP & Host, Carol Shepstone & Ice-Breaker Activity**

9:35 am – 9:45 am

**Co-Chair's Report to the Membership: Samuel Cassady and Susan Brayford**

- Introduction of scheduled events, updates website & association communication

9:45 am – 9:55 am

**Webmasters on Progress of [aaal.ca](http://aaal.ca): Yvonne Phillips & Sonya Betz**

- Demonstration of website features – discussion board, RSS feed, calendar



9:55 am – 10:05 am

**Secretary-Treasurer Report: Leigh Cunningham**

- Sponsorship finances, banking challenges & bylaw amendment results

10:05 am – 10:15 am

**Membership Coordinator Report: Liz Fulton-Lyne**

- AAAL membership & dues, membership tracking spreadsheet

10:15 am – 10:20 am

**AAAL ILL Pilot Agreement: Dan Mirau**

- Progress report and update on participating libraries

10:20 am – 10:35 am

**LAA & CLA Reports: Karen Hildebrandt**

- News from the LAA and the CLA – Institutional Membership Bands

10:35 am – 10:45 am

**Newsletter Report: Luke Malone**

- Ideas for themes and topics, 'rapid roundtable' of institutional news

10:45 am – 11 am

**Coffee Break**

11 am – 11:05 am

**Fall 2013 AAAL Meeting**

- Volunteer for the host site for the Fall meeting in Edmonton

11:05 am – 11:10 am

**Workshop Committee: Lisa Shamchuk, Tara Stieglitz & Corene Kozey**

- Workshop opportunities & call for new Committee volunteers

11:10 am – 11:20 am

**Nominations Committee: Brad Neufeldt, Keith Walker & Eve Poirier**

- Nominations & election for the Chair position

11:20 am – 11:30 am

**AAAL Annual Statistics: Susan Brayford & Keith Walker**

- Reporting AAAL statistics online, via [aaal.ca](http://aaal.ca)

11:30 am – 12 pm

**AAAL/PLD Opportunities: Terry Donovan, Fiona Dyer, Keith Walker & Samuel Cassidy**

- Results of PLD Merge vote & PLD meeting, proposed short & long-term solutions
- Tentative AAAL/PLD merge vote; review of AAAL Business Plan, Mission, Goals



12 pm – 1 pm  
**Lunch & Tours of the MRU Library and Campus**

### Afternoon Workshop Sessions

## To Infinity and Beyond: Innovations in Libraries

Mount Royal University, Calgary

Workshop Committee:

Lisa Shamchuk, Tara Stieglitz and Corene Kozey

1:00 – 1:45 pm

**Small & Large Group Discussion: AAAL Mission Statement Brainstorming**

1:45 – 2:45 pm

**Panelist Presentations & Questions Period**

*A. 1:45 – 2:15 pm: Service & Collaboration Innovation*

**Debbie McGugan, Grant MacEwan University: Edmonton Public Library at MacEwan, The Lending Machine**

Hear about MacEwan University's partnership with the Edmonton Public Library, including their offering of a free EPL membership for all students, faculty and staff, and the inclusion of an EPL resource lending machine at the MacEwan City Centre Library.

*B. 2:15 – 2:45 pm: Staffing Innovation*

**Keith Walker & Kris Samraj, Medicine Hat College: Shared Intern Librarian Position**

Learn about what it's like to be the new Intern Librarian that is being shared by three libraries in Medicine Hat: the college, public library and regional library.

2:45 – 3:00 pm

**Coffee Break**

3:00 – 3:20 pm

**Small Group Discussion**

3:20 – 3:45 pm

**Large Group Discussion & Debrief**

*AAAL Spring 2013 Meeting adjourned at 4:00 pm*



## LIST OF REPORTS & BUSINESS ITEMS

- Chair's Report
- Secretary Treasurer Report
- Membership-Coordinator Report
  
- Business Item # 1: AAAL Special Resolution - Proposal to Amend AAAL Bylaws Section 8: Auditing, Part I
- Business Item #2: Merge of Alberta Association of Academic Libraries and TAL Post Secondary Library Directors Committee Recommendation
  
- Appendix A: Fall 2012 Minutes
- Appendix B: Bylaws
- Appendix C: Meeting Guidelines
- Appendix D: Officer Responsibilities
- Appendix E: Business Plan & Mission



## Co-Chair's Report

April 15, 2013

### OVERVIEW

This meeting will mark the 40th anniversary of AAAL! There has been a lot of activity in and around AAAL this year, and I want to thank everyone for being such active members in AAAL.

- Secretary Treasurer, Leigh Cunningham has been tasked with many banking challenges, but has made tremendous progress (Please see the Secretary Treasurer's Report). In March we successfully passed an email vote to update our banking-related bylaws. Thank you Leigh!
- Webmasters Sonya Betz and Yvonne Phillips are actively maintaining our new AAAL website (aal.ca). This Google-based site offers the (free) advantages of easy integration with other Google products (i.e. Google Groups, a possible solution to our listserv problems), an RSS feed enabled discussion board, and many other features.
- Membership Coordinator, Liz Fulton-Lyne has been updating our membership and voting institution contact lists. This has been no easy task and we appreciate your help and patience.
- Led by Dan Mirau, AAAL's ILL pilot project has reported success, and we hope to strengthen this service in the coming years.
- Our current workshop committee's term is ending, and there will be a call for three new committee members at the Spring 2013 meeting. Thank you Corene Kozey, Lisa Shamchuk and Tara Stieglitz for your time of service to AAAL.
- The AAAL/PLD merge question and sub-committee's (Terry Donovan, Fiona Dyer, Keith Walker & Samuel Cassidy) proposal have been met with mixed reactions. I hope the 2013 Spring meeting will provide the membership with clarity on this topic, with the afternoon brainstorming session being an opportunity for group discussion on the future goals and makeup of AAAL.

### REVIEW OF EXPENSES: TAL MEMBERSHIP

- We have identified that our Business Plan is out of date. We would like to update our vision, mission, values and goals to reflect and help drive the evolution of AAAL.
- The executive is actively looking for solutions to our continued listserv communication problems, and this will be the top priority moving into the next term.



- Please let the executive know how you think AAAL could be improved. We appreciate your ideas and feedback.

#### **AAAL SPRING & FALL MEETINGS**

- Thanks to Carol Shepstone, Geoff Owens and Kim Halvorson for hosting our Spring 2013 meeting! Medicine Hat College also generously volunteered to fund a coffee break.
- We will be looking for an Edmonton host in November and two institutional volunteers to fund coffee breaks (please volunteer so we can have our caffeine!).

Submitted by

Samuel Cassady  
AAAL Co-Chair  
Reg Erhardt Library  
SAIT Polytechnic  
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## AAAL Secretary-Treasurer's Report

April 15, 2013

### **ADMINISTRATIVE CHALLENGES**

Over the course of the year, a number of issues were encountered as Secretary-Treasurer.

#### Corporate Registry

- Names of executive members were last updated in 2010; Executive members for the 2010-2012 term were never listed with the Registry
- Society Annual Returns were outstanding for 2011 (due March 2011) and 2012 (due March 2012)
- Bylaws approved in April 2012 were not filed with the Registry

#### Bank Account

- Signing authority is in the names of the 2006-2010 executive officers
- Name change of society (2010) had not been reflected

#### Main issues causing delay

- TD Bank would not accept any changes to the account without current information available from the Corporate Registry
- Due to outstanding Annual Returns required by the Registry, the names of the current executive could not be updated with the Registry
- the bylaw change in fall 2011 to the fiscal year meant we would perpetually be outstanding in Annual Returns
- missing audited financial statements from 2011 and 2012, and missing bank statements meant old Returns had to be re-prepared

#### Completed 2012-2013

- Re-prepared financial statements for 2011 and 2012; had statements re-audited by previous AAAL auditors
- Submitted Society Annual Return for 2011 (filed)
- Submitted Society Annual Return for 2012 (due March 2012 but could only be done after Dec. 31, 2012 due to fiscal year end; filed)
- AAAL membership vote held and filing of Special Resolution to change fiscal year (approved March 2013; filed with Registry March 2013)
- Submitted Bylaws as approved April 19 2012 to Corporate Registry (mailed April 2013)

#### Current Status:

- Officers and Annual Returns are now up to date with the Corporate Registry
- All required information is now with the bank so the account is in progress
- Prepared Financial Statement for 2013 (fiscal year April 2012-March 2013); statement is with auditors and will be presented to membership at the AGM



### **FINANCIAL STATEMENT APRIL 1, 2012-MARCH 31, 2013**

Due to lack of signing authority and status of bank account, expenses were not incurred and membership fees were deposited April 2013. The audited financial statement will be presented at the AGM.

Membership fees were received from 32 member libraries, totaling \$1280.00. The account balance as of April 2013 is \$2516.60. Outstanding expenses include an invoice for TAL membership (\$398.39) and a request to sponsor the Alberta Library Conference (\$250).

### **REVIEW OF EXPENSES: TAL MEMBERSHIP**

The Secretary-Treasurer would like to review payment of the TAL affiliate membership fee. The fee of \$398.39 is approximately 30% of AAAL's annual income. TAL pays \$40 for its affiliate membership in AAAL. The Spring 2010 AAAL minutes state that the executive would review this membership. At the time, Susan Brayford proposed using the funds for a conference travel award for AAAL member library staff instead.

For reference, these amounts are past years' spending in different categories.

#### **Income**

Total Income **\$1280** (from membership fees)

#### **Expenses**

##### *Sponsorship*

Alberta Library Conference \$250 (2012; requested in 2013)

CLA Conference \$200 (2012)

WILU \$250 (2012); LOEX in 2011

##### *Honorariums*

Speakers gifts (\$25/AAAL speaker) \$225 (2011);

Tom Skinner (AAAL Statistics) \$200/year

##### *Membership*

TAL Affiliate Membership \$398.39

##### *Bank Fees*

Account fees \$59.40 (non-profit community business account)

Total Expenses: **\$1582.79**



#### **REVIEW OF EXPENSES: BANK FEES**

The Spring 2010 AAAL minutes indicate the executive was to investigate bank fees and attempt to find a cheaper option. The current monthly fee is \$4.95 (TD Canada Trust Community Plus Plan). The Secretary-Treasurer contacted ATB Financial and Servus Credit Union about their no-fee community accounts. These accounts were not available to AAAL; the accounts are for charities or businesses benefiting the community or children directly. The Secretary-Treasurer recommends continuing with TD and switching to the lower fee TD account due to our low number of transactions. Other banks:

- ATB Financial – \$8/month plus \$0.80/transaction
- BMO Community – no fee plus \$1/transaction plus fee for each cheque deposited (AAAL ~\$28/year)
- CIBC Small Business – \$6/month
- ING – business savings accounts only
- PC Financial – no business services
- RBC Small Business – \$6/month
- ScotiaBank Community – \$2.50/month (limited transactions)
- Servus Credit Union – \$4.95/month plus \$0.80/transaction
- TD Community Plan – \$1.95/month (limited transactions)

#### **OTHER**

- The Secretary-Treasurer, along with the other executive members, has made much progress in creating a digital repository for important documents, accessible by the AAAL executive. Along with staggered terms for Secretary-Treasurer and Chair, we hope to achieve smoother transitions in the future.
- To facilitate membership fee payment, the Membership Coordinator and Secretary-Treasurer are planning on implementing online membership renewal for fall 2013.

Submitted by

Leigh Cunningham  
AAAL Secretary-Treasurer

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2013 Statement

AAAL Financial Statement April 1, 2012 - March 31, 2013

Date	Cheque	Description	Credit	Debit	Balance
<b>30-Mar-12</b>		<b>Balance Forward</b>			<b>\$1,785.00</b>
17-Apr-12		Membership deposit	\$120.00		\$1,905.00
17-Apr-12		Membership deposit	\$40.00		\$1,945.00
27-Apr-12	53	WILU 2012 Conference Sponsorship		\$250.00	\$1,695.00
30-Apr-12	55	Gifts to speakers Spring 2012		\$150.00	\$1,545.00
30-Apr-12		Service Charge		\$4.95	\$1,540.05
15-May-12	54	ALC 2012 Conference Sponsorship		\$250.00	\$1,290.05
31-May-12		Service Charge		\$4.95	\$1,285.10
29-Jun-12		Service Charge		\$4.95	\$1,280.15
31-Jul-12		Service Charge		\$4.95	\$1,275.20
31-Aug-12		Service Charge		\$4.95	\$1,270.25
28-Sep-12		Service Charge		\$4.95	\$1,265.30
30-Oct-12		Service Charge		\$4.95	\$1,260.35
30-Nov-12		Service Charge		\$4.95	\$1,255.40
31-Dec-12		Service Charge		\$4.95	\$1,250.45
31-Jan-13		Service Charge		\$4.95	\$1,245.50
28-Feb-13		Service Charge		\$4.95	\$1,240.55
31-Mar-13		Service Charge		\$4.95	\$1,235.60
<b>TOTALS</b>			<b>\$160.00</b>	<b>\$709.40</b>	<b>\$1,235.60</b>

This is to certify that the Financial Statement for the 2013 fiscal year for the Alberta Association of Academic Libraries has been reviewed by the auditors of the Association.

  
 \_\_\_\_\_  
 Keith Walker, AAAL Auditor

April 4, 2013  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Jane Duffy, AAAL Auditor

April 12, 2013  
 \_\_\_\_\_  
 Date



## AAAL Membership Coordinator's Report

April 15, 2013

### **MEMBERSHIP RENEWAL PROCESS**

I continued to coordinate membership renewals with Leigh. We are hoping to streamline this entire process by enabling members to renew and pay membership fees online. Banking issues prevented us from going ahead in the Fall/Winter. Now that these issues have been resolved, we hope to revisit the online payment option again.

Maintaining a contact/voting designate list has been a challenge because many renewing members did not send in the renewal forms with their cheques.

### **WEBSITE PROGRESS**

Thanks to the reestablishment of the AAAL website using Google Sites, and the great work of volunteer webmasters Yvonne Phillips and Sonia Betz, I was able to update our Membership Directory. Thank you Yvonne and Sonia!

### **MEMBERSHIP DIRECTORIES**

The old AAAL website contained a list of Member Libraries as well as a Directory of Library Staff. The Directory of Library Staff is now out of date and has not been added to the new website. There is, however, a Membership List with links to each institution's staff directories: <https://sites.google.com/site/aaalsite/directory>. Should the Directory of Library Staff continue to be maintained? Is it still of value? And if it is maintained, is there a better format?

### **LISTSERV**

We currently do not have a functioning listserv. It was originally created by James Routt (the former host of Engine Seven). He is no longer working in Alberta which has made the listserv inaccessible. Samuel and Leigh have experimented with Google Groups but encountered problems with non-Google associated accounts.



#### **CURRENT MEMBERSHIP**

We currently have 34 members, including TAL (affiliate member). See attached.

Submitted by

Liz Fulton-Lyne  
AAAL Membership Coordinator

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#### **CURRENT MEMBERSHIP**

Alberta College of Art + Design  
Ambrose University College  
Banff Centre  
Bow Valley College  
Canadian University College  
Canadian Southern Baptist College  
Columbia College  
Concordia University College  
Grande Prairie Regional College  
Grant MacEwan University  
Keyano College  
King's University College  
Lakeland College  
Lethbridge College  
Medicine Hat College  
Mount Royal University  
NAIT  
NorQuest College  
Northern Lakes College  
Olds College  
Peace River Bible Institute  
Portage College  
Prairie Bible Institute  
Red Crow Community College  
Red Deer College  
Rocky Mountain College  
SAIT Polytechnic  
St. Mary's University College  
TAL (Affiliate)  
University of Alberta  
University of Calgary  
University of Lethbridge  
Vanguard College  
Yellowhead Tribal College



Business Item #1

**SPECIAL RESOLUTION – PROPOSAL TO AMEND AAAL BYLAWS SECTION 8: AUDITING, PART I**

A logistical oversight has occurred causing AAAL to have outstanding Annual Returns with the Corporate Registry. This status impedes our ability to make official changes in our Executive and has impacted our banking.

The previous change in bylaws (filed January 2012) changed the fiscal year end from March 31 to December 31. This was done with the intention of providing more time to prepare the return. However, the return becomes due on the society anniversary date of March 31 - nine months before the financial statements are available - causing us to be continually behind.

The Corporate Registry staff recommended a fiscal year end matching the society anniversary date (March 31). This way, the financial paperwork is available when the return becomes due. In order to change the fiscal year end, we must change our bylaws and submit this change to the Registry prior to the upcoming anniversary date of March 31 2013.

**Current bylaw: "The AAAL fiscal year shall be January 1st to December 31st."**

**Proposed change: "The AAAL fiscal year shall be April 1st - March 31st."**

Email vote shall take place on March 8th, 2013.

**Vote Results: 22/22 of voting institutions in favor to change bylaw (see Appendix A).**

Resolution passed



Business Item #2

**MERGE OF ALBERTA ASSOCIATION OF ACADEMIC LIBRARIES AND TAL POST SECONDARY LIBRARY  
DIRECTORS COMMITTEE**

**Issue or Opportunity**

The merge of the activities and functions of two organizations: The Alberta Association of Academic Libraries (AAAL) and The Alberta Library Post Secondary Library Directors (PLD).

**Background**

At its last Board meeting, The Alberta Library dissolved the TAL Post Secondary Library Directors Standing Committee. At both the AAAL and the PLD meetings, the possibility of merging the two groups was introduced and discussed. A committee was struck to investigate the possibilities of such a merge. The committee reviewed the AAAL bylaws and the PLDSC terms of reference and identified the following overlaps and differences between the two groups:

Overlaps:

- Group composition: Alberta university and college libraries
- Institutional versus personal voting representation
- Self funded meetings and activities
- Objectives, purpose, responsibilities
  1. Communication and sharing
  2. Strategic planning
  3. Issue identification
  4. Supporting and/or representing the needs of learners, library staff and institutions

Differences:

- Not all AAAL members are TAL members (Vanguard college is the only institution our committee could identify)
- PLD is made up of directors only

**Benefits**

The committee agreed that the differences between the two groups were not insurmountable. AAAL is a longstanding and stable organization and an appropriate group from which TAL could draw working committee members. The inclusion of non-directors into TAL activities and functions could increase engagement in TAL and there is enough time in regular AAAL meetings to incorporate TAL business. A merge would save travel time and costs, potentially permitting more library staff to participate in AAAL meetings and workshops.

**Relevant Data**

AAAL bylaws

TAL Post-secondary Library Directors Standing Committee terms of reference

**Stakeholders**

Alberta university and college library staff and directors.



### **Recommendations**

That the functions and activities of TAL Post Secondary Library Directors be merged into the function and activities of the AAAL.

- That the College and Technical Institute representative to TAL Executive and the University representative to TAL Executive alternate reports to AAAL at their regular meetings.
- That the College and Technical Institute and/or University representative to the TAL Executive “brief” the AAAL membership on TAL activities after each Executive meeting.
- That the membership of working committees struck by TAL be coordinated through AAAL.
- That AAAL make recommendations to the TAL Executive as necessary to achieve its goals.

Submitted by: Samuel Cassady (Co-chair AAAL), Terry Donovan (former Chair, PLDSC), Fiona Dyer, Keith Walker



## APPENDIX A

### Fall 2012 Minutes

Thursday, November 22, 2012

9:00 am – 4:00 pm

King's University College

9125 – 50 Street, Edmonton, AB, T6B 2H3

AAAL Business Meeting

*9 am – 9:30 am*

#### **Coffee and Snacks**

*9:30 am – 9:45 am*

#### **Introductions and Ice-Breaker Activity**

- Tim Janewski and Dr. Hank Bestman, Vice-President Academic, King's University College welcomed attendees. Samuel Cassady, AAAL co-chair, thanked King's for hosting.

*9:45 am – 10 am*

#### **Co-Chairs' report to the members; Samuel Cassady and Susan Brayford**

- Note: See report submitted in advance of meeting
- Samuel Cassady presented a demo version of the new AAAL website using Google Sites and called for two new Webmasters.
- Yvonne Phillips, Red Deer, and Sonya Betz, MacEwan University, volunteered to serve as Webmasters and develop the new website.

#### **Post-secondary Library Directors Standing Committee report; Dan Mirau**

- Dan Mirau provided a report based on the TAL report by Clive Maishment.
- In memory of Pat Jobb, the Outstanding Service Award is renamed the Pat Jobb Service Award. Gary Meek, retiring librarian at Calgary Public Library, received the award.
- U of A SLIS is now an affiliate member of TAL.
- Progress is being made on the One Card project.
- TAL's committee structure is changing.
- Netspeed drew 198 delegates and 28 speakers, including the two keynote speakers Dr. Phil McRae and Stephen Abram, who both volunteered their time.
- Videos for the theme "Libraries are Connected" were developed for Canadian Library Month.



- Staffing changes at TAL include the departure of Julia Reinhardt as APLEN Director and the secondment of Jason Openo, EPL, to the position. This was due to the shift in reporting to the Municipal Affairs Branch and the need for more accountability in results-based budgeting for public libraries.

*10 am – 10:10 am*

**Secretary Treasurer report; Leigh Cunningham**

- A number of steps were taken to resolve banking issues due to lost paperwork. The current balance of the AAAL account is \$1265.30. A total of 20 institutions have issued payment of the \$40.00 annual membership fee. Upon the deposit of this \$800, the account balance will be \$2065.30.
- Two auditors are requested to review the financial statement for the fiscal year January 1-December 31, 2012. This will take place in early 2013, in time for the Spring AAAL meeting and for filing the Society Annual Return.
- Jane Duffy, MacEwan University, and Keith Walker, Medicine Hat, volunteered to serve as auditors for the 2012 financial statement to be presented at the spring meeting.

**Membership Coordinator report; Liz Fulton-Lyne**

- Note: See report submitted in advance of meeting.
- The functionality of the website has created challenges for coordinating membership activities.

*10:10 am – 10:30 am*

**AAAL ILL Initiative; Tim Janewski, Bonita Bjornson, Karen Hildebrandt, Dan Mirau, Liz Fulton-Lyne, and CJ De Jong**

- Note: See attached proposal (submitted via email to the AAAL membership)
- Dan Mirau presented a proposed agreement for an AAAL ILL initiative with a pilot project to launch April 1, 2013.
- The goal of the agreement is to reduce bureaucracy and administrative fees while increasing access to resources. Protocols of lending libraries will be followed. U of A is reportedly prepared to enter this agreement. U of C will need to review the agreement.
- Eve Poirier, Norquest, requested the addition of a clause to honour local fines/fees practices.
- Dan Mirau moved to adopt the agreement. Tim Janewski seconded the motion. Motion passed with majority in favour.
- Members are encouraged to provide feedback on the agreement. Libraries are able to opt-out of the agreement.
- Tim Janewski thanked Dan for his work on this committee.



10:30 am – 10:40 am

**AAAL Annual Statistics report; Susan Brayford**

- Note: See attached report submitted in advance of meeting.
- Susan reminded the members that statistics are due December 10, 2012.
- Statistics compiled by Tom Skinner, will be distributed to the membership at the spring meeting.

10:40 am – 10:45 am

**Date and Location of the Spring Meeting: Thursday, April 18, 2013 in Calgary.**

- Carol Shepstone volunteered Mount Royal to host the spring meeting with the caveat that the university is not located near hotels.
- Keith Walker reminded the executive that the spring meeting will mark the 40<sup>th</sup> anniversary of AAAL.

10:45 am – 11 am

**Coffee Break, sponsored by NorQuest College**

11 am – 11:10 am

**Nominations Committee report; Brad Neufeldt, Keith Walker and Eve Poirier**

- Brad Neufeldt thanked Susan Brayford and Samuel Cassady for stepping in as interim co-Chairs.
- The Nominations Committee is seeking a new Chair to be elected at the spring meeting. More information will be sent to the membership via email.
- Brad made the suggestion that an honorarium be paid to the chair. Update Nov. 29: According to AAAL Bylaw 7.1: No officer or institutional member of AAAL shall receive any remuneration for his/her services.
- It is also recommended that the chair not be filled by a library director due to the work involved.

11:10 am – 11:20 am

**Director-at-Large report; Isobel Rancier introduced Karen Hildebrandt as CLA and LAA rep**

- Karen Hildebrandt provided updates from the Library Association of Alberta and the Canadian Library Association.
- CLA: Current efforts include promoting networks and balancing the budget. Success was achieved on the Library Book Rate and Copyright advocacy as well as October's Canadian Library Month. The institutional membership is increasing and cuts are being made to balance the budget, with some institutions declining membership. A temporary institutional rate is in place.
- Library and Archives Canada is now providing "last resort" ILL and digitizing items only as requested.
- LAA: The theme of the ALC conference is "Stronger Together". LAA is currently rebranding with a new logo and website in progress, lead by an ACAD student.



The pilot project on PD/Continuing Education tracking is in progress. The budget is stable.

*11:20 am – 11:25 am*

**Newsletter Editor report; Luke Malone**

- The newsletter will be prepared as part of the new website as a blog/news section.

*11:25 am – 11:30 am*

**Roundtable discussion of news from across the province**

- In lieu of roundtable reports, members are asked to send their reports and news to Luke Malone (luke.malone@sait.ca) to be included in the newsletter.

*11:30 am – 12 pm*

**Discussion of status of Post-Secondary Library Director's Standing Committee (PLD) and relationship to AAAL**

- Tim Janewski asked Dan Mirau to report more details on the future direction of the TAL group.
- The PLD group began as the Lois Hole Steering Committee. As Lois Hole ended, there was a need for the academic libraries to stay together.
- The PLD group and AAAL are very similar groups with overlap. Each has different purposes and membership. AAAL is more formally structured. AAAL could only be an affiliate member of TAL.
- TAL proposal is to dissolve PLD group, with the group still meeting at TAL.
- How can we articulate a relationship between the two groups?
- To save time and resources, the fall and spring meetings would only be two not three days.
- Isobel Rancier, NAIT, expressed that the workshops are critical PD opportunities for librarians/staff.
- Fiona Dyer, Lethbridge, Keith Walker, Medicine Hat, and Terry Donovan, Portage, volunteered to investigate the relationship and future direction of PLD and AAAL.

*12 pm – 1 pm*

**Lunch**



## Afternoon Workshop Sessions

### **Introduction of the workshop sessions by the Workshop Committee; Lisa Shamchuk, Tara Stieglitz and Corene Kozey**

*1 pm – 1:40 pm*

#### **We Can Do Better! Integrating APIs to improve the user experience**

Sonya Betz and Robert Zylstra, MacEwan University

- At MacEwan University, we are embarking on a project to begin integrating our ILS, discovery tool, and other web environments into our native content management system, working with vendors and developers to present search results, patron data, and content in a fully-featured cohesive online space. Learn about Phase one of this project, which includes an iOS app and a proof-of-concept mobile web environment. As development progresses, we will begin to fully integrate targeted resources, services, and tools into our content management system.

*1:40 pm – 2:20 pm*

#### **Going the Distance: Tutorials for Online Students**

Kalin Jensen and Jodi Lommer, NAIT Library

- Online tutorials can provide distance students with the information literacy skills they would otherwise receive by an instruction librarian, but only if the tutorials are created to accommodate different learning styles and provide a certain level of feedback to the learner. Jodi and Kalin will discuss some best practices in tutorial design and demonstrate an interactive tutorial recently created at NAIT.

*2:20 pm – 2:40 pm*

#### **Coffee Break sponsored by Concordia University College**

*2:40 pm – 3:20 pm*

#### **ILAAP: Information Literacy Assessment Alberta Pilot**

Nancy Goebel, University of Alberta, Augustana Campus; Jessica Knoch MacEwan University; Michelle Edwards Thomson, Red Deer College; Sara Sharun, Mount Royal University

- Four Alberta post-secondary institutions are working together on a pilot project to create and implement an information literacy assessment tool. Join us as we discuss the creation and implementation of the assessment tool, share our early findings about basic information literacy skills held by post-secondary students at the participating institutions, and explore how we might use this tool as a way to measure information literacy skills across Alberta.



3:20 pm – 4:00 pm

**Yellowhead Tribal College Library: The Little Library That Could**

Liz Fulton-Lyne, Supervisor, Library Instruction, NorQuest College and Simon Underwood, Manager of Library Operations and Services, Yellowhead Tribal College

- Like their mainstream counterparts, libraries at First Nation Colleges are indispensable to their institutions. Tribal college libraries play a critical role in the preservation of traditional knowledge, language, and culture, all while performing both typical and atypical academic library functions on a daily basis. This presentation will describe the distinct and valuable role of tribal college libraries; discuss some key issues and challenges they face, as well as the promise of present and future LIS opportunities within these unique learning spaces.

**AAAL Meeting adjourned at 4:00 pm**



**Submitted by Dan Mirau, via email, November 22, 2012**

As promised, I am distributing the “AAAL Resource Sharing Agreement” which we adopted. I have not yet included a clause on fine collection processes and would welcome suggested wording for inclusion in a future version of this document.

Please review this with those in your organization who would be responsible for administering the agreement and then respond to me indicating:

1. Will your institution be able to participate in the agreement?
2. If not, are there changes that would allow you to participate, or are there other reasons why you are opting out?

Based on your responses, I will assemble a version of this which has a completed “Appendix A” section listing participating/non-participating members.

**Alberta Association of Academic Libraries  
Resource Sharing Agreement**

*November 2012*

To improve Interlibrary Loan services and to promote common standards, the *participating AAAL members* (as listed in Appendix A) agree to extend reciprocal interlibrary loan and document delivery privileges according to the terms outlined in this document. This agreement does not preclude AAAL members from entering into other agreements with one another. Also, as a basic principle, *participating* members agree to exhaust local resource sharing opportunities before borrowing from each other. This agreement will be effective for a one-year pilot period beginning April 1, 2013. It shall be reviewed by AAAL at its Spring 2014 meeting to determine if it will be continued or revised.

**Resource Sharing Details**

1. Cost

No charge for returnables. No charge for articles. Charges may be applied for expedited delivery.

2. Turnaround Time of the Request

Libraries have up to four (4) business days to process requests. This does not include shipping transit time. It is understood that during peak periods this may not be possible at some libraries.

3. Requesting Methods

Libraries must follow the established protocol of the owning library.

4. Delivery Methods

a) Returnables

Canada Post – Library Rate is preferred (return postage included) or other delivery services where already established (e.g. within NEOS members). Lending libraries may choose to use



an alternative method (Xpress Post, Courier, etc.) and pay for delivery only. The borrowing library would pay for the return delivery but is under no obligation to use the same delivery method except when the lender requires it as a borrowing condition.

Microforms: First class mail. Lender pays one way, borrower the other.

b) Non-Returnables

Electronic delivery

5. Loan Periods

2 weeks for patron, renewals allowed.

6. Materials Available for Loan

At the discretion of owning library.

#### **Appendix A**

##### **Participating Members**

[add members here who indicate they will be participating in the agreement]

##### **Non-Participating Members**

[add members here indicate they will not be participating in the agreement]



## APPENDIX B

### BYLAWS

#### 1. Name

The name of the society is the Alberta Association of Academic Libraries (AAAL).

#### 2. Membership

##### 2.1 Eligibility for Membership

Membership is open to institutions engaged in post-secondary academic library service in Alberta.

##### 2.2 Institutional Membership

- i) All post-secondary academic libraries in Alberta are eligible to join and institutional membership is effected upon payment of the annual membership fee.
- ii) Individuals employed in the libraries of member institutions in good standing are eligible to participate in AAAL activities and meetings.

##### 2.3 Affiliate Membership

Any interested party may apply for 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 eligible to participate in AAAL meetings and activities.

##### 2.4 Application for Membership

Institutions applying for membership are required to complete the membership application form available on the AAAL website, and submit it via mail, fax or email to the Secretary/Treasurer.

##### 2.5 Membership Fees

- i) The annual membership fee rates for institutional and affiliate members shall be determined by a vote at the Annual General Meeting. Fees are payable on or before September 30 of each year.

Revised March 8, 2013 page | 2

- ii) Voting rights of institutional members shall be suspended if they fail to make payment after September 30 of every year. Voting rights will be reinstated immediately upon payment of fees. iii) Members delinquent in payment of fees for a period in excess of 3 months shall be notified by the Executive Committee, via mail and e-mail addressed to the Library Director, Library Manager, or Provost. Members in arrears for a period greater than 6 months by September 30 will be expelled from AAAL for non-payment of fees. Membership will be reinstated upon payment of fees.

##### 2.6 Cessation of Membership

- i) Membership shall cease upon:

- a) Non-payment of membership fees for a period greater than 6 months after September 30th of every year.
- b) Submission of a written request to the Chair by a member institution wishing to resign its membership.



- c) Closure of an institutional member's library.
  - ii) Members shall be notified by the Executive Committee via mail and email of a cessation or expulsion of membership. Notification shall be sent to the Library Director, Library Manager, or Provost.
  - iii) Members terminating membership shall not be entitled to any rebate of membership fee.
- 2.7 Record of Membership
- i) A record of members is maintained by the Membership Coordinator and is publicly available on the AAAL website.

### 3. Officers

#### 3.1 Executive Committee

AAAL is governed by an Executive Committee comprised of the Chair, Secretary/Treasurer, Membership Coordinator and a Director-at-Large.

Revised March 8, 2013 page | 3

#### 3.2 Election of Executive Committee

- i) Officers are elected from among individuals employed by institutional members in good standing, normally at an Annual General Meeting.
- ii) Elections for Executive Committee officers shall be held every two years or when a vacancy occurs. Normally a Nominations Committee, consisting of the past Chair and 2 additional institutional member volunteers, shall be struck to solicit nominations 2 months prior to the expiry of an officer's term. If a vacancy occurs prior to the end of a term of office, a Nominations Committee shall be struck in the interim to solicit nominations for a vacant position in preparation for an election normally held at the Annual General Meeting.
- iii) Prior to an election at the Annual General Meeting, additional nominations from the floor shall be permitted.
- iv) Voting for elections shall take place by secret ballot.

#### 3.3 Terms of Office

- i) Officers shall not serve more than 2 consecutive terms in one office.
- ii) Officers shall take office at the close of the Annual General Meeting at which they are elected.

#### 3.4 Duties of the Officers

- i. The duties of the Executive Committee and other positions/committees are described in Appendix A Responsibilities of the AAAL Officers.
- ii) The Executive Committee may establish ad hoc committees and/or volunteer positions from the membership to carry out specific duties as needed. Volunteer positions and committees will report to the membership at meetings, and will be discharged when their tasks are completed.
- iii) These duties may be modified from time to time as appropriate by the AAAL membership.

#### 3.5 Resignation/Termination of Officers

- i) A member of the Executive Committee may resign by providing 1 month's written notice to the Chair. The resignation takes effect no later than the end of the month's notice.

Revised March 8, 2013 page | 4

- ii) A member of the Executive Committee may not continue to serve on the Executive Committee if they cease to be employed at a member institution or if their institution ceases to be a member.



ii) A member of the Executive Committee may be removed for just cause. Absence without regrets from 3 consecutive meetings constitutes just cause for removal from office. A Special Resolution for removal shall take place at any meeting of the members and must be passed by 75% (three-quarters) of the voting representatives.

#### 3.6 Expenditures

The Executive Committee may approve expenditures for AAAL to cover time-sensitive society-related expenses between meetings up to \$500. Expenses which exceed this limit shall be presented by the Executive Committee to voting representatives of member institutions for consideration in an email vote.

### 4. Meetings

#### 4.1 General or Special Meetings

i) AAAL shall hold an Annual General Meeting on or before May 30th each year. Notice shall be delivered to the members at least 14 days prior to the Annual General Meeting by the Chair via the AAAL listserv.

ii) AAAL shall hold a Fall meeting on or before December 30 in each year. Notice shall be delivered to the members 14 days prior to the Fall meeting by the Chair via the AAAL listserv.

iii) Occasionally, the Chair may call special meetings of the association. Notice shall be delivered to the members at least 14 days prior to a special meeting by the Chair via the AAAL listserv.

iv) Quorum at any meeting will consist of voting representatives from at least 75% (three-quarters) of members in good standing.

v) The following functions shall be performed at the Annual General Meeting, and at the Fall meeting if required:

a) Receive reports from the officers of the Executive Committee.

b) Elect the members of the Executive Committee (if applicable, every 2 years).

Revised March 8, 2013 page | 5

c) Vote on the membership fees for the following year.

d) Receive and approve financial statements and auditor's reports.

e) Ratify and/or make amendments to the Bylaws.

f) Resolve any other business considered appropriate as brought before the meeting by the Executive Committee or voting representatives.

vi) Minutes of all AAAL meetings shall be recorded by the Secretary/Treasurer and made available to the membership via the AAAL listserv and/or website.

vii) Where technology permits, members may attend meetings via remote means; however, voting may only take place in-person or by proxy.

#### 4.2 Executive Committee Meetings

i) Meetings of the Executive Committee shall be held in person or by remote means as required, and shall be called by the Chair.

ii) A quorum for any meeting of the Executive Committee shall consist of 3 members. Meetings of the Executive Committee may be called at any time by a majority of the Executive members.

### 5. Voting



- i) Each institutional member must appoint a single representative, with the right to a single vote, at any meeting. The voting representative must be present, in person, at the meeting and may be any person employed by the member institution.
- ii) Institutional members are responsible for appointing a single voting representative, and for providing via mail or email the name of the representative to the Membership Coordinator 14 days prior to each meeting. The voting representative for each institution will be asked to identify him or herself at the opening of each meeting.
- iii) In the event that an institutional member's designated voting representative is unable to attend and be present for voting, proxy voting may occur. An institutional member may appoint an employee from another institutional member as its voting proxy. Notification of such voting proxy authorization must be provided by mail or email to the Membership Coordinator by the requesting institution normally not less than 7 days in advance of a meeting.  
Revised March 8, 2013 page | 6
- iv) The Chair may vote as an institutional member if appointed as its voting representative, or as the designated proxy by another institutional member. The Chair may only vote once in this capacity, and is not entitled to a second vote, even in the case of a tie.

## **6. Auditing**

- i) The books, accounts and records of AAAL shall be audited at least once each year by two volunteers from among the membership, neither of whom shall be officers. An audited financial statement shall be distributed at the Annual General meeting. The AAAL fiscal year shall be April 1st to March 31st.
- ii) The books and records of AAAL shall be available to all members at any time upon giving reasonable notice (at least 14 days) to the Secretary/Treasurer.

## **7. Finance**

- i) No officer or institutional member of AAAL shall receive any remuneration for his/her services. Any member of the Executive Committee shall receive such out of pocket expenses as approved by the Executive Committee. All out of pocket expenses shall be accounted for and reported to the AAAL membership at the Annual General Meeting.
- ii) All unbudgeted expenses shall approved by the membership at any meeting.

## **8. Borrowing Powers**

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

## **9. Custody of the Seal**

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



## **10. Amendment of the Bylaws**

Bylaws may be rescinded, amended or added to only by Special Resolution. Any member may propose such a Special Resolution by notifying the Executive Committee in writing. Amendments to the Bylaws may take place at any meeting provided the Chair has presented the Special Resolution and proposed amendments to all members in good standing at least 21 days prior to the meeting and a minimum of 75% (three-quarters) of the voting representatives present vote in favour of the amendment(s).

Revised March 8, 2013 page | 7

## **11. Dissolution**

- i) AAAL may be dissolved at a special meeting of the association by passage of a Special Resolution provided that 60 (sixty) days notice is given to the membership specifying the intention to propose the Special Resolution.
- ii) Upon the dissolutions of AAAL, the Executive Committee shall ensure that any assets remaining after the payment and satisfaction of the debts and liabilities shall be distributed to one or more recognized charitable organizations in Alberta with similar or related objectives.

## **12. Effect**

The AAAL Bylaws that were in force immediately prior to these bylaws coming into force are hereby repealed.



## APPENDIX C

### MEETING AND WORKSHOP GUIDELINES

1. General meetings are held twice a year. The spring meeting is designated the Annual General Meeting. Its location is alternated between a Calgary and an Edmonton institutional member.
2. The Executive Committee (Chair, Secretary/Treasurer, Membership Coordinator, Director-at-Large) meet at the call of the Chair.
3. Any member or affiliate institution may volunteer to cover the expenses of morning or afternoon refreshments at meetings; if no volunteer is available, AAAL shall contribute the maximum of \$50.00 to the host institution. The host institution shall arrange to provide lunch and set a lunch cost; attendees will pay individually for lunch to the host institution. Notification of such must be made in advance of the scheduled meeting.
4. AAAL may give an honorarium to a guest speaker at the discretion of the workshop committee. The honorarium will be in the form of a gift, not money, and will not exceed \$50.00. AAAL will only cover travel and other costs involved with bringing a non-AAAL member to present at a meeting or workshop.
5. Meetings are conducted by the Chair (or the Director-at-Large in the Chair's absence) and written reports are provided by the Chair, Secretary/Treasurer, Membership Coordinator, Director-at-Large, and all other AAAL officers.



## APPENDIX D

### RESPONSIBILITIES OF AAAL OFFICERS

#### Executive Committee

The AAAL is governed by an Executive Committee made up of four officers: the Chair, the Secretary / Treasurer, the Membership Coordinator, and the Director at Large.

##### 1. Chair

- Conduct general meetings and executive meetings
- Coordinate general meeting: contact hosting institution; ensure workshop committee has activity planned; set date and agenda items
- Act as spokesperson when representing AAAL to other associations, agencies, government departments
- Establish objectives for the Association in conjunction with other members of the executive
- Authorize honorariums and other expenses
- Contact new and potential members
- Call for volunteers as required
- Follow bylaws of the Association
- Ensure elections are carried out
- Maintain necessary files
- Contact members to advise them of upcoming meetings

##### 2. Secretary/Treasurer

- Take minutes of meetings and distribute such through the AAAL listserv and/or by posting to the AAAL website;
- Keep accurate records of AAAL accounts;
- Submit Treasurer's report at each general meeting;
- Submit accounting records to the Auditors annually and submit the audited statement to the provincial government;
- Attend executive meetings;
- Collect membership fees.

##### 3. Membership Coordinator

- Maintain current membership records, files and forms for AAAL members and affiliates;
- Send out membership invoices and coordinate with the Secretary/Treasurer the collection of membership fees;

Revised April 19, 2012 page | 2

- 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 membership fees received and a link to the AAAL Directory and the association's governing documents.

#### 4. Director-at-Large

- Maintain liaison with other library associations, submitting news articles to publications such as Letter of the LAA;
- Attend executive meetings;
- Conduct general meetings in Chair's absence.

#### **Non-executive Positions and ad hoc Committees**

The following positions and committees are not part of the Executive Committee, but are created by the Executive Committee as needed (Bylaws sec. 3.4, iii):

##### 1. Newsletter Editor

- Compile and produce the AAAL Newsletter twice per year; include the minutes of meetings, Chair's report, news articles of interest to the Association; and reports from each member institution;
- Distribute the Newsletter to each member via the Web unless otherwise requested.

##### 2. Statistical Coordinator

- Collect the annual AAAL statistics from each member institution;
- Check statistics as to accuracy of computations and compile the statistics on the master form, alphabetically by name of the institution;
- Distribute the completed statistics.

##### 3. Workshop Committee (2 or 3 members)

- Plan a workshop or series of presentations for the AAAL Annual General Meeting and the Fall meeting;
- Coordinate with the Chair for the theme of the presentation and payment of any necessary expenses (including honoraria).



## APPENDIX E

### Business Plan

The 2001 - 2005 Business Plan, a revision of the original 1998-2001 Plan, examines the history of the AAAL (now AAAL), and outlines the vision, mission, values, and goals. Vision Promote excellence in college and technical institute libraries in Alberta.

### Mission & Values

#### Mission

Facilitate communication, planning and cooperation among college and technical institute libraries. AAAL also promotes continuing education opportunities and assists in professional development endeavors.

#### Values

- Promotes the following values:
- Lifelong learning
- Professional development
- Cooperation/collaboration networking
- Diversity of duties and responsibilities associated with college and technical librarianship
- Communication

### Goals

1. Provide a forum where Alberta college and technical institute library personnel can meet to discuss common issues, share ideas and network. Strategies:

Organize meetings

Communicate through the AAAL web site, listserv and newsletter.

2. Provide opportunities to share resources. Strategies:

Participate in electronic interlibrary loan initiatives.

Support an interlibrary loan agreement that include providing loans free of charge amongst member libraries.

Investigate joint database licensing agreements.

Investigate collaborative funding.

Develop, distribute, and collate results from an annual statistical survey.

Promote participation in TAL.

Maintain an electronic archives of Association business (newsletters, surveys, etc.).



3. Provide a voice from college and technical libraries and librarians to others. Strategies:

Prepare submissions for relevant newsletters/magazines (e.g. "Letter of the LAA", CTCLs "Communiqué").

Encourage membership involvement in other library associations/ organizations (e.g. TAL, CTCL, LAA, etc.).

Maintain the AAAL website.

Promote the use of the AAAL listserv (to subscribe, send a blank email to: [subscribe-aacl@news.banffcentre.ca](mailto:subscribe-aacl@news.banffcentre.ca))

4. Advocate the role of college and technical libraries and librarians at a local and larger library community level. Strategy:

Participate in TAL and the LAA.

5. Have as many librarians attend the bi-annual meetings as possible. Strategies:

Hold meetings in conjunction with other major events and/or meetings in major centers (eg. TAL Board of Directors' meetings).

Investigate alternate ways to hold meetings to include as many libraries & library staff as possible.

6. Organize, promote and support professional development activities. Strategies:

Hold workshops in conjunction with business meetings.

Sponsor other relevant activities.