



Alberta Association of Academic Libraries

AAAL Fall 2015 Meeting Agenda

Date: Thursday, November 19, 2015

Location: MacEwan University Room 9-207
(Robbins Health Learning Centre, West of 109 St
between 104 & 105 Aves, 2nd Floor--[Building Map](#))

Host Contact: Robyn Hall

hallr27@macewan.ca / 780-633-3478

Lunch Cost: Free! (RSVP Required)

Parking: [Parking Map](#) [Parking Rates](#)

Hotels near MacEwan University:

[Holiday Inn Express: Edmonton Downtown](#)

10010-104 Street NW, Edmonton

[Coast Edmonton Plaza Hotel](#)

10155 105 Street NW, Edmonton

[MacEwan Residence Hotel](#)

11050 104 Ave NW, Edmonton

AAAL Executive & Key Contact Information

Co-Chairs:	Sonya Betz (780) 492-1718 sonya.betz@ualberta.ca Robyn Hall (780) 633-3478 hallr27@macewan.ca
Secretary-Treasurer:	Leigh Cunningham (403) 504-3654 lcunningham@mhc.ab.ca
Membership Coordinator:	Jessica Norman (403) 210-4073 jessica.norman@sait.ca
Director-at-Large:	CJ de Jong (780) 492-7882 cj.dejong@ualberta.ca
Communications Committee: (Web, News & Social Media)	Yvonne Phillips (403) 356-4855 yvonne.phillips@rdc.ab.ca Dana Ouellette (780) 479-9293 dana.ouellette@concordia.ab.ca Mary Medinsky (403) 342-3408 mary.medinsky@rdc.ab.ca
Workshop Committee:	Trish Rosseel (780) 248-5889 trish.rosseel@ualberta.ca Claudette Cloutier (403) 220-3447 ccloutie@ucalgary.ca Rene Martin (403) 284-7630 Rene.Martin@acad.ca
Nominations Committee:	Samuel Cassady (former AAAL Chair) scassady@uwo.ca Eve Poirier (780) 644-6258 eve.poirier@norquest.ca Jane Duffy (780) 487-5489 duffyj@macewan.ca
PD Committee:	Suzanne Rackover (403) 762-6265 suzanne_rackover@banffcentre.ca Janet Sainbury (403) 410-1547 jsainbury@bowvalleycollege.ca
Statistics	Genevieve Luthy (403) 210-4477 genevieve.luthy@sait.ca

Morning Schedule of Events

8:30 am – 9:00 am

Coffee and Breakfast Pastries provided by AAAL

9:00 am – 9:05 am

Introduction from Host: Debbie McGugan, Dean, MacEwan University Library

9:05 am – 9:15 am

Introduction of Members, and Recognition of Service: Keith Walker

Approval of Agenda

Approval of Minutes of the Spring 2015 Meeting

9:15 am – 9:50 am

AAAL Executive and Committee Updates

- Co-Chairs
- Secretary/Treasurer
- Director at Large
- Membership Coordinator
- Communications Committee
- Workshop Committee
- Professional Development Committee
- Nominations Committee
- Statistics

9:50 am - 10:00 am

Resource Sharing Task Group Update: Director-at-Large, CJ de Jong

10:00 am – 10:15 am

Coffee Break provided by AAAL

10:15 am – 11:00 am

Special Resolution: Bylaw Amendments

11:00 am -- 11:40 pm

Round-table

News from Member Libraries and Local Associations: Facilitated by Director-at-Large, CJ de Jong

11:40 am -- 12:00 pm

CLA Update

Christina Hwang (University of Alberta) and Virginia Clevette (Edmonton Public Library), both Councillors-at-Large with CLA's Executive Council

12:00 pm -- 1:15 pm

Lunch and Tours of MacEwan University Library

Afternoon Schedule of Events

1:15 -- 1:45pm **Opening Session: BC Librarians Get Open** [Skype session]

The BCOER Librarians are a grassroots group of post-secondary librarians interested in open education resources [OER] and began informally meeting in December 2013 to discover and share ways to support the use of quality OER by faculty and students. This session will highlight the tools and resources they have developed to date, their hopes and plans for the coming year, and possible opportunities for broader collaboration.

Caroline Daniels, Kwantlen Polytechnic University Library; Erin Fields, University of British Columbia Library; Leva Lee, BCcampus, and others!

1:45-2:05pm **Lightning Strike 1: Research Metrics Workshop Series at Cameron Library**

This year Cameron Library established a research metrics workshop series program for faculty and students, offering in-depth presentations on everything from how to calculate h-indices and Journal Impact Factors, to alternative metrics and the importance of scholarly identification systems. This session will highlight our strategy for these presentations, how we promoted and evaluated them, and report on the successes and failures we have experienced thus far.

Jessica Thorlakson, University of Alberta

2:05-2:25pm **Lightning Strike 2: The Year of China**

MacEwan University's Year of China culminated in an inspirational two week CAFÉ-led research-study tour to Hong Kong, Guangzhou, Shanghai, and Beijing. In this lightning session two tour participants will share photos, stories, insights, and advice related to opportunities for international collaboration.

Dan Mirau, Concordia University of Edmonton and Tara Stieglitz, MacEwan University

2:25-2:45pm **Lightning Strike 3: Making the Academic Library Personal: Implementation of a Personal Librarian program**

In 2014-2015 the University of Alberta Libraries launched the Personal Librarian for Aboriginal Students program. The program's aim is to increase the comfort and confidence of first-year Aboriginal Students with library services, spaces, and collections. First year self-identified Aboriginal students participating in the program are sent an email most weeks of the academic year, in which they receive research tips and contact information for their Personal Librarian. Their Personal Librarian is a subject librarian in the student's major. This session will highlight the program, feedback received, as well as future plans for its expansion.

Nancy Goebel, University of Alberta

CANCELLED: Lightning Strike 4: Pop-up Libraries and Lectures for Indigenous Communities

Maskwacis Library is offering pop-up libraries for courses for the classrooms and this is not only increasing access and use of materials but also assisting the library in getting more space for collection. The Library is also engaging users by hosting public lectures and sending weekly information alerts to supplement and complement required readings. This session will highlight these new programs and services.

Manisha Khetarpal, Maskwacis Cultural College Library

2:45-3:00pm

Break

3:00-4:00pm

Closing Keynote: Facilitating Collaboration and Integration as Crucial Roles for Academic Libraries in the OER Movement

The ascendancy of OERs represents an important development in education and higher learning that academic libraries can and must play a crucial role in. Academic librarians already contribute to OER projects in a number of ways including increasing awareness and advocating for OERs, as well as facilitating OER production, dissemination, curation and use. While these roles are all important elements for ensuring the success of the OER movement, academic librarians should place specific effort into enhancing OERs by focusing on increasing collaboration in OER production and use and encouraging integration of various OERs and OER projects. These special roles are vital for contributing to the long term success of OERs and promoting broader academic goals of increasing access to knowledge and encouraging open scholarship.

Michael McNally, University of Alberta

Michael B. McNally is an Assistant Professor at the School of Library and Information Studies at the University of Alberta. His research interests include intellectual property and its alternatives, user-generated content, radio spectrum management, rural broadband policy and government information policy. He teaches in the areas of information policy, instructional practices and foundations of library and information studies. He is Standing Member of the Van Horne Institute's Centre for Information and Communication, and has a PhD and MLIS from the University of Western Ontario.

4:00 pm

Meeting Adjournment.

Attendees are welcome to join us at Parlour (10334 108 Street) to continue the discussion!

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AAAL Chair’s Report

November 5, 2015

As new Co-Chairs, we’ve had a busy summer and fall learning our way around the organization, and are very much looking forward to the next few years as AAAL continues to grow and evolve.

Acknowledgements:

We’d like to thank the new and continuing members on our committees and the executive. See who they are at: <http://aaal.ca/contact>. Through their hard work we are able to host our twice annual meetings, recruit and organize our workshops, keep track of our members and finances, liaise with external organizations, communicate with you through social media and the website, track the statistics of academic libraries in the province, provide PD awards to members of our community, and nominate members of the executive to keep the AAAL running. Many thanks to all of you!

We’d also like to thank Samuel Cassady for his leadership of the AAAL for the past four years. Samuel left the AAAL in great shape, and we’d like to acknowledge his support as well through the transition of the Chair’s responsibilities.

Finally, we’d like to congratulate Keith Walker on his recent retirement and thank him as well for his many valuable contributions over the years to the AAAL.

Not all of our news is positive this year; one of our member libraries, Red Crow Community College, was destroyed by a fire in August. We extend our sympathies to the staff and students for the loss of their teaching and learning space, and encourage our members to offer support where they can.

Meetings:

The spring AAAL AGM in Red Deer on April 16 was a success, with 53 attendees, a keynote presentation from Nicole Charles, highlighting exciting work happening in public libraries that could transition to academic spaces, and five lightning strike sessions. Thanks to Red Deer for hosting, and to the workshop committee for planning.

Activities:

We spent time early in the summer meeting with the outgoing Chair, Samuel Cassady, and sorting out transitional activities, such as moving the AAAL “archive” of physical files to Edmonton, ensuring the committees all had a full complement of members, and changing the signing authority of our bank account (a herculean task). The Executive met twice, and has communicated extensively via email. We’ve also been focused on organizing the logistics of the fall meeting.

We have been keeping an eye on the transformations happening in the CLA, including their recent proposal, [Toward a Federation of Library Associations in Canada: Strengthening the national voice for Canadian libraries](#). While not stakeholders in the discussion, we do feel that it’s important for us to understand the changing shape of our national library association, and will continue tracking the developments in this discussion.

Finally, we’ve spent a significant amount of time thinking about how to organize the AAAL so it can best serve the changing needs of our membership. We reviewed the structure of the organization and our bylaws, and are recommending some changes that will help improve communication among the Executive, and the committees.

Secretary / Treasurer:

Leigh Cunningham will be stepping down as Secretary / Treasurer at the end of her term in the Spring. This role requires attention to detail and financial literacy. Experience in business/association banking and knowledge of the requirements under the Societies Act is desired, and we want to encourage members with experience in this area to please consider running for this position in the spring.

Looking forward, we hope to bring to you a number of initiatives that will foster collaboration and professional development for staff in Alberta’s academic libraries.

Submitted by

Robyn Hall and Sonya Betz
AAAL Co-Chairs

Robyn Hall
MacEwan University Library
7-275B, 10700 -104 Avenue
Edmonton, AB T5J 4S2
780-633-3478
HallR27@macewan.ca

Sonya Betz
University of Alberta Libraries
2-10U Cameron Library, University of Alberta
Edmonton, AB, Canada T6G 2J8
sonya.betz@ualberta.ca
780-492-1718

AAAL Secretary-Treasurer's Report

November 4, 2015

Sonya, Robyn, and I worked to successfully transfer signing authority for the bank account at TD Canada Trust. I successfully filed the Society Annual Return with Service Alberta, a document that includes executive contact information and the society's annual financial statement.

I will be completing my second two-year term as AAAL Secretary-Treasurer at the spring AGM in April 2016. In this time, a lot of work has been done to organize association paperwork and financials to keep the society in good standing with the government. We've also made changes to the fees and expenses of the association, and launched online fee payment. If you are interested in taking on this role, or know of a qualified candidate, please contact me for more information.

Membership Fees Payment

Membership fees have been received from 32 member libraries. Twenty-four libraries paid fees online via PayPal.

Auditors Requested - Annual Financial Statement

Two volunteer auditors from AAAL member libraries are required to review the annual financial statements prior to the AGM in April 2016. Please consider volunteering if you have an eye for detail and will be available to complete the required paperwork within a short timeframe in April 2015.

Submitted by

Leigh Cunningham
AAAL Secretary-Treasurer

Medicine Hat College Library Services
299 College Drive S.E.
Medicine Hat, AB T1A 3Y6
403-504-3654
lcunningham@mhc.ab.ca

AAAL Membership Coordinator's Report

November 2, 2015

MEMBERSHIP RENEWALS

- All institutions have been invoiced and membership has been renewed by 30 libraries as of this date. No new libraries have joined. Columbia College and Rocky Mountain College confirmed they will not be renewing this year. Rocky Mountain College has dissolved their physical library and contracted with a college in Ontario. Columbia College did not respond to requests regarding the lapsed membership.
- A review of voting members was completed and contact information updated for all institutions. The membership listing on the AAAL website has been updated to reflect these changes.
- The AAAL Listserv continues to serve as one of the primary means of communication. There have been several issues with the list this summer blocking messages and not sending emails. Therefore, the Membership Coordinator, in conjunction with the Communications Committee members, will research alternative platforms for the listserv.

Submitted by
Jessica Norman
AAAL Membership Coordinator
Coordinator of Library Instruction
Reg Erhardt Library, SAIT Polytechnic
403.210.4073
Jessica.norman@sait.ca

AAAL Director-at-Large Report

November 5, 2015

The Association has been engaged in reviewing bylaws and organizational structure with our new Co-Chairs. This has included a review of the Director-at-Large position, which has been expanded in function and responsibility to give it direction and substance. We have also developed a list of associations and groups that we are interested in liaising and sharing information with.

Dan Mirau and I have developed the Terms of Reference for a Resource Sharing Task Group to evaluate our current Resource Sharing agreement among AAAL members and potential for expansion. We will be asking Library Directors to put forward appropriate staff members to participate on this Task Group.

CJ de Jong
AAAL Director-at-Large
cj.dejong@ualberta.ca

Library Association of Alberta Report to AAAL

November 4, 2015

- LAA has actively participated in conversations related to a new direction for CLA. There is currently background information on the proposal and a survey available for members to view. For background information, please see [“Toward a Federation of Library Associations in Canada”](#) and for the survey, please see [here](#).
- LAA is currently exploring ways to better connect all Alberta Librarian/Library associations (ALTA, AAAL, etc.). LAA will be approaching leadership from different Alberta Library associations over the course of this year.
- LAA reached out to provincial cabinet ministers in relevant ministries after the provincial election to congratulate them in their posts and bring awareness of the great work happening in Alberta Libraries. A letter was sent to the new minister of Municipal Affairs when the Cabinet was shuffled in the Fall, as well.

Submitted By:
Mary Medinsky
LAA liaison to AAAL
Mary.Medinsky@rdc.ab.ca



Alberta Association of Academic Libraries

AAAL Spring 2015 AGM Minutes

Date: April 16, 2015

Location: Red Deer College

Red Deer, Alberta

9:00 am – 3:45 pm

8:30 am – 9:00 am

Coffee and Breakfast Pastries sponsored by AAAL

9:00 am – 9:15 am

Introduction from Red Deer College Host: Kristine Plastow, Chief Librarian and greetings from Dr.

Paulette Hanna, Associate Vice President Academic

Introduction of Members

Motion by Ann Gish to approve the Fall 2014 AAAL minutes. Motion seconded by Claudette Cloutier. Motion passed.

9:15 am – 10:15 am

Keynote Presentation: What Academic Libraries can learn from Public Libraries, Nicole Charles, Red Deer Public Library

Nicole provided interactive examples of fun and “sneaky education” to spark curiosity in learners. Some of the tools, games, and technology highlighted: Makey Makey, Lego Mindstorms, littleBits, Pizza Chef, DJ Scratch Cat, and Perfection.

10:15 am – 10:45 am

Discussion Breakout Groups: Public Library Practices Inspiring...

1. IL instruction at academic libraries (Jodi Lommer)
2. Collection development at academic libraries (Genevieve Luthy)
3. References services at academic libraries (Tim Janewski)
4. Outreach at academic libraries (Leeanne Morrow)

10:45 am – 11:00

am

Coffee Break sponsored by AAAL

11:00 am – 11:10 am

Nominations Committee Update: Brad Neufeldt & Keith Walker

- Brad called for nominations from the floor for position of Chair.
- **Robyn Hall and Sonya Betz were elected AAAL Co-Chairs by acclamation for a two year term.**
- A vote was held for the position of Membership Coordinator. The vote resulted in a tie. The second candidate withdrew their nomination.
- **Jessica Norman was elected AAAL Membership Coordinator for a two year term.**
- The positions for the following committees were not filled: Workshop Committee & Nominations Committee volunteers; Blog Editor.

11:10 am – 11:20 am

Statistics Coordinator Update: Genevieve Luthy

- Genevieve thanked Chris Savage (SAIT) for working on the AAAL statistics.
- AAAL member statistics are posted to the [website](#).
- Statistics for Banff Centre will not be posted; they can be accessed by request to Genevieve.
- 23 institutions participated.
- The plan is to call for statistics in July so that the package can be made available as early as possible to member institutions for budgetary purposes. It was acknowledged that some data may not be available this early.
- Reporting of special collections will be reviewed.
- Samuel Cassady thanked Tom Skinner for his previous assistance with statistics and will present Tom with a certificate of recognition from AAAL.

11:20 am – 11:45 am

The Alberta Library (TAL) Update: Dan Mirau & Grant Chaney

- Dan is finishing his term as Chair of TAL. Election of the new Chair to take place April 17.
- Introduction of TAL's new CEO, Grant Chaney.
- Grant mentioned that TAL needs to become more agile and strengthen membership. TAL Board will be approving the strategic plan.

11:45 am – 12:05 am

Health Knowledge Network (HKN) and Council of Prairie & Pacific University Libraries (COPPUL): Vivian Stieda & Andrew Waller

- Vivian Steida provided an overview of the mission and structure of Health Knowledge Network (HKN)
- HKN is a partnership between University of Alberta and University of Calgary to provide unified health information sources. HKN has subscribers, not members. HKN works together with COPPUL and TAL to provide fair and consistent pricing.
- Andrew Waller presented an overview of COPPUL.
- COPPUL is governed by three directors and membership is open to AUCC members. Affiliate membership is available to all.
- CJ de Jong thanked Grant, Vivian, and Andrew.

12:05 pm – 12:15 noon

Director-at-Large Update: CJ de Jong

- CJ de Jong provided a review of the [AAAL Resource Sharing Model](#).
- **Motion by Dan Mirau that the AAAL Resource Sharing Model be made ongoing. Seconded by Tim Janewski. Motion passed.**

- Note that membership in this agreement is flexible. Debbie McGugan suggested that the impact on net borrowers/lenders be reviewed.
- Details will be reviewed and updated on the AAAL website.
- CJ de Jong led a discussion about expanding the Resource Sharing Agreement.
- **Motion by Tim Janewski to establish a committee to explore the possibility of opening up the agreement beyond its current members. Seconded by Dan Mirau. Motion passed.**
- Karen Hildebrandt, LAA President, provided a report from LAA (attached).

12:15 pm – 12:25 pm

Secretary-Treasurer Update: Leigh Cunningham

- Note: See report submitted in advance of meeting.
- Changes have been made to Appendix A: Responsibilities of AAAL Officers of the [AAAL Bylaws](#).
- Leigh presented the annual financial statement reviewed by auditors Ann Gish and Jodi Lommer (attached).
- **Motion by Rene Martin to approve the AAAL annual financial statement. Seconded by Claudette Cloutier. Motion passed.**
- Leigh presented the winners of the first year of Professional Development Award funding. Six applications were received and judged by Leigh and the PD Committee Janet Sainsbury and Suzanne Rackover.
- Nicole Palanuk (Yellowhead) and Sheena Gardner (Grande Prairie) received the funds and will post reports to the AAAL blog by May 15.
- Leigh thanked Suzanne and Janet for their work establishing this award.

12:25 pm – 12:35 pm

Membership Coordinator Update: Liz Fulton-Lyne

- Note: See report submitted in advance of meeting.
- Liz welcomed new AAAL member Athabasca University.
- A post-meeting survey will circulate to all AAAL members.

12:35 pm – 12:40 pm

Chair Update: Samuel Cassady

- Note: See report submitted in advance of meeting.
- Samuel thanked the Workshop Committee (Christine Loo, Adrienne Connelly & Jodi Lommer) for their work putting together the keynote and lightning strikes at AAAL meetings.
- Samuel thanked the host, Red Deer College, including Kristine Plastow and Heather Adams.
- Samuel thanked the AAAL Executive.
- AAAL needs a host for the Fall 2015 meeting on Thursday November 19, 2015 in Edmonton.

12:40 pm – 2:00 pm

Lunch & Tours of the Red Deer College Library

2:00 pm – 2:30 pm

Round Tables (brief news from the membership): Facilitated by Samuel Cassady

- NorQuest College: launched Human Library.
- Grande Prairie Regional College: new librarian awarded the AAAL PD award to attend meeting.
- Yellowhead Tribal College: new librarian.
- ACAD: moving to a learning commons model (to include a pub!).
- Concordia University College of Alberta: name change; 40% response rate on student satisfaction

survey.

- SAIT: new Student Engagement Librarian position; involved in course development – 80 courses so far.
- Ambrose University: increased library instruction; launched Worldcat Discovery; digitization projects underway.
- Maskwacis Cultural College: elearning and technology series; LIT course.
- Olds College: merged IT and library; weeding 60% of the physical collection.
- Canadian University College: name changing to Burman University.
- University of Alberta: providing access to some databases for free to alumni (for 6 mos.); working with bookstore to collect textbooks as a reserve collection.
- Mount Royal University: looking at new ILS; 3 librarians leaving; new library under construction.
- Northern Lakes College: new director.
- Medicine Hat College: hosted MakerspaceYXH; moving to Worldcat Discovery.
- Portage College: partner with OERu.
- University of Calgary: lost contract with Alberta Health Services – loss of 5 librarian positions; new Associate University Librarian posting; focus on games and wellness initiatives.
- MacEwan University: new Music Librarian; IL Palooza; launched new responsive website; 25% response rate on LibQual survey.
- Lethbridge College: focus on health and wellness initiatives – added a “stretching” room in the library.
- Athabasca University: focus on Open Educational Resources; host Open Access Week.
- NEOS consortium (Tim Janewski): looking at consortial ebook collection and centralized acquisitions for members (already doing centralized ILL).

2:30 pm – 3:45 pm

Lightning Strike Sessions

Lightning Strike Session #1: Shifting Roles of Library Liaisons, Samuel Cassady for Jessica Norman, SAIT

Lightning Strike Session #2: Using and Experiencing the Academic Library: A Multi-Site Observational Study of Space and Place, Francine May, Mount Royal University

Lightning Strike Session #3: MacEwan Libqual 2015 project, Jane Duffy, MacEwan University

Lightning Strike Session #4: Digital media project, Lisa Wakefield and Maria Haubrich, Red Deer College

Lightning Strike Session #5: Developing library service from research and citation to Knowledge building, Manisha Khetarpal, Maskwacis Cultural College

3:45 pm

Meeting Adjournment

AAAL AGM Spring 2015 Attendees

Rene Martin	ACAD
Sandy Ayer	Ambrose University
Elaine Fabbro	Athabasca University
Darel Bennedbaek	Canadian University College
Dan Mirau	Concordia University College of Alberta
Dana Ouellette	Concordia University College of Alberta
Karen Hildebrandt	Concordia University College of Alberta
Ann Gish	Grande Prairie Regional College
Sheena Gardner	Grande Prairie Regional College
Tim Janewski	King's University
Corene Kozey	Lethbridge College
Debbie McGugan	MacEwan University
Ian Roberton	MacEwan University
Jane Duffy	MacEwan University
Lindsey Whitson	MacEwan University
Robyn Hall	MacEwan University
Manisha Khetarpal	Maskwacis Cultural College
Emma Stewart	Medicine Hat College
Joanne Mokry	Medicine Hat College
Keith Walker	Medicine Hat College
Leigh Cunningham	Medicine Hat College
Francine May	Mount Royal University
Geoff Owens	Mount Royal University
Amanda Derkson	NAIT
Jodi Lommer	NAIT
Myah Slade	NAIT
Leah Townsend	NorQuest College
Liz Fulton-Lyne	NorQuest College
Shiloa Thomas	Northern Lakes College
Corey Johnson	Olds College
Peggy McKenzie	Olds College
Terry Donovan	Portage College
Danielle Frey	Red Deer College
Kristine Plastow	Red Deer College
Lillian Frenette	Red Deer College
Lisa Wakefield	Red Deer College
Maria Haubrich	Red Deer College
Mary Medinsky	Red Deer College
Michelle Edwards Thomson	Red Deer College
Rosalie Bachor	Red Deer College

Teneil Vuori	Red Deer College
Yvonne Phillips	Red Deer College
Dave Webber	SAIT
Genevieve Luthy	SAIT
Luke Malone	SAIT
Sabrina Wong	SAIT
Samuel Cassady	SAIT
Brad Neufeldt	St. Mary's University College
CJ de Jong	University of Alberta
Trish Rosseel	University of Alberta
Claudette Cloutier	University of Calgary
Leeanne Morrow	University of Calgary
Nicole Palanuk	Yellowhead Tribal College

APPENDIX B: Resource Sharing Task Group Terms of Reference

Alberta Association of Academic Libraries
Resource Sharing Task Group
Terms of Reference

Name:

AAAL Resource Sharing Task Group

Type:

Task Group formed to research benefits of current AAAL Resource Sharing Agreement to the AAAL members and propose a strategy for extending this agreement to other non-AAAL libraries based on its findings.

Purpose and Mandate:

1. Review current AAAL Resource Sharing Agreement.
2. Investigate and report on the impact the AAAL agreement has had on its members.
3. Investigate and describe impact on AAAL members if the agreement is extended to PSIs outside Alberta, with a focus on other academic consortia (BC ELN, COPPUL, etc).
4. Present recommendations to the AAAL membership on how to proceed.
5. Articulate the philosophical reasons why the AAAL agreement is important to us, and why expanding is good for all of us.

Membership and Roles:

CJ de Jong

[can describe our specific roles if we have any later on]

Dan Mirau

[can describe our specific roles if we have any later on]

[add names of other group members here]

Budget:

Initial work of the Task Group will take place using resources provided by the institutions of the member of the team (phones, computers, office space etc). If further funding is required the Task Group will develop a budget proposal and seek approval from the AAAL membership.

Reports:

The AAAL Resource Sharing Task Group will report to the AAAL membership at its semi-annual meetings, and by email if it allows the team to proceed with its mandate more quickly.

Meetings:

Meetings will take place on a schedule agreed upon by team members and most work will take place using email, Skype, or other low-cost communication methods, depending on the location of team members. Team members may receive free drinks or coffees if other members of the team are buying.

APPENDIX C: Proposed Amendments to Bylaws, Appendix A, and Appendix B

Proposed changes in RED

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 effective 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 to the **Membership Coordinator**.

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.
- ii) Voting rights of institutional members shall be suspended if they fail to make payment by September 30 of every year. Voting rights will be reinstated immediately

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 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. Membership will be reinstated upon payment of fees.**
- 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 comprising the Chair, Secretary/Treasurer, Membership Coordinator, and a Director-at-Large.

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.
- iii) **The Nominations Committee shall 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, the Nominations Committee shall solicit nominations in the interim for a vacant position, with an election held at either the Fall or Annual General Meeting.**

- iv) The Nominations Committee will shortlist a slate of nominees that includes candidate names and brief statements of interest to be sent to each voting member at least two weeks before an election takes place.
- v) Should the Nominations Committee not receive any nominations for a vacant position, nominations will be accepted from the floor and nominees will provide a verbal statement of interest to the membership.
- vi) Voting for elections shall take place by secret ballot.
- vii) In the event of a tied vote, the Nominations Committee shall first conduct a recount of the ballots. Should the recount confirm a tied vote, balloting continues, retaining on the ballot all candidates who do not voluntarily withdraw.

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 Executive Committee and other committees are described in *Appendix A: Responsibilities of AAAL Officers and Committees*.
- ii) The Executive Committee may establish standing committees and working groups from the membership to carry out specific duties as needed.
- ii) These duties may be modified from time to time by the AAAL membership as appropriate.

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.
- 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 association-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. Standing Committees and Working Groups

4.1 Standing committees and working groups shall nominate one of their members as Convenor. The Convenor will be responsible for liaising with the Executive Committee and shall attend meetings of the Executive Committee when requested.

4.2 Standing Committees

- i) The duties of standing committees are described in *Appendix A Responsibilities of AAAL Officers and Committees*.
- ii) Committee members for all committees except the Nominations Committee are appointed by the Executive Committee following a call for volunteers led by the Director at Large. A balance of members from colleges, polytechnics, and universities from across the province is desired.
- iii) The Nominations Committee shall ordinarily be appointed and convened by the past Chair.
- iv) Committee members shall serve 2-year terms. Terms may be renewed.

4.3 Working Groups

A Working Group may be formed for a specific task and for a predetermined amount of time. Working group members will be discharged when their tasks are completed.

5. Meetings

5.1 General and 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 at least 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, **standing committees, and working groups (as applicable)**.
 - b) Elect the members of the Executive Committee (if applicable, every 2 years).
 - 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.

5.2 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 **executive officers**.
- iii) **Minutes of all Executive Committee meetings shall be recorded by the Secretary/Treasurer and made available to the Executive Committee via Google docs.**

6. 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.
- 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.

7. 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.

8. 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 be approved by the membership at any meeting.

9. 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.

10. 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.

11. Amendment of the By-laws

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).

12. 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.

13. Effect

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

APPENDIX A:

RESPONSIBILITIES OF AAAL OFFICERS AND COMMITTEES

AAAL Officers on the 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 the Fall Meeting, Annual General Meeting, and Executive Committee meetings;
- Coordinate meetings: contact hosting institution; ensure workshop committee has activities planned; set date and agenda items;
- Submit written bi-annual reports to the membership in meeting packages sent prior to Fall and Annual General Meetings;

- 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 honoraria and other expenses;
- Maintain necessary files;
- **Coordinate with** the AAAL Communications Committee to ensure members are aware of news and upcoming meetings.

2. Secretary/Treasurer

- Take minutes of meetings and distribute such through the AAAL listserv and/or by posting to the AAAL website;
- **Take minutes of Executive Committee meetings and distribute via Google docs;**
- 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;
- **Submit written bi-annual reports to the Chair for inclusion in meeting packages three weeks prior to Fall and Annual General Meetings;**
- Collect membership fees;
- Attend Executive Meetings;

3. Membership Coordinator

- Maintain current membership records, files and forms for AAAL members and affiliates **in Google Drive;**
- Coordinate with the Secretary/Treasurer the collection of membership fees;
- **Coordinate with** the AAAL Communications Committee to ensure the website reflects current membership;
- **Coordinate with Chair to send out RSVP to members for Fall and Annual General Meetings, and ensure voting members or proxy are in attendance;**
- **Create and coordinate the distribution of post-meeting surveys to membership;**
- **Report on responses from post-meeting surveys to the Executive Committee and standing committees and make recommendations as appropriate;**
- Welcome new members by email with an acknowledgement of membership fees received and a link to the AAAL's governing documents;
- **Submit written bi-annual reports to the Chair for inclusion in meeting packages three weeks prior to Fall and Annual General Meetings;**
- Attend Executive Meetings.

4. Director-at-Large

- Maintain liaison with other library associations and external organizations, **and ensure news and updates of interest to the association are reported at the Fall Meeting, Annual General Meeting, and via the AAAL blog and social media;**
- **Call for standing committee members as needed and ensure standing committee positions are filled;**
- Conduct general meetings in Chair's absence;
- **Perform other duties as assigned by the Chair;**

- Submit written bi-annual reports to the Chair for inclusion in meeting packages three weeks prior to Fall and Annual General Meetings
- Attend Executive Meetings.

Committees

The following **standing committees** are not part of the Executive Committee, but are created by the Executive Committee to carry out duties of the association and accomplish objectives as needed. Each standing committee shall submit to the membership a verbal report on its activities at the Fall and Annual General Meeting, as well as an annual written report on the group's activities and any necessary or advisable recommendations to the Chair at least three weeks prior to the Annual General Meeting.

1. Communications Committee (2 or 3 members)

- Coordinate communications of the AAAL including all social media accounts and the AAAL blog;
- Solicit and distribute news items from members on a regular basis;
- Coordinate with the Executive Committee to maintain and update the AAAL website;
- Maintain the AAAL listserv.

2. Statistics and Assessment Committee (2 or 3 members)

- 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;
- Ensure digital preservation and storage of AAAL statistics;
- Distribute the completed statistics via the AAAL Website;
- Report on statistical trends and developments at AAAL Annual General Meeting and Fall meeting.

3. Workshop Committee (2 or 3 members)

- Plan a workshop or series of presentations for the AAAL Annual General Meeting and the Fall meeting;
- Arrange for a keynote speaker in coordination with the Chair and determine the payment of any necessary expenses (including honoraria);
- Coordinate with the Communication Committee to ensure workshop presentation materials are collected and posted to the AAAL website following the Fall meeting and the Annual General Meeting.

4. Professional Development Committee (2 or 3 members)

- Coordinate the disbursement of the AAAL Professional Development Award (a maximum of \$500 per year) according to criteria approved by the AAAL Executive Committee;
- Solicit, review, and approve applications from members;
- Coordinate with the Secretary/Treasurer to distribute funds.

5. Nominations Committee

- Solicit nominations for Executive Committee positions;

- Shortlist a slate of nominees for Executive Committee positions that includes candidate names and brief statements of interest; distribute to voting members prior to meetings;
- Ensure elections are carried out.

APPENDIX B:

MEETING AND WORKSHOP GUIDELINES

1. General meetings are held twice a year. The spring meeting is designated the Annual General Meeting. Meeting locations are 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. AAAL shall cover the expenses of morning and/or afternoon refreshments and lunches at meetings.
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. Expenses which exceed \$500 shall be presented by the Executive Committee to voting representatives of member institutions for consideration in an email vote.
5. Meetings are conducted by the Chair (or the Director-at-Large in the Chair's absence).
6. Written reports are provided by the Chair, Secretary/Treasurer, Membership Coordinator, Director-at-Large, and all other AAAL officers. Reports should be submitted to the Chair for inclusion in meeting packages three weeks prior to Fall and Annual General Meetings.
7. Written reports are provided by standing committees and working groups to the Chair for inclusion in meeting packages three weeks prior to Annual General Meetings.
8. Each Executive Committee member, standing committee, and working group shall submit to the membership a verbal report on its activities at the Fall and Annual General Meeting as appropriate.