



AAAL Spring 2015 AGM Agenda

Date: April 16, 2015
Location: Red Deer College
Room: 2901B (east side of campus, 2nd Floor)
[RDC Main Floor Map](#) [RDC Second Floor Map](#)
Host Contact: Heather Adams
Phone: 403-357-3629
Email: heather.adams@rdc.ab.ca
Lunch Cost: Free! (RSVP Required)
Parking: [Public parking in Lot P East or West, \\$2/hr to max \\$8/day](#)
Hotels near Red Deer College:
[Sandman Hotel](#)
2818 Gaetz Avenue, Red Deer
[Travelodge Red Deer](#)
2807-50 Avenue, Red Deer
[Sheraton Red Deer Hotel](#)
3310-50 Avenue Red Deer, Alberta

AAAL Executive & Key Contact Information

Chair:	Samuel Cassady (403)284-8515 samuel.cassady@sait.ca
Secretary-Treasurer:	Leigh Cunningham (403)504-3654 lcunningham@mhc.ab.ca
Membership Coordinator:	Liz Fulton-Lyne (780)644-6073 liz.fulton-lyne@norquest.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 Robyn Hall (780) 633-3478 hallr27@macewan.ca Mary Medinsky (403) 342-3408 mary.medinsky@rdc.ab.ca
Workshop Committee:	Christine Loo (780) 471-8817 ChristineL@nait.ca Adrienne Connelly (403) 284-7626 Adrienne.Connelly@acad.ca Jodi Lommer (780) 491-3974 jodil@nait.ca
Nominations Committee:	Brad Neufeldt (403)254-3722 Brad.Neufeldt@stmu.ca Keith Walker (403)504-3539 kwalker@mhc.ab.ca Eve Poirier (780) 644-6258 eve.poirier@norquest.ca
PD Committee:	Suzanne Rackover (403) 762-6265 suzanne_rackover@banffcentre.ca Janet Sainsbury (403) 410-1547 jsainsbury@bowvalleycollege.ca

Morning Schedule of Events

8:30 am – 9:00 am

Coffee and Breakfast Pastries

9:00 am – 9:05 am

Introduction from Red Deer College Host: Kristine Plastow

9:05 am – 9:15 am

Approval of Minutes & Introduction of Members

9:15 am – 10:15 am

Keynote Presentation: Nicole Charles

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 Provided by Your AAAL

11:00 am – 11:10 am

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

- Votes for Chair & Membership Coordinator positions
- Call for Workshop Committee & Nominations Committee volunteers

11:10 am – 11:20 am

Statistics Coordinator Update: Genevieve Luthy

- Report on participation
- Acknowledgment and future process proposal

11:20 am – 11:45 am

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

- Introduction of TAL's new CEO, Grant Chaney
- TAL report to AAAL

11:45 am – 12:05 pm

Health Knowledge Network (HKN), Council of Prairie & Pacific University Libraries (COPPUL) & TAL Update: Vivian Stieda, Andrew Waller & Grant Chaney

- Consortia mission, governance structure & overlap

12:05 pm – 12:15 noon

Director-at-Large Update: CJ de Jong

- LAA update (Karen Hildebrandt)
- AAAL Resource Sharing proposal

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12:15 pm – 12:25 pm

Secretary-Treasurer Update: Leigh Cunningham

- Budget and membership approval of annual financial statement
- PD Committee (Suzanne Rackover, Janet Sainsbury)

12:25 pm – 12:35 pm

Membership Coordinator Update: Liz Fulton-Lyne

- Communications Committee (Yvonne Phillips, Robyn Hall & Mary Medinsky)

12:35 pm – 12:40 pm

Chair Update: Samuel Cassady

- Workshop Committee (Christine Loo, Adrienne Connelly & Jodi Lommer)

12:40 pm – 2:00 pm

Lunch & Tours of the Red Deer College Library

Afternoon Schedule of Events

2:00 pm – 2:30 pm

Round-tables

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

2:30 pm – 3:45 pm

Lightning Strike Sessions

Lightning Strike Session #1: Shifting Roles of Library Liaisons

Description: The Reg Erhardt Library recently underwent a reorganization of our selection process for the print and electronic book collections which resulted in a reduction from 18 staff to 3 staff selecting items. This didn't just change our budget process, it also changed our vision of what it means to be a library liaison. As we near the end of our first fiscal year, learn if this change was successful and how it impacts all staff activities.

Jessica Norman, SAIT

Lightning Strike Session #2: Using and Experiencing the Academic Library: A Multi-Site Observational Study of Space and Place

This study examines how students are using academic library spaces and the role these spaces are playing in the campus community. Data was collected on five campuses (two community colleges, two undergraduate universities and one technical institute) via observational seating sweeps and questionnaires. The study found remarkably similar usage patterns across all library types.

Academic pursuits remain the most common activities, despite perceptions of the modern library as a social space. The library as a place to study is shown to be a complex topic, with noise, need and personal preference influencing experience. The research provides libraries with evidence to demonstrate their support of student learning and engagement within their institution.

<http://crl.acrl.org/content/early/2014/11/26/crl14-683.abstract>

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[Francine May](#) Associate Professor, Mount Royal University, fmay@mtroyal.ca

[Alice Swabey](#) Associate Professor, Mount Royal University, aswabey@mtroyal.ca

Lightning Strike Session #3: MacEwan Libqual 2015 project

The focal point of interest for the AAAL audience would be the innovative and unique "promotional partnerships" that the MacEwan Library has undertaken with our Office of Institutional Analysis and the Director of Marketing to advance the (phenomenal!!) completion rate of this year's survey. I would be pleased to share our successful outreach stratagem and take any questions from the audience about it as well.

Jane Duffy, MacEwan University

Lightning Strike Session #4: Digital media project

In the wild West landscape of streaming and digital media, there are often products that don't come with a home of their own – i.e. the seller provides a digital file, the purchaser figures out a hosting solution. Our goal was to provide RDC students, faculty, and staff with seamless access via the library's discovery tools to non-hosted digital media, which include licensed, direct-purchase digital media, locally generated and locally converted digital media (i.e. VHS tapes). We were able to leverage our subscription to Artstor, giving us a secure, password-protected platform that links with our discovery layer and ILS – all at no additional cost!

Lisa Wakefield and Maria Haubrich, Red Deer College

Lightning Strike Session #4: Developing Library Service from Research and Citation to Knowledge Building

Manisha Khetarpal, Maskwacis Cultural College

3:45 pm – 4:00 pm

Open Timeslot

- Address issues rolled over from earlier in the day

4:00 pm

Meeting Adjournment

LIST OF REPORTS

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AAAL Chair's Report

April 16, 2015

OVERVIEW

I hope you're all as encouraged as I am to see AAAL continue to evolve into an association that truly embodies its **mission, values and goals**. The addition of a keynote speaker (Nicole Charles, Spring 2015), discussion breakout groups, and the success of Lightning Strikes creates what we believe is a valuable professional development experience for all. The new PD committee and award helps enable participation in our meetings, and institutional membership has once again increased with the addition of Athabasca. Meeting attendance will also hit a record-high, AAAL members acting upon our values of innovation, diversity and sharing, breaking tradition by travelling to Red Deer. Working together has also lead to a stronger, more useful collection of Alberta post-secondary statistics. TAL, the HKN and COPPUL will all be joining our meeting for the first time, further transforming AAAL into an inclusive, useful forum for provincial collaboration. And of course, nobody would know about all these great things, and more, without our fantastic Communications Committee (who knew Karen Hildebrandt was such a Hedley fan?!). 😊

GOALS & OBJECTIVES

I'll leave this section to what will be a new, fresh AAAL Executive team. I wish Leigh, CJ, and the rest of the AAAL team well, and thank you *all* for your enthusiasm, participation, and open-arms.

AAAL SPRING 2015 & FALL 2016 MEETINGS

- Thanks to Kristine Plastow, Heather Adams, and Red Deer College for hosting. Chartwells provided catering, with all food and beverage costs paid through your AAAL institutional membership fees.
- If you have ideas for Keynote speakers, meeting themes, want to volunteer for a AAAL position or present a Lightning Strike presentation, please contact your AAAL.

Thank you AAAL!,

Samuel Cassady

AAAL Chair
Collection Development Librarian
SAIT Polytechnic
403-284-8515
samuel.cassady@sait.ca

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AAAL Secretary-Treasurer's Report

April 16, 2015

MEMBERSHIP FEES PAYMENT

Membership fees were received from 33 member libraries, totaling \$3300. Twenty-four libraries paid fees online via PayPal. Payment by cheque or PayPal will continue to be accepted.

ANNUAL FINANCIAL STATEMENT

The annual financial statement will be reviewed and audited by AAAL members Jodi Lommer (NAIT) and Ann Gish (Grande Prairie). Revenue is exclusively from membership fees; expenses included an honorarium, website domain mapping, supplies, and bank/PayPal fees. No funds were spent in the fiscal year on catering or professional development. The attached report includes the budget proposed at the Spring 2014 AGM and the actual expenditures.

Copies of the signed financial statement will be available at the AGM.

Submitted by

Leigh Cunningham
AAAL Secretary-Treasurer

Medicine Hat College Library Services
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Medicine Hat, AB T1A 3Y6
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lcunningham@mhc.ab.ca

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AAAL Membership Coordinator's Report

April 16, 2015

MEMBERSHIP

AAAL is pleased to welcome Athabasca University Library as new member. As "Canada's Open University," AU offers distance education in undergraduate and graduate programs to students across Canada and around the world. We look forward to getting to know AU's Library staff and hearing about their library. AU's voting representative is Elaine Fabbro, Acting Director, Library Services.

As of May 1, 2015, Canadian University College will officially become Burman University. CUC received permission from the Alberta Government to change its status from "university college" to "university" on July 2, 2014. The university is being named after its founding members Charles and Leona Burman.

Submitted by

Liz Fulton-Lyne
AAAL Membership Coordinator

(Lead) Librarian, Instruction
NorQuest College Library
780.644-6073
liz.fulton-lyne@norquest.ca

APPENDIX A:

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;
- 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;
- Coordinate with the Secretary/Treasurer the collection of membership fees;
- Establish collaborative relationship with the AAAL Communications Committee to ensure the website 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's governing documents.

4. Director-at-Large

- Maintain liaison with other library associations and external organizations;
- 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. 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;
- Coordinate with the Executive Committee to maintain and update the AAAL website.

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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).

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.

APPENDIX B:

The Alberta Association of Academic Libraries (AAAL) Professional Development Award

**\$500.00 will be made available yearly to Library Staff &
Library Professionals from AAAL member institutions.
Library Students* are also eligible to apply.**

Application Criteria

- Your institution must be an AAAL member: <http://aaal.ca/membership/membership-list/>
- Applicant works in a library or learning commons area
- Students in MLIS or LIT programs are eligible to apply.
-Students do not have to be from AAAL member institutions but they must show proof of enrolment in a library school program.

Eligible Activities

- Expenses to attend an AAAL meeting
- Professional development coursework directly related to the library domain

The Professional Development Committee will consider these factors in evaluating the applications:

- If applying for travel/meeting expenses:
-What are the applicant's specific goals for the meeting (e.g. giving a paper, serving on a committee, chairing a session, professional development)?
- If applying for professional development course expenses:
-What are the applicant's specific goals for the course and how will it enhance their professional portfolio/skills?
- What level of financial support is available from the member's home institution for attending meetings or taking professional development coursework?

Application

Please include:

1. Name
2. Position/Title
3. Institution
4. Address
5. Phone number
6. Email
7. Short explanation of why the AAAL should support your professional development goals (not to exceed 300 words).
8. Amount of money requested with a detailed budget (should not exceed \$500.00). It is possible that the award granted will not equal the total amount requested.

*Are you a student? Proof of enrolment in an accredited Master of Library and Information Studies or Library Information Technology program is required.

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Deadline

- All eligible applications submitted by **March 1, 2015** will be considered.
- Notification of awards granted will be sent out by March 15, 2015

- Funding will be provided as a reimbursement for expenses.
- The award winner will be required to present receipts to the Professional Development Committee at which time a cheque will be issued.

The Professional Development Committee reserves the right to grant one or several awards each year. The awarded amount will not exceed \$500.00 per calendar year.

The award winner must also submit a written report to the Professional Development Committee one (1) month after the completion of the professional development activity. This report will be posted on the AAAL blog <http://aaal.ca/>

Please submit your application to the Professional Development Committee:

c/o Suzanne Rackover
Managing Librarian
Paul D. Fleck Library & Archives, The Banff Centre
suzanne_rackover@banffcentre.ca

The Professional Development Committee looks forward to receiving many applications!

APPENDIX C:



AAAL Meeting, Fall 2014 Minutes

Thursday November 20, 2014
Location: Tory 3-36, University of Alberta
Edmonton, Alberta
9:00 am – 3:00 pm

8:30 am – 9:15 am

Coffee Sponsored by AAAL

9:15 am – 9:30 am

**Introduction from U of A Host, Trish Rosseel, Associate University Librarian
Introduction of Members and attendees**

9:30 am – 10:45 am

Keynote Presentation

Open-Source Adoption & Technological Capacity Building in Libraries, Sam Popowich (U of A)

10:45 am – 12:30 pm

Lightning Strike Sessions

1. **Influence Marketing in an Academic Library**, Tatiana Usova (Bibliothèque Saint-Jean, U of A)
2. **Your AAAL: Engaging You in Association Business**, Mary Medinsky (Red Deer College) and Robyn Hall (MacEwan)
 - Members are encouraged to submit news to the AAAL blog via Robyn Hall.
 - Members are encouraged to engage with AAAL via Twitter and Facebook.
 - A new “7 Questions with” feature will be launched on the blog.

11:00 am – 11:15 am

Coffee Break Sponsored by AAAL

3. **Acknowledging Academic Librarian’s Contributions in Research Publications**, Robin Desmeules (John W. Scott Health Sciences Library, U of A)
4. **Round Table Service Model**, Kristine Plastow (Red Deer College)
5. **Academic Health Research Data: Which to Keep and Which Data Have No Archival Value**, Janice Kung (John W. Scott Health Sciences Library, U of A)

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6. **Tutorial Centre and Library Unite! Building a Writing Centre at NorQuest College**, Liz Fulton-Lyne and Kerry Taillefer (NorQuest)
7. **The Zombie Apocalypse as Student Orientation**, Amanda Derksen and Kalin Jensen (NAIT)

12:30 pm – 2:00 pm

Lunch Sponsored by AAAL & Tours of the U of A Library

2:00 pm – 2:40 pm

Round Tables (brief news from the membership): Facilitated by CJ de Jong, Director-at-Large

- SAIT: The library is now heavily involved with curriculum development and partly attribute that to seeing a 10% increase in print circulation.
- Canadian University College: New website.
- NAIT: The library is now part of the Teaching & Learning Center instead of Student Services. Hired a copyright officer. Designing a new library website using LibGuides.
- Concordia University: Moved to a single service desk. Stopped using LibGuides.
- NorQuest: New building and new library in 2017.
- Portage College: Using Ebsco Discovery. Looking to move to OCLC WorldShare ILS.
- University of Calgary: All library staff are now providing public service which means a lot of customer service training.
- Grande Prairie: Five person planning committee struck for the library. In process of developing inventory of staff skills.
- Yellowhead Tribal College: Implementing RFID. New library manager.
- University of Alberta: New president and new associate university librarians. Offsite storage facility BARD is full. The EPL branch is leaving the U of A campus.
- Medicine Hat College: Went live with OCLC WorldShare ILS in the summer. New president and restructuring at the college.
- Red Deer College: Reorganization, now reporting to VP Academic.
- MacEwan: Developing new website and discovery layer in-house. ROM launched: Research Online @ MacEwan.

2:40 pm – 3:00 pm

AAAL Business Meeting

Motion by Isobel Rancier to approve the Spring 2014 AAAL AGM minutes. Motion seconded by CJ de Jong. Motion passed.

Membership Coordinator Update: Liz Fulton-Lyne

- Note: see report submitted in advance of the meeting.
- Two libraries did not renew their AAAL annual membership, citing travel and the increase in fees as a deterrent.
- A request was made to participate in the post-meeting AAAL survey

Communications Committee (Yvonne Phillips, Robyn Hall & Mary Medinsky)

- Information presented in the morning Lightning Strike presentation.

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Secretary-Treasurer Update: Leigh Cunningham

- Note: see report submitted in advance of the meeting.
- Two volunteer auditors for the Annual Return: Jodi Lommer (NAIT) and Ann Gish (Grande Prairie).

Nominations Committee (Brad Neufeldt, Keith Walker & Eve Poirier)

- The Spring 2015 AGM will require nominations for and election of the following executive positions:
 - Chair (Two-year term)
 - Membership Coordinator (Two-year term)

PD Committee (Suzanne Rackover, Janet Sainsbury)

- Note: see report submitted in advance of the meeting.
- Members are encouraged to provide feedback about the proposed funding options.

LAA update (Karen Hildebrandt)

- Note: see report submitted in advance of the meeting.

Chair Report to the Membership: Samuel Cassady

- Note: see report submitted in advance of the meeting.
- Bow Valley College and Red Deer College have both volunteered to host the spring meeting in April.
- A request was made to help communicate AAAL news to all library staff; start thinking about volunteering for lightning strike presentations; keynote presenters.
- Samuel Cassady thanked University of Alberta and CJ de Jong for hosting.
- Samuel also thanked the AAAL executive and committee members.

3:00 pm

Meeting Adjournment

3:00 pm - 5:00 pm

PLD Meeting for Directors

Alberta Association of Academic Libraries

AAAL Fall 2014 Meeting Attendees (47)

Sheila Clark	Canadian University College
Karen Hildebrandt	Concordia
Dan Mirau	Concordia
Dana Ouellette	Concordia
Lynette Toews-Neufeldt	Concordia
Ann Gish	Grande Prairie
Tim Janewski	King's
Wanjiku Kaai	Lakeland College
Fiona Dyer	Lethbridge College
Corene Cozey	Lethbridge College
Valla Maclean	MacEwan
Robyn Hall	MacEwan
Leigh Cunningham	Medicine Hat
Florence Siu-Fong	NAIT
Kalin Jensen	NAIT
Myah Slade	NAIT
Carmen Reems	NAIT
Isobel Rancier	NAIT
Christine Loo	NAIT
Amanda Derksen	NAIT
Jodi Lommer	NAIT
Eve Poirier	NorQuest
Liz Fulton-Lyne	NorQuest
Leah Plouffe	NorQuest
Kerry Taillefer	NorQuest
Terry Donovan	Portage
Yvonne Phillips	Red Deer
Kristine Plastow	Red Deer
Mary Medinsky	Red Deer
Samuel Cassady	SAIT
Luke Malone	SAIT
Emma Thompson	SAIT
Genevieve Luthy	SAIT
Dave Webber	SAIT
Brad Neufeldt	St. Mary's
CJ de Jong	U of A
Trish Rosseel	U of A
Janice Kung	U of A
Patti Sherbaniuk	U of A
Robin Desmeules	U of A
Sam Popowich	U of A
Tatiana Usova	U of A
Trish Chatterly	U of A
Deb Feisst	U of A
Claudette Cloutier	U of C
Nicole Palanuk	Yellowhead Tribal College
Brad Fawcett	Vanguard