Alberta Association of Academic Libraries

AAAL 2020 Fall Meeting Agenda & Meeting Package
Date: Thursday, December 3, 2020
Location: Virtual Meeting hosted by Red Deer College
9:00am-3:10pm
Meeting Link: AAAL Fall Meeting (Main Room)
#DecadeAAAL
**Upon signing in, please use your preferred name, institutional affiliation, and pronouns! You can change your virtual name tag, but you will have to sign out of the meeting and back in to do so.

AAAL Executive & Key Contact Information

Chair: Madelaine Vanderwerff (403) 919-4926
mvanderwerff@mtroyal.ca

Past Chair: Jessie Loyer jloyer@mtroyal.ca

Chair-Elect: Vacant
Treasurer: Alison Foster (780) 497-5251 fostera25@macewan.ca
Secretary: Morgan Hordal (403) 284-8617 morgan.hordal@sait.ca

Communications Committee: Alison Pitcher, Kymberly Ash, Caitlin Ratcliffe
(Web, News & Social Media) aaal.communications@gmail.com

Mentorship Committee: Lindsey Whitson WhitsonL2@macewan.ca
Jessica Norman jessica.norman@sait.ca
Matthew Black mblack@bowvalleycollege.ca
Sheena Sereda Sheena.Serada@norquest.ca

Statistics and Assessment Hilary Stamper hilary.stamper@sait.ca
Committee: Kara Blizzard blizzard@ualberta.ca
Lauren Stieglitz stieglitz@ualberta.ca
Danya Goldsmith Milne dgoldsmithmilne@mhc.ab.ca

Learning and Development Lucinda Johnston lucinda.johnston@ualberta.ca
Committee: Jessica Leslie jessica.leslie@sait.ca
Carla Lewis carla.lewis1@ucalgary.ca
Sarah Shaughnessy sshaughn@ualberta.ca
Kelley Wadson kwadson@bowvalleycollege.ca

Reintegration Committee Madelaine Vanderwerff mvanderwerff@mtroyal.ca
(Ad hoc): Brian Lin blin@thealbertalibrary.ca

Caroline Vandriel cvandriel@oldscollege.ca
Patricia Sherbaniuk psherban@ualberta.ca
Kelley Wadson kwadson@bowvalleycollege.ca
Liz Fulton-Lyne Liz.Fulton-Lyne@norquest.ca

Morning Schedule of Events

8:30 am – 9:00 am
Morning "Registration" – Online Gathering and Socializing

9:00 am – 9:10 am
Opening Remarks: Kristine Plastow, Dean of Library and Student Supports, Red Deer College
Approval of Minutes of the Spring 2019 Meeting (See Appendix A)
Approval of Agenda/Consent Agenda

9:10 am – 9:25 am
AAAL Executive: Verbal Reports
- Chair – Madelaine Vanderwerff (10 minutes)
  - Results of online election of new Executive Board Members (see statements below)
  - Welcome to new Sub-Committee Members
  - Revisions to the PD Award
- Treasurer - Ali Foster (5 minutes)
  - Membership dues
  - Finances

Chair-Elect Nomination: Alison Foster, Grant MacEwan University

As the outgoing 2018-2020 Secretary-Treasurer of AAAL, I am excited to put my name forward for the position of Chair-Elect. AAAL continues to change and grow (as all things should) and I believe that my experience with the organization will aid in nurturing this process. In addition to my experience with AAAL, I have served on the executive of the Grant MacEwan University Faculty Association, the Canadian Association of Professional Academic Librarians (CAPAL), as well as the Greater Edmonton Library Association (GELA). My interests include creating opportunities for student involvement in library work, accessibility in instructional design, and user-centred library work. Thank you in advance for your consideration!

Treasurer Nomination, Marc D'Avernas, Mount Royal University

I am interested in this position because I am new to Alberta as well as academic libraries and I have been meaning to become more involved with the provincial academic library organization for some time. I believe I would be a good fit for the treasurer position due to my experience with balancing budgets as the Head, Collections and Content at Mount Royal University. I have previous committee membership experience with The Association of Library Consultants and Coordinators of Ontario and have more recently served as co-chair of the Ontario School Library Impact Project.

9:25 am -- 9:50 am
AAAL Committee Updates
- Statistics and Assessment Committee (5 minutes)
- Communications Committee (2 minutes)
- Learning and Development Committee (2 minutes)

- Mentorship Committee (2 minutes)
- Reintegration Committee (5 minutes)

9:50 am – 10:45 am
Round-table -- Madelaine Vanderwerff
- News from member Libraries

10:45 am -- 11:00 am
Coffee Break

11:00 am - 12:00 pm
Featured Keynote: Inclusive Spaces, Language & Environment: Spaces to learn that are safe, inclusive, and welcoming

There is a need to make libraries a place that is welcoming to all people and hate free. As our society changes to reflect our vibrant diverse communities and inclusive values, it is important that our libraries and institutions reflect these values. This is why it's imperative that hate and discrimination not be allowed to be promoted at these institutions. Hate speech should not be welcomed in any institution.

Bio: Chevi Rabbit is a young mover and a shaker from Rural Alberta. Listed by the premier of Alberta as one of the Top 25 Human Rights Advocates, Rabbit is an award-winning advocate, accredited makeup fashion makeup artist, educator, fashion coordinator and public speaker.

Rabbit is a Two Spirit Advocate, a First Nations concept for someone, like Rabbit, who identifies as both a man and a woman. Ze's currently a board member of the Aboriginal Women's Professional Association, member of the Board of Directors at the Central Alberta Sexual Assault Support Centre, committee member on Alberta Sexual Minorities Liaison Committee, Founder of Maskwacis Two Spirit Society, recipient of Top 40 Under 40 by Avenue Magazine, founder of Hate to Hope, and a collaborator with many organizations in Alberta.

After being assaulted in a parking lot in 2012, ze became a passionate advocate for the LGBTQ community. Rabbit realized that being open – and empowering others to do the same – could be a revolutionary act. From that moment Hate to Hope was born and became an idea that not only changed Rabbit's life but many others without a voice. This movement was Canada's largest LGBTQ march at the time.

12:00 pm -- 12:30pm
Lunch break

Afternoon Schedule of Events

12:30-12:50 (20 minutes)
Talk #1

Using Pressbooks eBook Software to Create Open Library Tutorials -- Pressbooks is an open source content management system used for open textbooks. As Pressbooks is already used for OERs at many institutions, academic librarians can take advantage of this platform to develop open library tutorials without purchasing additional software. As librarians adapt to online instruction, this presents an easy

way to create and share online tutorials. This presentation describes how to use Pressbooks to create asynchronous online tutorials and the benefits of making library tutorials open.
Lauren Stieglitz, University of Alberta

12:50-1:10 (20 mins)
Talk #2

Collection assessment planning: Deciding what and how to assess before you can cut -- As budgets tighten across the province, many academic libraries are having to reduce collections budgets, causing collection assessment to become more common and pressing. But planning a collection assessment project can be just as important as the actual implementation and running of your assessment. This session will give you some of the main aspects to decide on and plan your collection assessment project around, allowing for a smoother assessment of your resources.
Alison Pitcher, MacEwan University

1:10-1:40 (30 minutes)
Lighting Talks

2020 Vision: A View of the University of Alberta Library Chat Service Since 2010 -- This presentation will take you on a quick trip through time to explore UAL's chat service between 2010 and 2020. It will include views of user questions, gradual changes to the service, and effects of the COVID-19 pandemic. Participants will learn how demand for the chat service has evolved over time and how mall changes can have big impacts.
Kara Blizzard, Augustana Campus

Documenting the Pandemic: Building a teaching and research collection at Mount Royal University -- Librarians Alice Swabey and Peter Houston will discuss a project they led last spring to create a teaching and research collection documenting local experiences of the COVID-19 pandemic. Through an online contribution form, the campus community was invited to submit photographs, oral histories, creative works, and other records of their experiences, which were made accessible online and would be permanently preserved in the MRU Archives and Special Collections. Participants will learn how we worked to document a major historical event as it unfolded, how we engaged our campus community, and the lessons that we learned
Peter Houston and Alice Swabey, Mount Royal University

Open Education Alberta Project - Updates from the Field -- Since the launch of the shared Pressbooks platform this spring, the number of participating Alberta institutions and hosted books has grown significantly. Attendees will learn about how the program works, and how participating institutions are using it to advance open education adoption on their respective campuses.
Michelle Brailey and Cari Merkley, University of Alberta and Mount Royal University

In Synch: An Adaptable Online Instruction Approach for Embedded Library Instruction -- Synchronous and asynchronous online instruction - all at the same time?! Learn about how one group of college librarians made it happen! We moved an embedded instruction program online by creating a series of short lectures and companion interactive learning objects and adding them directly into course LMS pages. We will tell you about how it went, and where we plan to go from here. Learning Goal: By the end of this presentation, participants will be able to describe one option for converting a face-to-face embedded instruction program to a synchronous/asynchronous online environment.
Leah Townsend, NorQuest College

Developing graduate education students' metacognition regarding citing and their use of citations: The value of podcasts -- Students' use of citations is a key element of their academic endeavours. However, concerns persist across university settings, irrespective of subject or year level, regarding how

students understand and use citations. Much instruction attending to university students' citation use is undertaken by libraries. However, the form of instruction employed is typically deeply rooted in behaviourist perspectives that attend minimally to developing students' metacognition regarding their citation use. Metacognition refers to an individual's knowledge, control, and awareness of their learning and cognitive processes. Because successful learners are consistently reported to be more metacognitive than less successful students, we, two experienced librarians and an education faculty member, pondered, "How might we use podcasts as an element of an integrated approach to instruction to develop students' metacognition regarding their understanding and use of citations?" Learning Objectives:

-Learn about pedagogies to target cognitive processes (and related metacognition) we seek for our students to develop.

-Discover how to design learning a key skill (citation) with new technologies

-Consider the role of libraries in attending to specific issues, such as citing and citations, that students have in relation to their academic work.

Virginia Pow and Debbie Feisst, University of Alberta

1:40-1:50
Coffee Break

1:50-2:10
Talk #3

Expanding digital academic library & archive services in response to COVID-19 -- Despite the uncertain challenges facing libraries of all types during the COVID-19 pandemic, new best practices and innovative ways of approaching services have emerged. Including the opening of the Taylor Family Digital Library in 2011, the University of Calgary has been contributing towards the ongoing development of the digital academic library. The COVID-19 pandemic has necessitated a rapid leveraging of digital skills, platforms, expertise, and models of service delivery to continue providing exceptional and transformative experiences for the University of Calgary community. Initiatives discussed in this article include online work teams, virtual 360 tours, online library chat, digital collections agreements and remote service for archives and special collections. Learning Goals:

- implement innovative online and on-site library services

- present creative archives service models

- demonstrate remote work team approaches

- share a user-focused academic library response to COVID-19

James Murphy, Marc Stoeckle, Christena McKillop and Carla Lewis, University of Calgary

2:10-2:30
Talk #4

Making the Invisible Visible: Emotional Labour in Theory & Practice -- In the past decade, there has been increasing acknowledgement of emotional or affective labour in libraries. It has been described, celebrated, theorized, and criticized. Affective labour involves managing one's responses and emotions in order to create a positive emotional response in another; it is a key part of much service work, feminized work, and public-facing library work. With the current mental health crisis precipitated by the COVID-19 pandemic, emotional labour has taken on particular significance. Bringing examples from our library, our lives, and our research, we will talk about ways to understand emotional labour, and share examples of how to make such labour visible and recognizable in the library, using ideas gathered from mindfulness practices, love and care work, and counselling. We wonder, and ask participants to consider, if these practices have a place in the library? And, if so, how can we use them wisely to help build an emotionally resilient community? Learning Objectives

- Participants will identify and reflect on affective work they and/or their colleagues perform in the library.

- Participants will consider the value and place of affective labour within the library ecosystem.
- Participants will assess the utility of affective practices in supporting their library communities.
Sandra Cowan and Mary Greenshields, University of Lethbridge

2:30-3:00
Red Deer College: A tour and a talk

A Decade of Development (in a Semester): RDC Library during COVID-19 -- This semester has required countless changes from us all. We will discuss how RDC Library has adapted to the pandemic environment, including re-opening in-person services and running a virtual version of our biannual Long Night Against Procrastination. We'll share things that worked… and things that didn't!
Caitlin Ratcliffe and Yvonne Phillips, Red Deer College

3:00 Wrap up
Closing remarks | Call for Spring 2021 and Fall 2021 Hosts *&* **Meeting Adjournment**

List of Reports

Chairs Report/Chair-Elect Report
Outgoing Co-Chairs Report
Treasurer Report
Secretary Report
Learning and Development Committee Report
Communications Committee Report
Mentorship Committee Report
Statistics and Assessment Committee Report
Reintegration Committee (Ad-hoc - COVID) Report

Appendix A: Spring 2020 AGM Minutes

Chair/Chair Elect Report

Welcome everyone to AAAL's first *full* virtual meeting hosted by Red Deer College! We hosted the business portion of the 2020 Spring Meeting online in June, and through that, were able to vote on important changes to our bylaws, mostly amending Appendix B and the roles and responsibilities of members of the Executive and Sub-committees. I appreciate that this is a very strange time for everyone and that we have all been dealing with a lot of transition and uncertainty. I would like to thank all members of the Executive and Subcommittees for their tremendous patience and ongoing support of AAAL, many who selflessly extended their terms in the absence of a complete Spring AGM, who picked up additional roles and responsibilities, and fulfilled their obligations despite a global pandemic changing so much in our professional and personal lives. I especially appreciate the support of the outgoing Executive Board; the fearless leadership and quick decision making of our outgoing Chairs Jessie Loyer and Ebony Magnus, the meticulous attention to detail of our Membership Coordinator, Morgan Hordal, and our Secretary/Treasurer Alison Foster's extraordinary ability to ensure that the organization remains compliant to both our bylaws and our provincial government while balancing our budget. I feel so fortunate that you stayed on until this point, as you have truly set me, and the organization up for success for the year to come!

This year, I am excited to join the LAA Advisory Committee as the AAAL representative, in hopes that a member of the Executive Board will remain as a permanent member of this committee going forward. After some feedback from members in the Spring, we have also decided to form an ad-hoc committee to create a space for members to discuss and share strategies about library operations during and post-

Covid closures, the *Reintegration Committee*. I am excited to contribute to the work of this committee as well.

Chair-Elect update

With the change to the bylaws, the Chair Elect role has assumed some additional responsibilities. The Chair Elect is now responsible for taking nominations for new members of the Executive Board, which was achieved this Fall with the help of Jessie. We are still looking for a Secretary nomination, but I am confident that we will fill all Executive roles by our next meeting. The Chair-Elect has also taken over the recruitment of Sub-Committee members. I am pleased to say that we are currently operating with only a single vacancy on the Statistics and Assessment Committee. And finally, the Chair-Elect has also absorbed the responsibilities of the Professional Development Committee, putting out general calls for applications to the *AAAL Professional Development Award*. Traditionally, this award covered expenses related to travel and accommodation to attend or present at a AAAL meeting. Given that the meetings will be held online this year, we have decided to extend claims to be inclusive of peripheral support that can include equipment (headsets, monitors, other device or tech updates...see the PD Award page for details) in order to attend a AAAL meeting or other PD opportunity. To date we have had no applications to the revised award, but strongly encourage members to apply.

I also would like to mention, in appreciation of comments in our post-meeting survey sent out last Fall, we will be bringing back the round-table verbal report format for this meeting. Members felt that this was a key element of our meetings and a good way to re-orientate themselves with names and faces.

I look forward to the year ahead, and if anyone has any suggestions or questions, please feel free to reach out to me anytime.

Submitted by:

Madelaine Vanderwerff, AAAL Chair

Co-Chairs Report Outgoing Chairs

Because of COVID-19, Jessie had stayed on as Chair beyond her original term to coordinate the uncertain transition, while Ebony had accepted a position at Simon Fraser University in BC, and had reduced her level of engagement with AAAL. Our Spring AGM went through several phases of planning: cancellation, then hoping to meet asynchronously to ratify bylaws, then realizing that we needed to meet synchronously to meet our bylaw requirements.

At the virtual Spring AAAL AGM, we held the business meeting, but postponed the professional development section until Fall. Members successfully voted in changes to our bylaws and committee roles; among other exciting changes, these now allow us to hold meetings and vote online.

We know that COVID-19 and budget cuts have changed the way that academic libraries do our work, so we have created a task force to look at best practices and adjusted the former travel grant to apply to needs related to the pandemic. Consider joining us, either on committees or the executive: we believe that AAAL can continue to support our members through this challenging time.

Respectfully,
Jessie Loyer and Ebony Magnus,
Co-Chairs/Past Chairs

Treasurer Report

MEMBERSHIP FEES PAYMENT
Membership invoices were sent at the end of November rather than September. Statistics about payment will be provided verbally at the meeting.

Member Institutions with outstanding membership fees will be contacted during the Spring term; If you have questions about keeping your membership up to date, please contact our incoming Treasurer (to be announced).

ANNUAL FINANCIAL STATEMENT
The 2019 AAAL Audit package was prepared and reviewed digitally given the challenges due to COVID-19, allowing us to maintain our responsibility to the Province while ensuring the safety of our colleagues. Revenue is exclusively from membership fees; expenses included speaker gifts, website hosting, catering, PD Award, and PayPal fees. A link to the financial packge will be made available at the Fall meeting.

It has been a pleasure to serve as the AAAL Secretary/Treasurer from 2018-2020; I look forward to transitioning the role to the incoming (now) Treasurer and appreciate the support of our colleagues.

Respectfully Submitted,
Alison Foster, AAAL Treasurer
Librarian, MacEwan University, John L. Haar Library
10070 104 Avenue NW, Edmonton, AB
fostera25@macewan.ca, 780-497-5251

Secretary Report

Please note that the Secretary/Treasurer position and the Membership Coordinator position were reclassified at the Spring 2020 AGM. Due to the extension of our terms at this time, Alison Foster and I continued to fulfill the duties assigned to these original positions rather than assume the duties of the newly defined Secretary and Treasurer positions. That said, this report will comment on duties originally associated with the Membership Coordinator position and Alison Foster will provide the Treasurer related information in her report.

- AAAL currently has 32 member institutions.
- I reviewed the AAAL membership list in advance of the meeting and updated the contact information for all institutions. The Communications Committee kindly updated the list on the website to reflect these changes.

Submitted by: Morgan Hordal, Spring 2017-Spring 2020 AAAL Membership Coordinator

Learning and Development Committee Report
A proposal to merge the Workshop and Program Committees to form the Learning and Development (LD) Committee was ratified at the Spring 2020 AGM. Sarah Shaughnessy and Kelley Wadson joined the newly designated committee in October.

The decision to go ahead with a virtual Fall 2020 AAAL Meeting was confirmed at the beginning of October. Red Deer College (RDC) will be the Host Institution and facilitate the meeting on their institutional instructional platform Blackboard Collaborate Ultra. With a tight timeframe of just under 2 months to develop the program and coordinate all associated logistics, the committee retained the theme *Transitions:*

A Decade of Development, which was originally planned for the Spring 2020 meeting that was cancelled due to COVID-19. The scope for proposals was expanded to incorporate ongoing changes and responses to current challenges faced by many libraries, including fiscal restraints and COVID-19.

[1]

The Call for Proposals was issued via the Jerome listserv on October 28, with a submission date of November 15 and presenters were notified on November18. Chevi Rabbit, an alumna of the host institution (RDC), was secured as a keynote speaker. We would like to thank Caitlin Ratcliffe from RDC for her support coordinating virtual access for our presenters and participants, and developing RDC's contribution to the Fall program. We would also like to thank the AAAL Communications Committee, Alison Pitcher and Kymberly Ash, for their patience and timely responses to our many emails containing the phrase *"is it possible to get this out today or tomorrow…"*.

We hope you find the professional development segment of the meeting relevant and meaningful, and look forward to your feedback for future programs.

Respectfully submitted by,

AAAL 2020 Learning & Development Committee

Lucinda Johnston (co-chair), University of Alberta

Carla Lewis (co-chair), University of Calgary

Jessica Leslie, Southern Alberta Institute of Technology

Kelley Wadson, Bow Valley College

Sarah Shaughnessy, University of Alberta

Leeanne Morrow, University of Calgary

---

[1] Despite our Spring 2020 report, where we indicated that the CfP, sent prior to the cancellation of the Spring 2020 meeting, had been extended to September 4 with members being asked to watch for an email in August.

Communications Committee Report

We have begun asking for member updates again; if you have an update to share but have not yet received a request for updates, please feel free to email us at: aaal.communications@gmail.com. If your institution doesn't yet have someone signed up to be a communications contact, you can sign up here.

We are starting up our 7 Questions with Member Institutions Blog again; if you'd like your institution to be featured, please sign up here. Have a question you'd like to see added to the 7 Questions form? Send your suggestions to us at aaal.communications@gmail.com.

AAAL updates (such as calls for proposals, meeting information, calls for committee participation, etc.) go out through the AAAL Newsletter; if you haven't subscribed feel free to do so here.

Submitted by:

Kymberly Ash (MacEwan University), Webmaster

Alison Pitcher (MacEwan University), Blog Administrator

Caitlin Ratcliffe (Red Deer College), Social Media Manager

Mentorship Committee Report

It has been a challenging but productive year for the Mentorship Committee. Over the summer, we successfully recruited for and launched our 4th cohort of participants. Five mentor-mentee pairings were set featuring participants from eight member institutions across Alberta. We are preparing to collect mid-term feedback in January. Our participant numbers are down from last year and we suspect the employment challenges caused by COVID were a factor in this reduced participation. However, we are optimistic that increased familiarity with online meeting applications (Zoom, Teams, etc.) may facilitate future mentorship opportunities across the province.

If you have any questions or comments about the mentorship program, then please contact us at aaal.mentorship@gmail.com.

Submitted by: Matthew Black, Coordinator (University of Calgary), Jessica Norman (SAIT), Sheena Sereda (NorQuest College) & Lindsey Whitson (MacEwan University)

Statistics and Assessment Committee Report

The Statistics and Assessment Subcommittee has started the data collection process for the 2019/2020 Data Survey. Invitations to participate were sent to all AAAL member institutions. This year, we have extended the data collection until Feb 2021 to give more time to participating institutions.

For the 2019/2020 data survey, we have added questions about each library's response to the COVID-19 pandemic. These questions capture qualitative information about the changes in services and staffing from March 2020 to June 30, 2020. These questions will also be included in next year's data survey to capture how Albertan academic libraries responded to the COVID 19 pandemic.

Submitted by: Lauren Stieglitz on behalf of the Stats and Assessment Committee

Reintegration Committee Report

This committee formed in early Fall, with the primary objective of creating a mechanism of communication for membership libraries to discuss strategies and share information about library closures, re-opening, service delivery and other relevant resources related to operations during the pandemic. We met as a committee on October 20, 2020 and November 9, 2020 and created a Basecamp (graciously hosted by TAL) to provide a space for members to share information about operations during Covid times. Consensus was because this is a temporary committee with a (hopefully) short term objective, a TOR isn't necessary for this group. We aim to pilot the forum in December, rolling it out at the Fall Meeting, and providing an update on the uptake and some assessment of its use at the Spring Meeting.

Respectfully submitted: Madelaine Vanderwerff, Brian Lin, Caroline Vandriel, Patti Sherbaniuk, Liz Fulton-Lyne, Kelley Wadson

APPENDIX A: Spring 2020 Meeting Minutes

Alberta Association of Academic Libraries

AAAL 2020 Fall Meeting Agenda & Meeting Package
Date: 16 June 2020, 10AM MDT
Location: Online (Link to Meeting to be emailed)

AAAL Executive & Key Contact Information

Co-Chairs:	Jessie Loyer (403) 440-8699 jloyer@mtroyal.ca
	Ebony Magnus (778) 782-5054 ebony_magnus@sfu.ca
Chair-Elect:	Madelaine Vanderwerff (403) 440-5018
	mvanderwerff@mtroyal.ca
Secretary-Treasurer:	Alison Foster (780) 497-5251 fostera25@macewan.ca
Membership Coordinator:	Morgan Hordal (403) 284-8617 morgan.hordal@sait.ca
Communications Committee:	Alison Pitcher, Kymberly Sobchyshyn, Caitlin Ratcliffe
(Web, News & Social Media)	aaal.communications@gmail.com
Mentorship Committee:	Lindsey Whitson WhitsonL2@macewan.ca
	Jessica Norman jessica.norman@sait.ca
	Matthew Black mblack@bowvalleycollege.ca
Nominations Committee:	Nicolle Lemay lemayn2@macewan.ca
PD Committee:	Christine Loo christinel@nait.ca
	Shannon D'Agnone shannon.dagnone@kingsu.ca
	Kevin Tanner kevin.tanner@sait.ca
Statistics and Assessment	Luke Malone luke.malone@sait.ca
Committee:	Hilary Stamper hilary.stamper@sait.ca
	Danya Goldsmith-Milne DGoldsmithMilne@mhc.ab.ca
	Lauren Stieglitz stieglitz@ualberta.ca
Workshop Committee:	Lucinda Johnston lucinda.johnston@ualberta.ca
	Carla Lewis carla.lewis1@ucalgary.ca
	Jessica Leslie jessica.leslie@sait.ca
	Kevin Tanner kevin.tanner@sait.ca
	Leeanne Morrow leeanne.morrow@ucalgary.ca
	Shannon D'Agnone shannon.dagnone@kingsu.ca

Agenda

1. To approve the agenda of the online 2020 AGM (S) Karen Keillor - motion passed
2. To approve the minutes of the AAAL Fall Meeting: Link to Meeting Minutes
   a. Jessie Loyer (M)Jon Newman (S) - motion passed
3. Bylaw Amendments - Proposed Changes Effective Spring 2020
   a. Motion to approve the proposed amendments as presented in the Spring 2020 amendments
   b. Ali Foster (M) Liz Fulton-Lyne (S) - motion passed
4. Motion to adjourn - Alison Foster Meeting adjourned at 10:31am MST

List of Reports

- **AAAL Chair's Report**
- **AAAL Chair-Elect Report**
- **Secretary-Treasurer Report**
- **Membership-Coordinator Report**
- **AAAL Professional Development Committee Report (see Workshop Committee Report)**
- **AAAL Workshop Committee Report**
- **AAAL Communications Committee Report**
- **AAAL Mentorship Committee Report**
- **AAAL Statistics and Assessment Committee Report**
- **AAAL Nominations Committee Report**

Appendix A: Fall 2019 Minutes

Chairs' Report

Jessie and Ebony were delighted to co-chair AAAL this year; though Ebony took a new position at SFU and left the province, she remained involved with sharing these responsibilities. AAAL hosted its 2019 Spring AGM at Olds College, with a workshop on how design thinking can enhance user experience with Céline Gareau Brennan. The 2019 Fall meeting was hosted by the University of Alberta's Augustana Campus in Camrose, around a theme of international, with a memorable keynote by Feisal Kirumira and a number of students who shared their experiences as international students.

Over the past year, Jessie and Ebony have worked closely with the AAAL Executive and Standing Committees to review and evaluate committee structures and responsibilities. Drawing on input gathered from current and past committee members, as well as past AAAL chairs and executive members, Jessie and Ebony made recommendations to the Executive and Committees members to reorganize and re-focus AAAL committee work toward serving long term and strategic goals that will better support member institutions and their employees. These recommendations will be shared at the virtual, asynchronous Spring 2020 meeting.

Given the ongoing situation with COVID-19, the co-chairs decided in late March to cancel the Spring 2020 AAAL AGM. This meeting would have marked the associations 10th anniversary in its current composition – representing a range of post-secondary libraries in Alberta, including public and private, university and college, specialized and comprehensive. While we are saddened not to be gathering to celebrate this milestone, with the support of the Executive Committee we made the decision to hold the business section of the meeting (including roundtable reports and voting) asynchronously. We look forward to seeing everyone's faces again for a day of in-person learning and development when they are able to do so safely. In light of the uncertainty at this time, we have asked Executive and Committees members to continue serving in their roles beyond May 2020, which would have marked the end of some members' terms. We continue to consider how the association might carry out its work as we all adjust to new professional and personal realities.

Chair-Elect Report

In preparation for my transition into the Chair role, I have been working closely with Jessie and Ebony, trying to familiarize myself with the organization and its bylaws, contributing to discussions about planning for both the Fall and the Spring meetings and helping facilitate the discussion that is prompting the proposed re-organization of some committee and executive roles and duties. I am excited about what the new Executive Board will look like and am eternally grateful that the current Board has decided to continue until the Fall during this challenging time that has been presented to us as a result of a global pandemic.
Respectfully Submitted,
Madelaine Vanderwerff, AAAL Chair-Elect

Secretary-Treasurer Report

This year, I am proud of the work we were able to achieve to revision some of the Executive roles to support a more sustainable model of governance. It has been a valuable experience and, while COVID-19 has created challenges for all, I look forward to continuing to support AAAL to the best of my ability.

MEMBERSHIP FEES PAYMENT
To date, we have received 28 membership fee payments from a total of 32 member institutions. Of these payments, 13 were paid via PayPal, 1 via Electronic Funds Transfer (EFT), and 14 were paid via cheque.

Member Institutions with outstanding membership fees will be contacted during the Spring term; If you have questions about keeping your membership up to date, please contact Alison Foster.

ANNUAL FINANCIAL STATEMENT
The annual financial statement will be reviewed and audited by AAAL members. Given the current situation with the COVID-19 pandemic, the audit will be completed using scanned documents and online meetings. This will allow us to maintain our responsibility to the Province while ensuring the safety of our colleagues. Revenue is exclusively from membership fees; expenses included speaker gifts, website hosting, catering, PD Award, and PayPal fees.Print copies of the signed financial statement will be available at the Fall Meeting.

Respectfully Submitted,
Alison Foster, AAAL Secretary-Treasurer
Librarian, MacEwan University, John L. Haar Library
10070 104 Avenue NW, Edmonton, AB
fostera25@macewan.ca, 780-497-5251

Membership Coordinator Report

20 April 2020

AAAL currently has 32 voting member institutions and one non-voting affiliate member (TAL).
I reviewed the AAAL membership list in advance of the AGM and updated the contact information for all institutions.

Submitted by:
Morgan Hordal, AAAL Membership Coordinator

AAAL Workshop Committee Report

The Fall 2019 AAAL meeting was held at Augustana University in Camrose and was well attended. The keynote was delivered by Fiesal Kirumira, a faculty member from Augustana, on the topic Unlearning Dehumanizing Knowledges Through a Pluri-centric Repositioning of the 21st Century Library. The committee organized a comprehensive program centred around the keynote topic with presenters from TAL, Public Library Services Branch, and several post-secondary institutions. The schedule for the day also included a business meeting in the morning, a tour of the Augustana Library over the lunch hour, and lightning talks and speakers in the afternoon. The Workshop Committee wrapped up their work post-Fall meeting.

The 2020 Workshop Committee was formed in early March in anticipation of ratification of pending changes to Appendix A of AAAL's bylaws, comprising members of the Fall 2019 Workshop and Professional Development committees, plus one new member. With Carla Lewis and Lucinda Johnston offering to co-chair, the committee's initial plans for the Spring 2020 Meeting included:
Developing the theme: Transitions: A Decade of Development, to celebrate the 10 year anniversary of the current iteration of AAAL;
Writing up a Call for Proposals, which went out March 12, 2020;
Making a list of candidates for Keynote speaker;
And opting to have a gratitude table.

Further plans were suspended due to concerns and restrictions related to COVID-19, and the professional development component of the Spring 2020 Meeting was postponed until the Fall 2020 Meeting. The Call for Proposals deadline has been extended to September 4, 2020, but watch for a new Call to come out in August. Stay tuned for updates!

Respectfully submitted by,
AAAL 2019 & 2020 Workshop Committees

Carla Lewis (co-chair)
Lucinda Johnston (co-chair)
Jessica Leslie
Kevin Tanner
Leeanne Morrow
Shannon D'Agnone

AAAL Communications Committee Report

The communications committee welcomed a new social media manager, Caitlin Ratcliffe from Red Deer College.

Our blog posts and calls for member news have been paused during COVID-19 and will resume at a later date. Social media and website updates are ongoing.

AAAL content is posted to social media and select posts of interest from within the library community are shared via AAAL's social media channels.

Our blog features 7 questions & answers with member institutions. Members who were signed-up to be represented during the COVID-19 pandemic will be contacted once the blog features resume.
Our blog/website also features member news and updates. Calls for member news go out regularly and we post anything that we receive to the website. If you would like to be our communications contact at your institution once calls resume, please sign up using this form. If you're not sure if your institution has a contact, please contact us at aaal.communications@gmail.com and we can check for you.

Submitted by:
Alison Pitcher (MacEwan University), Blog Administrator
Caitlin Ratcliffe (Red Deer College), Social Media Manager
Kymberly Sobchyshyn (MacEwan University), Webmaster

AAAL Mentorship Committee Report

The AAAL Mentorship Program has concluded a successful third run. Of the eleven pairs matched in August, ten worked together across the program length and one withdrew in fall for logistical reasons. Per the midterm feedback, the new mentoring resources were useful for participants. The opportunities for wider group meet-ups were also appreciated and so we will continue to offer them in conjunction with the biannual AAAL meetings. Due to challenges presented by COVID-19, the Mentorship Committee ended the program a month early in support of participants grappling with changed circumstances. However, we will be formally acknowledging the commitment and efforts of our mentors and mentees through a newly created certificate for their professional records.

Looking ahead, mentor and mentee applications for the 2020/21 program may be submitted from the mentorship section of the AAAL website from July until mid-August, 2020. We will also be putting out a call in the fall for two new members to join the existing committee. If you have any questions or comments about the mentorship program and/or committee, then please contact us at aaal.mentorship@gmail.com.

Submitted by: Lindsey Whitson (MacEwan University), Jessica Norman (SAIT), & Matthew Black (University of Calgary)

Statistics and Assessment Report

The Statistics and Assessment committee continued its work collecting and reporting on statistics from AAAL institutions. The 2018/2019 report includes data from 16 member institutions and is available on the AAAL website.

The 2019/2019 All Statistics dashboard shows all of the statistics collected for each institution, filterable by measure, and the Institutional Fact Sheet shows measures for the 2015/2016 to 2018/2019 academic years. This is filterable by institution.

All data is accessible on the AAAL Dataverse page. Data can also be downloaded directly from the tableau data reports.

Nominations Committee Report

Because terms were extended until Fall 2020, I have not put out calls for replacing executive positions within AAAL. And because of possible changes to the AAAL committee structure, the Nominations Committee may not exist in its current form. Regardless, in advance of the Fall 2020 meeting, I will assist in whatever way I can to fill upcoming vacancies.

Respectfully Submitted,
Nicolle Lemay, Nominations Committee, AAAL

AAAL Spring 2020 AGM attendees

Alison Foster	Grant MacEwan University
Carmen Reems*	NAIT
Christina Wac*	Portage College
Danya Goldsmith-Milne	Medicine Hat College
Ebony Magnus	Simon Fraser University
Jessie Loyer	Mount Royal University
Joanne Mokry*	Medicine Hat College
Jon Newman*	Olds College
Karen Keiller*	MacEwan University
Kristine Plastow*	Red Deer College
Kyle Snowdon*	Lethbridge College
Lauren Steiglitz*	University of Alberta
Leeanne Morrow*	University of Calgary
Liz Fulton-Lyne	NorQuest College
Madelaine Vanderwerff	Mount Royal University
Mary Weasel Fat*	Red Crow Community College
Meagan Bowler*	Mount Royal University

Morgan Hordal*	SAIT
Nicole Palanuk*	Yellowhead Tribal College
Sandy Ayer*	Ambrose University
Shannon D'Agnone*	The King's University
Wanjiku Kaai*	Lakeland College
*Voting member or proxy	

Spring 2020 Roundtable Updates (written)

Portage College

- **People:**
  - A daytime staff member from another library branch asked for earlier summer layoff due to daycare closure (she will be returning in mid-August).
  - Casual (evening/weekend) library staff were temporarily laid off due to the pandemic.
- **Planning:**
  - As per the college's Executive Committee, the libraries at both campuses will remain closed to users until January 2021. Enhanced virtual services will be implemented, and some on-site services will be provided if it can be done safely.
  - Looking at staffing for onsite duties and creating safety guidelines and procedures: physical item circulation, distributing/receiving ILL books, checking and handling mail, receiving and processing print serials and print books/DVDs
  - Library hours of operations—won't have casual evening workers until January 2021 at the earliest; enhancing virtual reference services for chat, email, MS Teams/Zoom/Google Hangouts.
- **Services:**
  - The library transitioned to online only services as of March 30, 2020. Virtual chat service is currently available from 8:30am-4:30pm from our library website. Evening hours are currently suspended.
  - Exam services are postponed until January at the earliest.
  - Interlibrary loan services are currently limited to online materials.
- **Tech**
  - The library is now using MS Teams to collaborate and correspond with each other working from home.
  - Tested a free presentation technology called Voice Puppet to narrate library videos and will use it for future tutorials.
  - Recently tried out a demo for Niche Academy to create tutorials for the library. Received a 14-day trial and we will be testing it by adding and creating our own content.
  - We recently launched a LibGuides LTI tool that allows us to embed LibGuides in Moodle courses.
- **Collections:**
  - Supplemented our licensed resources with purchased eBooks. Will be looking at subject gaps and adding more purchased eBooks geared to programs in the future, especially with more programs online.
- **Space**
  - The physical library space is closed to students and staff at this time. We are looking at opening the library to select staff a couple times a week in the fall semester to manage the physical circulation of items and some other duties.
- **Cool Stuff/Kudos**

- o Public Services Librarian was asked to present at our first online Faculty PD day on online learning and presentation technologies.
- o We created a LibGuide on the 7th edition of APA style and it is now our most viewed guide and it has only been published for a month.
- o We also created a [Working from Home/COVID-19](#) guide for faculty & staff

Athabasca University Library

People:

We are in the middle of substantial staffing changes at AU Library (departures and arrivals). The University offered a voluntary retirement/separation package recently, and three of my team are departing as part of that. We are a very small team, and are expecting to be able to fill these positions. We have also been filling other previously vacant positions. Some changes to note:

- Robyn Stobbs was hired as AU's first Research Data Management Librarian, starting June 15th
- Doris Nussbaumer will be joining us as Associate University Librarian, Learning & Research Services in August
- Doug Kariel, our long time Head, Technical Services & Systems will be retiring on June 30th.

Planning:

- The Library is developing a strategic plan, and has been engaging with faculties as part of this process.
- We are also planning for training staff remotely, and are working with our Human Resources Department to manage this.

Services

- The Library has modified its services during the pandemic, as others have. While most of our staff are working from home, we are continuing to fill requests for physical materials and are shipping those out twice a week. We are careful to ensure that staff are maintaining physical distance, and have mostly been able to schedule it so that only one staff member is in the library processing the outgoing materials at a time.

Technology:

- The University is moving to a new web content management system for its websites, and the Library website is one of the first that is moving to the new system, so we are in the process of planning for that.

Collections:

- As part of our pandemic planning, the University has been engaged in a project to increase the use of digital resources in courses, including items that can be acquired for the Library collection, so we have been heavily involved in that work.

Space:

- We have been moving parts of the Library collection over the last six months, and this will continue once we are all back on site.

Cool Stuff/Kudos:

- Our Digital Literacy Librarian, Joanna Nemeth, created a [Pandemic Support](#) guide to support learners and staff as they managed the transition required by the pandemic. The guide includes activities for kids, music and video streaming resources, many of which are part of our subscription resources, resources for embracing remote work, mental health resources, and resources for university staff and librarians. Our University Relations team has been promoting the guide, and it has seen good use.
- We have also launched a Talk to a Librarian series – live drop in sessions that allow students to drop in and ask questions of librarians.
- College held its first virtual convocation.

NorQuest College Library

- People
  - New president starting July 20, 2020. Carolyn Campbell.
  - Portfolio change from *Student Services* to *Customer Experience*. Addition of an AVP of *customer attraction*; the amalgamation of regional services into navigator services; amalgamation of recruitment into the office of the registrar. The library remains a key operation in the academic support centre in the CX portfolio.
  - Organizational structure of the library altered with the departure of technology specialist and team lead (1 position). Expansion of associate chair responsibilities and distribution of technology related activities across remaining staff.
  - Staff reductions are now common across the college as a result of GoA grant reductions and Ministry imposed restrictions on expenses and revenue.
- Planning
  - The library is currently contributing to a staged re-entry plan for our Learner Centre which encompasses several other departments - Tutorial & Academic Coaching, Assistive Technologies and Computer Commons. The college will continue to offer classes virtually in the fall term with the exception of some classes and labs. The Learner Centre will remain physically closed and continue to offer online help, instruction and appointments online. At subsequent stages students-particularly those with disabilities- will be able to access face-to-face services by appointment.
  - We are in early-stage planning for curb-side pick-up. We hope to introduce this service in July.
  - The library instruction team is converting lesson plans to online delivery and creating additional online resources that can be embedded in the learning management system (Moodle).

- Services
  - Library services have been offered online since March 18th. These include:
    - Chat services Monday - Friday 7:30-7:00
    - Scan on demand service for reserves and physical items, ILL - we have 2 staff going into the library on different days to carry out these activities.
    - Online appointments with a librarian by request
    - Daily Blackboard Ultra sessions on citation, paraphrasing, research.
    - Online in-class library instruction

- Tech
  - The library updated its Library Block for Moodle as well as the faculty tipsheets and videos for adding all of the library moodle tools.
  - Proactive chat has been added to our Discovery layer as well as to some of our libguides.

- The Library assisted in transitioning the college subscription for Lynda.com to LinkedIn Learning and changing the authentication method.

- Collections
  - Shifting collection dollars away from physical resources.

- Space
  - Last summer (2019), NorQuest's Westmount Campus closed and with it, the Westmount library location.
  - Our physical library space is closed. It will remain closed to students in the fall with some exceptions. Staff schedules will be staggered and work from home will continue to ensure that as few staff are onsite as necessary for physical distancing.
  - Other measures are being planned to ensure safety and physical distancing in the space - i.e. plexi barriers at service desks, floor markings, etc.

- Cool Stuff/Kudos

  - APA 7 transition -- A full APA 7 online course and online guide are nearly up and running. So far APA 7 learning sessions for faculty have been very popular.
  - The library is collaborating with tutors, wellness coaches and the International Centre to host a **Virtual Study Hall** next week - 3 hours of sessions: https://library.norquest.ca/news/2020/virtual-study-hall-june-16,-2020.aspx
  -

Concordia University of Edmonton Library
- People
  - Our Student Library Assistants finished their contracts by answering chat questions during evenings and weekends from home.
  - Our full-time contract staff member has been re-hired as an archival assistant for the CUE Archive.
- Planning
  - CUE Library will be open and available both online and in-person, operating with restricted on-campus hours.
- Services
  - Reference and instruction have moved entirely online - staff are using chat, video conferencing, and the sharing of digital learning objects (online handouts, videos, slides, etc.) to meet the information needs of our users.
  - Research Sans Frontières - in order to support CUE staff and faculty doing research from home, our Scholarly Communications Librarian is offering weekly virtual office hours where staff and faculty can "drop by" for help.
- Tech
  - CUE Library decided to implement LibGuides in order to support our online instruction and reference.
  - CUE Library is using AtoM (Access to Memory) to provide researchers with access to its archival collection and is digitizing key materials in preparation for CUE's centennial in 2021.
- Collections
  - We continue to add new ebook titles in order to supplement our current collection of online library licensed resources.

- o O'Reilly for Higher Education is our newest online licensed resource - it was purchased to support CUE's MISSM, MISAM, & IT programs.
- Space
  - o The CUE Library building has remained closed to our users since the end of March 2020.
- Cool Stuff/Kudos
  - o A 360 Virtual Tour of CUE's Campus was created by CUE's recruitment office
    - ▪ https://concordia.ab.ca/future-students/book-a-campus-tour/

Red Crow Community College

- People
  - o Staff remains the same: Library Coordinator-Mary Weasel Fat, Library Tech.-Nora Stabs Down and Denim First Rider-Library Assistant. There have been no layoffs at the college.
- Planning
  - o Currently reviewing Yellowhead Tribal College -20 points for Fall 2020 response to Covis-19 pandemic planning document. First Nations Adult and Higher Education Consortium (FNAHEC) met to discuss planning for fall semester on June 1, 2020. FNAHEC is comprised of the tribal colleges/university in Alberta. The Resource Centre follows guidelines set forth by Blood Tribe Dept. of Health for the pandemic-social distancing, reduced services, shorter work hours 9 a.m-3 pm., curfew 9 pm-6 a.m. and Covid-19 testing. In fall 2020 courses will be online, therefore, the Resource Centre will continue with present health protocols and service delivery.

- Services

  - o The Resource Centre is closed to staff and students however, library staff work one day/week on a rotating schedule and work at home the rest of the week. Library services are limited to online library instruction, patrons may contact library staff for book and online research materials, assist with research, book pickup and delivery. Patrons may phone or email for assistance. Materials returned to library will be held in loading area for 72 hours then reshelved. We may reopen in January 2021 depending on the pandemic and safety issues.

- Tech
  - o Since the pandemic all courses transitioned to online delivery. The library coordinator delivered online library instruction on zoom and video recorded for Moodle courses.

- Collections
  - o More online resources accessed for the all programs. For the upgrading program and Niitsitapi Education Assistant Program ORC resources were provided thanks to the new ORC Coordinator-Lorisia MacLeod. Other resources NFB Campus and looking into Jstor and Project Muse.

- Space
  - o Same, however RCCC will be doing sod-turning for new $48 million facility in July 2020. The library and archives will have substantially more space.

- Cool Stuff/Kudos

- o Received Casino funds grant for $32,000 to purchase computers/laptops and train eight RCCC Elders Advisory Council to record their traditional stories and communicate more efficiently with them via email, zoom or skype. They are all connected to the internet due to children or grandchildren residing with them. These stories will be housed in the library's Blackfoot Special Collection for our future and present learners. They will be used in classroom presentations-Kainai specific knowledge.

NAIT Library

- People
  - o NAIT Library has had a combination of temporary layoffs due to COVID-19, 2 permanent layoffs due to budget cuts, and 2 departures as part of NAIT's voluntary departure program.
  - o Both Isobel Rancier (Coordinator Academic Engagement) and Wayne Hofman (Library Manager) have left NAIT via the VDP.
  - o Kalin Jensen is now our Coordinator Academic Engagement, and Carmen Reems is the Library Manager.
- Planning
  - o We are still in the planning stages of how we will approach services in September – there will likely be a phased reopening of key Library services that begins with limited computer use, increased access to the Service Desk, and limited access to key spaces (such as our lecture capture spaces and audiovisual booths to support virtual content creation).
- Services
  - o During COVID 19 we are continuing to offer virtual services (research appointments, librarians are teaching classes via MS Teams, chat services, and so on).
  - o We also have two staff members working in the library and providing loans and services on an appointment basis. We are still loaning technology and books to students and staff. Tech returns get a thorough clean, and books are quarantined for one week before recirculating.
  - o Our tech loans have been temporarily extended to term-long loans for all staff and students.
  - o For more details on our COVID services check out our webpage: https://nait.libguides.com/COVID19
- Tech
  - o We are launching a new website in July. It is still in progress, but we are getting close to completion, so feel free to check it out here: https://nait.service-now.com/ls
    - ▪ We are replacing our libguide component with a program called ServiceNow that is used more widely across NAIT – thus increasing our integration with other service points and website searches.
  - o We have made a concerted effort this spring to increase our loanable technology that supports instructors in moving their content online – more webcams, mics, etc.
- Collections
  - o We have posted all the increased access collections on our COVID-19 services page. We are dealing with cuts to our overall collections budget, and at the same time working to balance these cuts with increasing asks from programs for streaming video collections that will facilitate their move to virtual learning.
- Cool Stuff/Kudos

- We are continuing to grow our in-house online library modules to support virtual learning. They are part of our larger blended learning initiatives, but have incidentally been very helpful with providing high quality services during the pandemic. They have been very well received by instructors and students: https://nait.service-now.com/ls?id=kb_article&sysparm_article=KB0016546
- Big kudos to our staff who are still working in an empty library and dealing with issues like shut-off air conditioning, running up and down stairs all day long to let in our 'by appointment' patrons (usually at the wrong doors), and chasing out pigeons. Also to our staff who have gone out on 'skip the dishes library-style' adventures to pick up tech loans from students who can't make it back to campus.