



Alberta Association of Library Technicians

P.O. Box 700, Edmonton, Alberta T5J 2L4

Web Address: www.aalt.org

ANNUAL GENERAL MEETING Saturday, April 22, 2017 12:00pm Banff Park Lodge, Banff Alberta

Mission: The Alberta Association of Library Technicians is dedicated to supporting the professionalism of library technicians through communication, continuing education, and cooperation.

1. Call to Order: Karen Hildebrandt, President

2. Quorum:

3. Acceptance of Agenda:

4. President's Welcome:

3.1 Introduction of Parliamentarian: David Sarsfield and tellers,

3.2 Recognition of Outgoing Board and Committees: President, Karen Hildebrandt

5. Approval of 2016 Annual General Meeting Minutes:

6. Reports

6.1 Group Reports

President's Report:

Administrative Services Director's Report:

Communication Services Director's Report:

Online Services Director's Report:

Conference Report:

6.2 Representative Reports

SAIT Polytechnic Student Representative Report

6.3 Other Reports

2016 Financial Statement:

7. Resolutions

7.1 Special Resolution 1

7.2 Special Resolution 2

7.3 Special Resolution 3

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8. Elections: Theresa Remtulla, Nominations Committee Chair

8.1 Election of Board Members

8.2 Appointment of Conference Co-Chairs

9. Introduction of 2017-2017 AALT Board:

10. Passing of the gavel to the new President:

11. Adjournment:



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ANNUAL GENERAL MEETING MINUTES

Saturday, May 14, 2016, 12:00pm

SAIT, Calgary, AB

Mission: The Alberta Association of Library Technicians is dedicated to supporting the professionalism of library technicians through communication, continuing education, and cooperation.

1. **Call to Order:** Sarah Stephens, President, called the meeting to order at 12:20 pm

2. **Quorum:** A quorum is established.

3. **Acceptance of Agenda:** The proposed agenda was circulated. **Motion: Moved by Karen Hildebrand, to adopt the agenda as presented. Carried.**

3. President's Welcome

3.1 Introduction of Parliamentarian: President, Sarah Stephens, introduced parliamentarian, David Sarsfield and tellers, Jane Sarsfield and Christy Nichols.

3.2 Recognition of Outgoing Board and Committees: President, Sarah Stephen, asked the 2015-2016 Board and Committee members to stand and be recognized. President, Sarah Stephens, thanked these members for their efforts.

4. Approval of Minutes:

The minutes of the 2015 Annual General Meeting have already been adopted.

5. Reports

5.1 Group Reports

Administration Group – given by the President, Sarah Stephens

Communications Group – given by President-Elect, Karen Hildebrandt

Professional Development Group – given by Chris Gartner

Motion: Moved by Karen Hildebrandt, that the group reports be accepted as presented. Carried.

5.2 Representative Reports

SAIT LIT Advisory – given by Janine Miiller

School Library Committee – given by Carol Fowler

Grant MacEwan University Student Representatives – Britney Robinson and Terri Turmack - no report

SAIT Polytechnic Student Representative – Jeff Blumer and Monica Schuh - no report

Motion: Moved by Lynn Blain that the representative reports be accepted as presented. Carried.

5.3 Other Reports

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Motion: Moved by Lynda Shurko that the 2015 Financial Statement be filed as presented. Carried.

7. New Business: Student Bursary Presentation

President, Sarah Stephens, recognizes a student from GMU, Kathleen Knack and a student from SAIT, Jeff Blumer as the student bursary recipients.

8. Resolutions

Resolution 1: Whereas the AALT Technician is now a blog instead of a quarterly publication, Therefore be it resolved that the positions to Marketing Director and Journal Editor(s) be merged into one position called the Communications Director; the positions of Secretary and Treasurer be merged into one position called Administrative Services Director; that the positions of Webteam Director and Membership be merged into one position call Online Services Director and that the following by-laws be amended and put into immediate effect.

Motion: Moved by President, Sarah Stephens to adopt Resolution 1.

Carried

Resolution 2: Whereas the total number of board of Directors has been reduced from twelve members to eight members, Therefore be it resolved that the quorum for Board of Directors meetings be changed from six to four members and that the b-laws be amended and put into immediate effect.

Motion: Moved by President, Sarah Stephens to adopt Resolution 2.

Carried

Resolution 3: Whereas AALT is an inclusive and non-discriminatory association. Therefore be it resolved that the Bylaws reflect gender-neutral language and that the following by-laws be amended and put into immediate effect.

Motion: Moved by President, Sarah Stephens to adopt Resolution 3.

Carried

9. Elections

9.1 Karen Hildebrandt, Nominations Committee Chair, presented the following report.

Motion: Moved by Sabrina Couch to accept the Nominating Committee Report. Carried.

Accordingly, the nominations committee presents the following candidates for office:

Administrative Services Director – Lynda Shurko; Communication Services Director – Amy Southgate; Christy Nichols – Online Services Director.

Nominations accepted from the floor for the position of President-Elect. Theresa Remtulla letting her name stand. No further nominations. Theresa Remtulla was declared by acclamation. Member at Large. There were no nominations from the floor. The board to fill this position.

Administrative Services Director Lynda Shurko letting her name stand. No further nominations. Lynda Shurko was declared by acclamation.

Communication Services Director – Amy Southgate letting her name stand. No further nominations. Amy Southgate was declared by acclamation.

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Online Services Director – Christy Nichols letting her name stand. No further nominations. Christy Nichols was declared by acclamation.

Conference Chairs. There were no nominations from the floor. The board to fill this position.

Nominees for the AALT Board of Directors 2016-2017 term are: President-Elect – Theresa Remtulla; Administrative Services – Lynda Shurko, Communication Services – Amy Southgate; Online Services – Christy Nichols.

President, Sarah Stephens, declared all nominees are elected to the 2016-2017 Board of Directors.

10. Introduction to incoming President and Board: Sarah Stephens declared Karen Hildebrandt the incoming President and introduced the elected Board for 2016-2017.

11. Passing of the gavel to the new President: Sarah Stephens passed the gavel to President Karen Hildebrandt.

12. Adjournment: President, Karen Hildebrandt declared the meeting adjourned.



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Board Reports

President Report

It's been a pleasure working with this year's Board. It's been challenging as we all learn to navigate the combined positions and although there have been a few hick-ups, it seems to have worked well. We were unable to fill the Member-at-Large position so I took on the role to liaise with the Conference Co-Chairs and I think that went well and was very successful. The Board has conducted all but one of our meetings online via Google video hangouts and that has allowed us to meet more regularly and reduce the amount spent on travel, meeting room and food/beverages.

I had several online meetings with Jason Openo, Past President-LAA, regarding the possibility of AALT becoming part of the associations to come under the LAA umbrella association in Alberta. We had some feedback from the Google form that was very positive as well in terms of the direction of AALT. I believe that there are many things that need to happen before this merger/joining could ever take place but I strongly feel that whether AALT comes under LAA's umbrella or not we need to have a presence at the table and be part of the discussions that may take place. We want and need to have a representative at the Working Group and as such, The Board voted to have me as AALT's representative. The Working Group has just been formed and will meet sometime in May. I will be attending the Town Hall at ALC as AALT's Representative.

We were please to award a partial PD Bursary last Fall and a conference bursary for this year's Conference. One of the Student Bursary award winners is attending the AALT Conference and is receiving the award at the Banquet. The other student will receive hers after conference.

It was a pleasure to represent AALT as an Exhibitor at the Southern Alberta Library Conference in Lethbridge at the beginning of March. Our swag was a huge hit but we also had a lot of interest from people in the area asking about membership and conference. Many questions came from library support staff interested in membership and conference and that was very heartwarming and encouraging.

I want to recognize the dedication and hard work of some very special people.

Thank you to Melanie Belliveau and Marcia Holmes, Conference Co-Chairs, for the awesome program, location and all the hard work they and their committee did to make this conference such a draw. I don't recall conference ever having to cap registrations before the early bird deadline has ended. Kudos and well done!

Thank you to Lynda Shurko, Administrative Services Director, for balancing both the roles of secretary and treasurer and doing both very well. Thank you as well for working on cleaning up our digital files and creating our online archives so we are better organized.

Thank you to Amy Southgate, Communication Services Director, for continuing with the AALT blog, keeping our facebook presence relevant and current as well as promoting and marketing AALT.

Thank you Christy Nicoles, Online Services Director, for working on our website, looking for ways to improve it and balancing that with Membership renewals and all the persnickety components of our RegOnline.

Thank you to Theresa Remtulla, President-Elect, for being there when I needed you, for supporting the Board members in your thoughtful and calm manner.

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It is through the work of these dedicated volunteers that the work of our Association can take place and without them that we would flounder.

Last but not least, Thank You to the AALT members that put their trust in me and allowed me to serve on the AALT Board the past two years. I cannot say enough how honoured, privileged and humbled I am to have had this opportunity.

Respectfully submitted by,
Karen Hildebrandt
President 2016-17

President-Elect Report

This past year I attended the SAIT orientation on Monday, August 29th. I promoted AALT to the SAIT students, talking about the various ways that they can get involved and become AALT members. I also volunteered to be the SAIT advisory liaison for AALT and I will attend this year's meeting.

I contributed to the Faces of AALT campaign a new initiative of our Communication Services Director.

I investigated the possibility of collecting statistics on our website usage but concluded that there is currently no effective way of gathering this information.

I have been preparing for the AALT conference session on RDA for beginners and experts that I will be co-presenting.

One of the roles of President-Elect is gathering nominations for potential members for next year's board.

Respectfully submitted by,
Theresa Remtulla
President-Elect 2016-2017

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Administrative Services Director

For the year 2016-2017 I had the privilege of serving as Administrative Services Director. This was the first year of operation for the Administrative Services Director. This position is the consolidation of the Secretary and Treasurer positions.

Doing the secretary part of the position, I was responsible for attending meetings, recording and compiling minutes for said meetings, retrieving the mail, responding to email requests and filing the annual Society return with Corporate Registry.

Doing the treasurer part of the position, I was responsible for setting up the bank accounts, paying for any expenses, maintaining the accounts for the Association, preparing for the audit and sending documentation to the auditor, Kim Martin.

Respectfully submitted,
Lynda Shurko
Administrative Services Director 2016-17

Communications Services Director

It was my pleasure to serve as the first Communication Services Director for AALT in 2016-2017 after the amalgamation of the Marketing and Journal positions at last year's AGM. I've worked on consolidating these two positions as well as our association's voice into one new position.

To our members: our Facebook presence was consolidated to only the AALT group (our page was eliminated) to reduce confusion and give members one place where they could interact. I've been pleased to see an increase in posts and interaction in the Facebook group and hope to see members continue to use it to connect with each other over shared interests and issues. The AALT Journal saw the introduction of a new interview series, Faces of AALT, that highlights our fantastic membership.

To the broader library community: AALT had the opportunity to get it's name out by sponsoring some of the other great conferences around the province including: the Northern Lights Library Conference; Rural Libraries Conference; the Southern Alberta Library Conference; and the upcoming Alberta Library Conference. Our President, Karen Hildebrandt, represented the communications committee with a booth at SALC and had the opportunity to connect with our wonderful colleagues in Southern Alberta.

To the blossoming library technician students at SAIT Polytechnic and Macewan University: We had the opportunity to connect with first year students as both programs with presentations. I met the Macewan students in November and President Elect, Theresa Remtulla, met the SAIT students in September. Thanks also to the ongoing support by the SAIT student reps, Chrisy Oh and Anna Friesen for their advocacy within the SAIT program.

Respectfully submitted by,
Amy Southgate
Communication Services Director 2016-17

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Online Services Director's Report

As of March 23 we had 164 current registered members. The breakdown is as follows:
67 Personal; 15 Institutional; 59 Student (SAIT/MacEwan); 7 Student (Distance Education); 11 Associate; 5 Honorary; 0 Affiliate.

The AALT Employment Survey was conducted and results are being summarized.

Regonline database has been problematic as expired memberships cannot be deleted. This has involved a lot of editing time to ensure accuracy. I am looking at other database options to manage AALT Membership.

The AALT.org website is being maintained and updated as is the job board. More time will be devoted to testing new designs for the website once conference activity has quieted down.

With the changes to Board positions it would be good to have a membership committee as well as website committee to have support during peak activity periods.

Respectfully submitted by,
Christy Nichols
Online Services Director

Conference Co-Chair's Report for AGM April 22, 2017

Registration was highly successful and we were completely full before the first early bird deadline of March 1. Even the hotel and its sister hotel sold out during our dates.

We very happy with our selection of keynote speakers. Since our theme was "Bringing It All Together," we wanted to focus the conference on the duties, ideas and concepts that make up the daily work that library personnel do, along with personal facets, like finding and achieving your potential. We feel that our keynote speakers will be able to inspire those goals.

We worked hard to make sure that the sessions would fit into one of five streams: School, Public, Academic, General (including Author), and Health and Wellness. Of the 32 sessions, about ½ were completely filled, resulting in us having to have registration/roll call lists to ensure that delegates are able to get into the sessions they want. Having sessions fill completely wasn't expected, but is a testament to our amazing speakers and their interesting and relevant topics.

There was an interesting mix for the types of libraries that delegates worked at. The number for school libraries was 65, with the next highest being Academic at 32, Public at 21 and Regional at 13. The rest of the library types totalled 22 altogether. We believe that the reason that we were able to get so many school library personnel was because of our strong school stream and the fact that we

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advertised the conference to many schools, school districts and boards. This is proof of what good advertising can do for the conference!

There were 37 confirmed passengers for the bus. Snacks and bottled water will be distributed and games will be played on the bus to keep the delegates entertained. We even have prizes! The bus didn't cost AALT any money as the revenue covered the cost of the rental and the snacks/water.

We were overwhelmed with the generosity of our sponsors and donors. The amount of money we were able to solicit exceeded our expectations and we received many amazing donations for door prizes.

We were extremely lucky that most of the conference committee members also served on our committee when we co-chaired the 2012 AALT Conference. This allowed them to seamlessly take on the same positions that they did before, and we were able to concentrate on other aspects of conference. Thank you to them and all of our conference committee members for your dedication and hard work. We couldn't have done it without you!

Although it is a lot of work, it is very rewarding work, and we were happy to put on the conference co-Chairs' hats on once again for the 43rd AALT Conference!

Respectfully submitted by,
Marcia Holmes and Melanie Belliveau
AALT Conference Co-Chairs 2017

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Special Resolutions

7.1 Special Resolution 1

WHEREAS AALT does not have any Affiliate Members, and

WHEREAS there is no benefit to our association to continue to offer this member category,

THEREFORE be it resolved that AALT will remove the category of Affiliate Member from our Member categories in Bylaw 2.01 e) and 2.03 e) and wherever referenced in the Bylaws, Publications and Website.

7.2 Special Resolution 2

WHEREAS AALT recognizes the changing library landscape and the role shifts that result with the changes,

WHEREAS currently the bylaws of the Association do not allow Associate members to hold positions on the Board, serve on committees, or vote,

WHEREAS the Association could benefit by allowing library support staff to take an active role, and

WHEREAS AALT recognizes the value of being an inclusive Association,

THEREFORE be it resolved that we remove the Associate Member category and grant full Personal Member status to include all Library Support Staff and those that support the mission and values of AALT, and that Bylaw 2.01 a) be amended to read as follows:

2.01 Classes of Members. There shall be the following categories of members of the Association:

a) Personal Members. Personal Members are persons who are:

- i) graduates or students of a recognized library and information technology program from an accredited post-secondary institution.
- ii) Library Operations Assistants (Library Operations Assistant Certificate Program Graduates).
- iii) students of the Library Operations Assistant Certificate Program.
- iv) Library Support Staff.
- v) Anyone that supports the Mission and Values of AALT.

7.3 Special Resolution 3

WHEREAS benefits to Institutional Membership has been greatly reduced,

WHEREAS it is more cost effective for Institutions to pay for a staff member to have a Personal or Associate Membership, rather than an Institutional Membership in order to send one person to conference at the member rate, and

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WHEREAS there could be a perceived conflict of interest between personal/associate members and institutional members, when conducting the AALT Salary Survey, or advocating on behalf of our personal members,
THEREFORE be it resolved that AALT will remove the category of Institutional Member from our Member categories in Bylaw 2.01 d) and 2.03 d) and wherever referenced in the Bylaws, Publications and Website.

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