



Alberta Library Trustees Association

"Great Public Libraries — Effective Trustees"

Annual General Meeting 2009

Information Package

This package contains the materials for the 2009 ALTA AGM, to be held Friday April 24th at 3:00 pm, Jasper Park Lodge. Please join us!!

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Agenda Page 3

Minutes of 2008 AGM Page 4-6

Financial Report

Financial Review and Membership Fee Structure Page 7

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Annual Reports Page 9-12

This year, annual reports will be given by each of ALTA's committees (Advocacy, Communication, Education, Finance & Administration and ALC) at the AGM. They will then be provided to all ALTA members in a paper form in a Year End Report that will be published in June 2009. This will also include a copy of ALTA's 2009 financial review and a look back on 2009 from ALTA's President.

Resolutions: (no resolutions were received by the ALTA office before the deadline of Dec 31/08) and Nominations / Election Report Page 13

Parliamentary Rules for ALTA's Annual General Meeting

ALTA follows Sturgis Rules of Order

ALTA Bylaw – Definitions

Board of library trustees and library board means a library board established pursuant to current provincial legislation and library system board pursuant to the same Act. A member of a board of library trustees means any person presently serving as a member of a library board.

Voting

Members holding individual membership and members whose boards hold board membership are entitled to vote at all Special and General meetings. Friends and Honorary members may not vote.

The quorum for all meetings shall be 25 members in good standing. Only members in good standing shall be eligible to vote at any General Meeting or Special Meeting.

Amendment to Bylaws

A Special Resolution passed by a majority of not less than three fourths (3/4) of such members entitled to vote as are present in person at a General Meeting. If there are 100 members present, at least 76 “yes” votes is required for the $\frac{3}{4}$ majority.

ALTA Policy

Resolutions may be proposed by the ALTA Board or by any institutional or individual member.

Must have been received by ALTA by December 31, 2008 and circulated to ALTA membership.

Must be in prescribed format and include the name of the sponsoring person or body; the resolution; the background to the resolution including the rationale for the resolution; documentation to explain the resolution, including statistics, external comparisons, etc. The rationale shall not exceed 1000 words.

Resolutions from the floor must be in prescribed format and presented in writing to the Chair of the Resolutions Committee (ALTA's Vice President)– before the call to order. Must receive a two-thirds (2/3) majority approval of those members present and voting at the AGM. If there are 100 members at the meeting, and all vote, a minimum of 67 is required for 2/3 of those present and voting. If there are 100 members at the meeting, but only 60 vote, a minimum of 41 is required for a 2/3 vote. (easy rule – count the number in favour; count the number opposed; multiply the number opposed by two. Those in favour must be at least 1 greater than that number).

Debate

The person or committee member proposing the motion has first opportunity to explain the motion and will be allowed to speak to it first. Members wishing to speak to the motion need to be recognized by the Chair.

Please state your name and Board clearly for the minutes. Please use the mikes so everyone can hear you.

Members may only speak once to the motion. Once everyone who wishes to speak has done so, the Chair *may* recognize a speaker for a second time. The person or committee who has made the motion will be given the opportunity to close debate.

To close debate, the vote must be called.

ALBERTA LIBRARY TRUSTEES ASSOCIATION
ANNUAL GENERAL MEETING
Main Lodge, Jasper Park Lodge, Jasper, Alberta
3:00 P.M., FRIDAY, APRIL 24, 2009

AGENDA

Resolutions to be brought from the floor must be presented in writing, in proper format, and be received by the President before the call to order. Any resolutions received before the Call to Order, in writing, in the correct format, will require a 2/3 majority vote of members present and voting, to be accepted for presentation to members at this AGM.

- 1. CALL TO ORDER** (President, Natalia Toroshenko)
- 2. APPROVAL OF AGENDA**
- 3. INTRODUCTIONS** ALTA Board, Parliamentarian, Recording Secretary, Special Guests
- 4. APPROVAL OF MINUTES OF AGM 2008**
- 5. BUSINESS ARISING FROM THE MINUTES**
- 6. ALTA Awards**
Honorary Life Member (Natalia Toroshenko, President to announce)
Award of Excellence (Natalia Toroshenko, President to present)
Lois Hole Award (Donna Campbell, Past President to draw)
- 7. FINANCIAL REPORT** – Martin Shields, Secretary/Treasurer
 - (a) Financial/Review Engagement Report 2009 will be presented
 - (b) Presentation of the 2009 Budget
 - (c) Fee Structure for 2010 (unchanged from 2009)
 - (d) Appointment of accounting firm for financial review for 2009
- 8. ANNUAL REPORTS**
 - (a) President – Natalia Toroshenko
 - (b) Standing Committee Reports (Advocacy – Joan MacDonald, Communication -Honey Pell, Trustee Education – Carole Carpenter, Finance and Administration -Martin Shields)
 - (c) ALC Conference Co-Chair (ALTA) – Ann Craig
- 9. RESOLUTIONS COMMITTEE** – Ray Skrepnek, Chair, Resolutions Committee
- 10. NOMINATIONS COMMITTEE** – Donna Campbell, Chair, Nominations Committee
 - (a) Announcement of Election of the President, and Directors from Areas 1,3,5,7
- 11. OTHER BUSINESS**
- 12. ADJOURNMENT**

ALBERTA LIBRARY TRUSTEES ASSOCIATION
ANNUAL GENERAL MEETING
Tonquin Room, Clubhouse, Jasper Park Lodge, Jasper, Alberta
3:00 P.M., FRIDAY, APRIL 25, 2008.

MINUTES

1. CALL TO ORDER President Donna Campbell called the meeting to order at 3:05 pm.

2. APPROVAL OF AGENDA

Motion *that the agenda be approved as circulated.*

Moved: Karen Lynch, Edmonton Public Library

Seconded: Al Cryderman, Red Deer Public Library

Motion *to approve agenda with changes as noted above.*

Moved: Rennie Cauchie, Peace Library System

Seconded: James Meeker, Sylvan Lake Library

CARRIED.

3. INTRODUCTIONS President Campbell introduced the current ALTA Board of Directors: Area 1 (Peace) Ray Skrepnek, Area 2 (Yellowhead) Monika Capps (absent), Area 3 (Parkland) Melodie Stol, Area 4 (Marigold) Marilyn Wilson, Area 5 (Chinook Arch) Marie Logan, Area 6 (Shortgrass) Eugene Adamson, Area 7 (Metro Edmonton) Joan MacDonald, Area 8 (Northern Lights) Elaine Sorochan, (Calgary) Ann Craig, (Edmonton) Colin Minor; Muriel Abdurahman from Strathcona County as Parliamentarian and ALTA Executive Administrator, Lisa Holmes, as Recording Secretary.

4. APPROVAL OF MINUTES OF AGM 2007

5. BUSINESS ARISING FROM THE MINUTES

6. ALTA Awards

Honorary Life Member

Ann Craig, Chair of the ALTA Education Committee on behalf of ALTA, presented the 2008 ALTA Honorary Life Member award to Dr. Sheila Bertram. The award was presented to Colin Minor from Edmonton Public Library on Dr. Bertram's behalf and will be awarded to her at a special event in Edmonton at a later date.

Award of Excellence

President Donna Campbell, on behalf of ALTA, presented the 2008 ALTA Award of Excellence to the Blackfalds Public Library Board. Librarian accepted the award on behalf of the Library Board. An ALTA Representative will travel to Blackfalds to present the award to the Library Board at a later date.

Lois Hole Award

ALTA Honorary Life Award Winner from 2007, Yvonne Slemko, drew the Cold Lake Public Library board as this year's winner of the Lois Hole Award.

7. FINANCIAL REPORT – Colin Minor, Secretary/Treasurer

(a) Financial/Review Engagement Report 2007 presented by Yaremchuk & Annicchiarico, Auditors

Motion *to accept the financial review report as information.*

Moved: Angie Mannville, Camrose Public Library

Seconded: Roxanne Holmes, Lomond Public Library

CARRIED.

(b) Presentation of the 2008 Budget

Motion *to accept the 2008 budget as presented.*

Moved: Richard Harpe, County of Grande Prairie Library

Seconded: Don Weatherhead, Medicine Hat Library

CARRIED.

(c) Membership Fee Structure for 2009

Motion to accept the membership fee structure for 2009 as presented.

Moved: Graham Wetter, Calgary Public Library

Seconded: Eugene Adamson, Alberta Library Trustees Association

CARRIED.

(d) Appointment of auditors for financial review for 2008

Motion to appoint Yaremchuk and Annicchiaricco as auditors for 2008

Moved: Colin Minor, Alberta Library Trustees Association

Seconded: Joan MacDonald, Alberta Library Trustees Association

CARRIED.

8. ANNUAL REPORTS

(a) President – Donna Campbell

(b) Standing Committee Reports (Colin Minor, Ray Skrepnek, Marilyn Wilson, Ann Craig)

(Finance & Administration, Advocacy, Communications, Trustee Education)

(c) ALC Conference Co-Chair (ALTA) – Joan MacDonald

Motion to approve reports presented as information.

Moved: Joseph, Manning Public Library

Seconded: Honey Pell, Whitecourt Public Library

CARRIED.

9. RESOLUTIONS COMMITTEE – President Donna Campbell on behalf of Marie Logan, Chair, Resolutions Committee, announced 3 resolutions – One is included in the information package and Two are from the floor.

Motion #1: *WHEREAS* ALTA has implemented a Vote by Mail process to allow voting by conventional mail-in ALTA Elections, and *WHEREAS* the vote by mail process is cumbersome for large boards and does not provide sufficient information to make an informed decision, and *WHEREAS* a majority vote by those members in attendance at the ALTA Annual General Meeting is an appropriate way to elect officers, **NOW THEREFORE BE IT RESOLVED THAT** the decision to implement mail-in ballots for voting in ALTA elections be reversed and that voting be held at the Annual General Meeting held in conjunction with the Alberta Library Conference. **Moved:** Rennie Cauchie, Peace Library System. **Seconded:** Richard Harpe, Peace Library System.

Motion to bring resolution from the floor.

Moved: Rennie Cauchie, Peace Library System

Seconded: Mark Oberg, Northern Lights Library System

CARRIED.

MOTION DEFEATED.

Motion #2: *The Province of Alberta established the current per capita rate of \$4.29 in 1993, which is wholly inadequate to satisfy the demands of Albertans in this growing economy. The two most challenging factors contributing to our urgent needs are: Alberta's population increase is the highest in Canada; Technology has created new and advanced requirements for services and programs, and a demand for qualified staff in a highly competitive job market. Be it resolved that ALTA request the Minister of Municipal Affairs to increase the per capita grant to a minimum of \$8.00 as well as an annual increase of no less than the cost of living index effective immediately to meet the urgent needs of Public Libraries and Albertans.* **Moved:** Karen Cunningham, Medicine Hat Public Library.

Seconded: Sheila Macklin, Shortgrass Library System.

Motion to bring motion forward from the floor.

Moved: Karen Cunningham, Medicine Hat Public Library

Seconded: Dwight Nagel, Shortgrass Library System

CARRIED.

Discussion and Comment:

MOTION CARRIED.

Motion #3: BEIT RESOLVED THAT the following be included in the ALTA Bylaws as new Bylaw 12.5 "The ALTA officers, by unanimous vote, may make such editorial or grammatical changes in these bylaws as do not change their substance and meaning. These changes shall take effect upon their approval by the ALTA Board."

Moved: Melodie Stol, Alberta Library Trustees Association

Seconded: Eugene Adamson, Alberta Library Trustees Association

CARRIED.

9A. Discussion on Office and Voting Procedure. A discussion was held on voting procedures.

10. NOMINATIONS COMMITTEE – Marie Logan, Chair, Nominations Committee

Announcement of Election of the President, and Directors from Areas 2,4,6,8. President Donna Campbell presented the election results on behalf of Marie Logan. She announced the results as tabulated by two returning officers. Each area only had one nomination for Director. The following nominees are acclaimed: Area 2 Yellowhead: Honey Pell; Area 4 Marigold: Ian Morgan; Area 6 Shortgrass: Martin Shields; Area 8 Northern Lights: Carole Carpenter.

Three nominations were received for the position of President, Eugene Adamson, Natalia Toroshenko and Vic Mensch. ALTA's President for 2008 is Natalia Toroshenko.

270 ballots were cast.

Motion to destroy the ballots now that election results have been tabulated.

Moved: Judith Umbach, Calgary Public Library

Seconded: Larry Tiedemann, Northern Lights Library System

CARRIED.

11. OTHER BUSINESS

President Campbell noted the retirement of several ALTA board members: Marilyn Wilson, Eugene Adamson, Monika Cappis and Elaine Sorochan. Each will receive a Lois Hole Legacy Fund donation in their name for the library of their choice.

12. ADJOURNMENT

Motion to adjourn meeting.

Moved: Natalia Toroshenko, Northern Lights Library System

Seconded: Terry O'Grady, Calgary Public Library

CARRIED.

Meeting adjourned at 4:49pm.

ACCOUNTANTS FINANCIAL REVIEW

Will be displayed digitally at the AGM until approved by the membership. A copy will be included in ALTA's Year End Report Booklet which will be distributed to all ALTA member Library Boards by mail in June 2009.

PROPOSED FEE STRUCTURE 2009

Boards for Libraries with	Library Systems	Others
1-200 population \$40.00	Up to 100,000 \$250.00	Past Trustees \$35.00
201-5000 \$75.00	100,000 – 500,000 \$500.00	Supporters \$50.00
5001-20000 \$125.00	Over 500,000 \$600.00	Individual Members 75% of the corresponding Member Board fee as per following schedule
20001-100,000 \$250.00		1 - 200 population \$ 30.00
100,000 – 500,000 \$500.00		201 - 5,000 \$ 56.25
Over 500,000 \$600.00		5,001 - 20,000 \$ 93.75
		20,001 – 100,000 \$ 187.50
		100,000 – 500,000 \$ 375.00
		Over 500,000 \$450.00

PROPOSED 2009 BUDGET

Education Committee Report

Workshops

We are very pleased to report those areas that have participated in ALTA Workshops in 2008/2009 are:

2008

January 19 – Whitecourt

February 2 – Canmore

February 16 – Drumheller

March 15 – Wainwright

March 29 – Chinook Arch

October 25 - Morinville

November 1 – Grande Prairie / Peace Library System

November 15 - Devon

2009

March 21 – Lomond

March 28 – Camrose

April 4 – Fort Saskatchewan

To request a workshop for 2009, please contact your Area Representative. Information about workshop request is also on the ALTA web site. Please check our website for future workshop locations, workshop hosting procedures, and the forms required for holding a Workshop.

Committee Members: Carole Carpenter (chair), Ian Morgan

Communications Committee Report

The mandate of the Communications Committee is to provide ALTA members with information on meeting highlights, priority issues, information on services that ALTA provides, trustee education information, and other news of interest to library trustees. The committee has been working hard on revisiting the importance of online communication using tools such as ALTA's newly enhanced website, social networking sites like Twitter and Facebook and more email mailouts to the membership. We published two editions of the Trustee Voice in 2008/9 – a Spring/Summer Edition and a Fall/Winter edition. This newsletter is also now available in a .pdf format on our website. The committee has also revised ALTA's Handbook to make it in a smaller, more environmentally and economically friendly format and more up to date.

Communication Committee members: Honey Pell (chair), Valdene Callin

Advocacy Committee Report

Last spring and summer, we had the opportunity to partnership with LAA by responding to LAA's booklet on advocacy. The booklet has been revamped to reflect current practices and was vetted by both LAA and ALTA. It was sent to all trustee chairpersons.

Once again, the Library Book Rate Private Member's Bill 322 has been introduced to parliament. On February 25, 2009, MP Merv Tweed introduced the bill with the backing of MP Chris Warkentin. Many thanks to those libraries who sent letters of support for the bill.

Representing ALTA, President Natalia Toroshenko, Vice President Ray Skrepnek and Advocacy Chair Joan MacDonald participated in the MLA Consultation Committee fact gathering meeting on October 1, 2008 in Edmonton.

We met with three MLA's (Fred Horne, Jeff Johnson and Teresa Woo-Paw). The purpose of the meeting was to gather information from support library groups in order to strengthen libraries for the future.

There were three themes:

1. provide strong province wide library service
2. increase innovation and collaboration
3. explore ways technology can serve us better.

A number of key issues were raised. Identified was a strong need for teacher librarians to be placed back in schools. Some delegates felt that strengthening Regional Boards would help with giving equal service to all libraries in Alberta. All agreed that we could better serve library patrons if we could deliver the same standard of print and electronic resources, programs, and staffing to all libraries. So the BIG question was how was this to be done?

There was discussion of having a head librarian in Alberta or an Alberta Library. A recommendation for having collaboration between Ministries which directly impact libraries was supported. It was suggested that there needs to be a person who would act to facilitate these meetings and get dialogue going. There was some talk of TAL being the vehicle to provide equitable services to libraries. While it was agreed that a centralized service provider was desirable in that it would be cost efficient and negate duplication, all parties agreed that libraries need to retain their autonomy and guard against overt government control. That is to say, all libraries would be autonomous governing bodies.

There was a suggestion that government be involved in supplying the structure for change to occur. Within this structure, the roles of government and library related associations was explored.

Later, Ernie Ingles joined the discussion. He submitted a brief to the committee which was authored by himself and CEO Linda Cook of EPL.

To summarize the outcome of the meeting, the delegates recommended continued support for libraries, keeping the library department but strengthening it, and providing equitable access of resources to all libraries.

The resulting MLA report has been effective in gaining support for our Alberta libraries with many elected officials and has resulted in a budget item.

Did you know that over 70% of all MLA's have visited a library this summer and the library awareness has never been higher? This has translated into more funding for libraries.

Members of the Advocacy Committee have been active behind the scenes in chatting with a number of elected officials whenever the opportunity arises. It is important to keep libraries on the provincial political radar screen.

Just as an aside, I would like to draw your attention to a two session interview with Linda Cook (CEO Edmonton Public Libraries) on CKUA radio on the program "Bookmark". She was very articulate on the roles that libraries undertake and the need for sustainable funding. It is archived on www.CKUA.com under the heading "Select a Program". Look for Dec.28 and Jan 4.

Committee Members: Joan MacDonald, (chair), Ray Skrepnek

Finance and Administration Report

ALTA Term Deposits – As part of its ongoing Risk Management program, and review of sustainability, ALTA restructured its financial portfolio to ensure that project funds are managed and accounted for separately from ALTA's day-to-day operating funds. An Operating Reserve was created to ensure that ALTA can continue to operate in the event that provincial grants are reduced. The structure is as follows:

1. \$50,000 GIC which is our Operating Reserve. This is calculated as approximately 6 months of expenses for ALTA giving time for ALTA to find alternate sources of funding or make adjustments to the business plan and budget as required.
2. \$23,000 GIC - the Education Special Project Fund decided by ALTA as per criteria in ALTA policy. Interest will automatically renew at maturity unless otherwise instructed. Interest goes back into renewed GIC
3. \$20,000 GIC – this is project funding used for ALTA trustee skills development projects, and is used to cover matching funds required of most grant funding. This will ensure ALTA is able to apply for external grants as they come up and will not have to take a chance of missing deadlines while internal funding is located. This fund is reviewed annually by the Grants Subcommittee.
4. \$25,000 GIC - this is grant money for Special ALTA Trustee Projects approved by Libraries Branch. All proposals for this fund must be presented and approved by the provincial government.

Office Update – Due to some concerns about ALTA mail being misdirected or mislabelled without office on the same floor as The Alberta Library, ALTA will be renting a mailbox in the summer of 2009. We will still maintain the Sir Winston Churchill Square mailbox, but ask that all our members attempt to correspond with us through the new mailbox address. An email will go out with all of the details in the summer.

Membership – As of April 1, 2009, ALTA's membership consisted of 147 Library Boards and 6 System Boards.

Alberta Library Conference 2008 - The profit to ALTA for ALC 2008 was \$12,432.00

Committee Members: Martin Shields, Secretary-Treasurer (chair), Natalia Toroshenko

ALC Committee Report

Once again, thanks to the delegates and speakers of both ALTA and LAA, we have had a very successful 2008 conference.

There were 536 delegates (210 ALTA, 251 LAA)

The total number becomes 743 when we include the exhibitors and guests.

The online registration is working well with a minimum of glitches – this year we are going on-line with the evaluation forms – this online evaluation may give us some ideas for future conferences as it can be used not just during the conference but after as well.

A short word on the makeup of the ALC committee. We aim for a committee that is equally balanced between ALTA and LAA. But, we don't seem to be able to attract Trustees. It really is a very interesting and rewarding committee. Should you have an interest on joining us, please go to the ALC website and have a look at the positions – or better still, contact me and I can give you some information.

Thanks to ALTA members who support the conference through their attendance, through serving as session conveners, or as members of the ALC planning committee.

Ann Craig ALTA ALC Co-Chair

Resolutions

No resolutions were received at the ALTA Office before the deadline of December 31, 2008.

Ray Skrepnek, Vice President, Chair, Resolutions Committee

Nominations – Election Report

The following Nominations were received in the correct format, by the nominations deadline. In keeping with the elections process approved at the 2006 AGM, the process of mail-in ballots was put in place. Only one nomination was received for each of the vacant positions by the nominations deadline (see below), and therefore there was no vote required by mail-in ballots. The following persons were declared elected by acclamation for 2009 when nominations closed:

President Natalia Toroshenko

Director:

Area 1 Peace Ray Skrepnek

Area 5 Chinook Arch Doug Cooper

More than one nomination was received for the position of Director – Area 3: Parkland by the nomination deadline and a vote was held by mail-in ballot. The election results will be announced at the AGM.

Nominees – Director Area 3: Parkland

Valdene Callin

Annette Clews

There were no nominations received in the correct format by the nominations deadline for Director – Area 7: Metro Edmonton. Nominations will be accepted from the floor of the Annual General Meeting for this position.

Edmonton Public Library has appointed Roger Breault to represent them on the ALTA Board.

Calgary Public Library has reappointed Ann Craig to continue to be their representative to ALTA.

Congratulations to our newly elected Board!

In 2010, elections will be held for the 'even' numbered Areas – Yellowhead (Area 2); Marigold (Area 4); Shortgrass (Area 6); Northern Lights (Area 8).

Retiring Board Members

A special thank you to the ALTA Board Members who are retiring after serving their term on the Board: Marie Logan, Director – Area 5: Chinook Arch; Joan MacDonald, Director – Area 7: Metro Edmonton; Colin Minor, EPL; Donna Campbell, Past President. These members will be honored at the Annual General Meeting and by a donation in their name to the Lois Hole Legacy Fund to the library of their choice.