

Manitoba Association of Library Technicians
Annual General Meeting
May 17, 2010
Delta Hotel, Winnipeg
5:00 – 6:00 pm

MINUTES

Present: Alyssa Campbell, Fatima DeMelo, Marge Dyck, Chris Mailloux, Brian Rountree, Donna Sanders, Karen Sawatzky, Elizabeth Stregger, Catherine Taylor, Jodi Turner, Eric Wesselius

I. Call to order

Meeting called to order at 5:02 PM.

II. Introduction of the Executive

III. Quorum

11 people are present. We have quorum for a MALT AGM.

IV. Adoption of the Agenda

Brian Rountree moved to adopt the agenda. Karen Sawatzky seconded the motion.

V. Approval of the Minutes of the 2009 AGM

No minutes to be approved from 2009 AGM – there was not quorum at the 2009 annual meeting, and no minutes were taken.

VI. Executive Reports (attached)

a. President's Report

b. Treasurer's Report

i. Appointment of the auditor

- Brian Rountree questioned the need for an official audit as opposed to an external review. Alyssa will find out if it is required for our PLSB grant application.
- Alyssa Campbell moved that Routley & Co. be appointed to audit MALT's account this year. Chris Mailloux seconded the motion.
- ii. Proposed budget for 2010 – 2011
 - Question raised about MALT awards in years that MALT Student Award is not awarded since the RRC students are in the second year of their program.
 - Karen Sawatzky suggested that we create a rising star award in alternating years for someone who has graduated in the past five years. All were in favour.

c. Vice President's Report

- d. Membership Coordinator's Report
- e. Newsletter Editor's Report
- f. Webmaster's Report

Catherine Taylor moved to receive the reports as printed, with the exception of the Projected Budget, which is to be approved as amended. Chris Mailloux seconded the motion. All were in favour.

VII. Election Results

- President – Catherine Taylor
- Vice President – vacant
- Newsletter Editor – Eric Wesselius
- Secretary – Marge Dyck
- Treasurer – Elizabeth Stregger
- Webmaster – Donna Sanders

VIII. Introduction of Incoming Executive Members

- Eric Wesselius – Newsletter Editor
- Marge Dyck – Secretary
- Larry Penner – Red River College Student Representative

IX. Call for nominations from the floor for the position of Vice President

No nominations received.

X. Constitution and By-Law Amendments

- a. Amendment to By-Law article 2, number 4 discussed. Wording changed to “The same office shall not be held by the same person for more than two consecutive terms. If those persons wish to remain in their same positions, they must be re-elected.”
- b. Amendment to By-Law article 5, number 7 discussed. Wording of the first bullet point changed to “Sending out the call for nominations to the membership at least 60 days prior to the Annual General Meeting.” Jodi Turner made a motion to accept the Constitution and By-Laws as amended. Fatima DeMelo seconded the motion, and all approved.

XI. Other Business as Arises

XII. Adjournment

Jodi Turner moved to adjourn at 6:06 PM. Elizabeth Stregger seconded the motion.

PRESIDENT'S REPORT

This report is presented in two sections. The first is the report of Vanessa Sobkovich-Weibe, who was President until January 2010. The second section is the report of Catherine Taylor, who acted as Interim President from January to May 2010.

Report of Vanessa Sobkovich-Weibe:

June 2009: Lord Selkirk High School. Informal presentation of the 2009 Library Support Staff of the Year Award to Lois Mabee. New award. Presented by Vanessa.

June 18, 2009: Winnipeg School Division 1 (WSD1) Library Support Services Luncheon. Formal presentation of the 2009 Library Technician of the Year Award to Marsha Bowyer. Presented by Vanessa.

July 2009 - MLA/MALT/PLS 2010 Conference Partnership initiation. MALT executives will sit in positions for the conference and aid anyway possible to achieve conference goals. Conference positions include: MALT President - Co-Chair of Conference & Chair of Programming Committee. Vanessa held this position from July to November 2009. MALT Vice President – Conference Hospitality Coordinator. MALT Treasurer – Conference Treasurer.

October 28, 2009: Partnering with RRC for the RRC Library and Information Technology Student Mixer. A panel of Library technicians from different library sectors were assembled for sharing and questions. MALT provided the speakers, made a cash donation and put information on the mixer on the MALT website. Those who attended were RRC Library Technology students, alumni and individuals from the library community. 55 attendees.

Report of Catherine Taylor:

In December 2009, after learning that Vanessa had stepped down as President, I contacted Jonine Bergen and offered to act as Interim President. This was agreed upon by the MALT executive, and as of January 21, 2010, I stepped into this role.

Constitution & By-Law Changes. In February 2010, a Constitution Sub-Committee was formed to address the inconsistencies in the MALT Constitution & By-Laws. The committee consisted of Jonine Bergen, Donna Sanders and myself. We met on 4 March 2010. Jonine drew up the document outlining the proposed changes and Elizabeth Stregger distributed the amendments to be voted on by the membership via email on 4 May 2010.

Letter to Rural Public Libraries. In March 2010, I sent a letter by email to all of the Rural Public Libraries in Manitoba encouraging them to join MALT and help us build an association that truly represents Manitoba libraries.

Rotary Career Symposium, 7 – 8 April 2010. MALT had a booth at the Rotary Career Symposium, held at the Winnipeg Convention Centre. Thanks to Hava Salita, Chris Mailloux, Jodi Turner, and Mia Douchant for volunteering. 289 people stopped by the booth, and took brochures and/or asked questions. However, during the evening that I volunteered, most of the people who stopped by were interested in the RRC program and not in MALT. Given the expense of having a booth, the difficulty getting volunteers and the limited benefits to MALT, I would suggest that we should not have a booth in future years. We could partner with the RRC Library & Information Technology program if they initiate participation and are willing to take the lead role.

RRC Student Representatives Update. At our April 2010 meeting, it was decided that Saffron Scott would no longer be one of the RRC Student Reps on the Executive. This was due to her lack of participation. She had only attended two meetings in the 2009/2010 year, and had responded to none of the emails that were sent to her since I became the Interim President in January. The RRC students elected Larry Penner as their new representative.

MALT Library Tech and Library Support Worker of the Year Awards. This award is intended to recognize the contribution made to their libraries and the Manitoba library community. We received seven nominations for the Library Tech award, and three nominations for the Support Worker award. The winner of the Library Tech award was Edna Johnson, who chose to attend the conference. She will be presented with a certificate at the Manitoba Libraries Conference Opening Night Dinner on 18 May 2010. The winner of the Support Worker award is Colin Oakes. He is unable to attend the conference or the dinner, so his \$50 award will be sent to him by mail.

MALT Red River College Student Award. This award is handed out to a student in the first year of the RRC Library & Information Technology Program who has the highest marks in the technical courses. This year's winner was Mikaela Oldenkamp. Mikaela will be awarded \$300 for her academic excellence. The award will be presented at the Manitoba Libraries Conference Opening Night Dinner on 18 May 2010.

Manitoba Libraries Conference, 17 – 19 May 2010. Thank you to Elizabeth Stregger, Jonine Bergen, Donna Sanders, Alyssa Campbell and MALT members who served on the Manitoba Libraries Conference Committee. MALT also sponsored the session "It Ain't Over Yet: Continuing Education Opportunities for Library Technicians."

I will be attending the President's Lunch on May 19.

Ideas for 2010/2011:

Brand MALT. Update our promotional materials. Update the website and increase functionality. Develop a look that represents MALT.

Salary Survey. A survey was created by Alyssa and Jodi, but due to changes in the executive and the importance of other events, the salary survey was deferred until Fall 2010.

Record Keeping. Develop a protocol for maintaining official MALT documents.

Visioning. Embark on a process of consulting with the membership to decide the future of MALT.

Increase Membership and Visibility. Based on the response from the visioning process, seek to increase our membership and our profile.

TREASURER'S REPORT – ALYSSA CAMPBELL

VICE PRESIDENT'S REPORT – ELIZABETH STREGGER

When Fatima DeMelo stepped down as Vice President of MALT in December 2009, I contacted Jonine Bergen and offered to act as Interim Vice President. At the 21 January 2010 MALT meeting, this was approved by the executive.

Dropbox Account. Some MALT records have been lost due to computer failures or incomplete transfer of files during executive changes, so I suggested that we create an online repository for our files. I created a Dropbox account for the MALT executive, where we can store copies of our meeting minutes, newsletters, membership lists, and other important files. Now we can all access and update our files from any computer.

MALT Elections Committee. The 2010 MALT Elections Committee consisted of Alyssa Campbell and myself. I distributed a call for nominations to MALT members and posted it to the RRC Library & Information Technology Alumni Google group. I sent the resulting list of nominees and proposed constitutional amendments to MALT members prior to the AGM.

Manitoba Libraries Conference Registration Coordinator. I was part of the Conference Planning Committee for the 2010 Manitoba Libraries Conference as Registration Coordinator. I suggested that MALT financial contribution to the conference be allocated to sponsoring the session "It Ain't Over Yet: Continuing Education Opportunities for Library Technicians," presented by Karen Hildebrandt. This sponsorship was supported by the MALT executive. I wrote conference updates for the MALT newsletter. I also encouraged people with expired MALT memberships to renew their memberships to take advantage of the reduced member rate for the conference.

MEMBERSHIP COORDINATOR'S REPORT – JODI TURNER

MALT has 54 individual memberships, and 22 institutional. The available membership breakdown shows 10 student, 9 special, 3 school, and one retired member. There is an increase in the number of members taking advantage of the three year/\$60 membership.

NEWSLETTER EDITOR'S REPORT – HAVA SALITA

I thoroughly enjoyed myself acting as Newsletter Editor for the past two years. I had not been fully aware that there had been a break in the production of a newsletter for the Library Technician Association and am happy that we, myself and the board with whom I worked, could get out information to the membership. It was a rocky start at first, getting the list sorted out, who was a current member, who was interested in receiving information, what people enjoyed most reading about, but all did get done in the end. I am happy that there will be a new Newsletter Editor to whom I can pass along the torch who will no doubt come up

with a new and unique way of producing the/our quarterly paper. There will be a few months to gather up more information to disseminate among us Library Techs (as I have always called ourselves), as I had thought it made sense to distribute the newsletter throughout the year in the following way: Late August (or early September) for the new school year, November (or early December) for those getting ready to leave on winter holidays, late January or early February and early April before summer-mode kicks in.

RED RIVER COLLEGE STUDENT REPRESENTATIVE'S REPORT – CHRIS MAILLOUX

WEBMASTER'S REPORT

For the last year we have been monitoring the web site usage to see how the site is being utilized and what kind of information visitors are looking for.

Please find attached the web site usage breakdown using Google Analytics for April 2009 - May 2010.

SECRETARY'S REPORT

No report. Position vacant.

Constitution/By-Laws

ARTICLE 1 - NAME

1. The name of the Association shall be the Manitoba Association of Library Technicians, herein after referred to as MALT.

ARTICLE 2 - MISSION STATEMENT

1. MALT is a voluntary organization of personal and institutional members, operating strictly as a non-profit organization. MALT reflects the concerns of its membership throughout Manitoba in the areas of library and information services.

ARTICLE 3 - GOALS AND OBJECTIVES

1. The goals and objectives of MALT shall be:

- To advance the status of Library Technicians and library support staff;
- To be proactive in the promotion of libraries as institutions of learning;
- To promote and foster ties among individuals, groups and institutions in the Manitoba library community;
- To act as a liaison between library educational programs and Library Technicians and library support staff; to provide professional development opportunities relevant to Library Technicians and library support staff.

ARTICLE 4 - MEMBERSHIP

1. Any person interested in the goals and objectives of MALT may become a member upon payment of yearly dues as provided for in the By-laws.

ARTICLE 5 - EXECUTIVE COMMITTEE

1. The business and affairs of MALT shall be managed by an Executive Committee elected by its members.

ARTICLE 6 – AMENDMENTS

1. In order for amendments to the Constitution and By-laws of MALT to pass, they must be approved by ten percent of the membership at the Annual General Meeting. Proxy voting forms shall be distributed to the membership, together with notification of the Annual General Meeting.

1. In order for amendments to the Constitution and By-laws of MALT to pass, they must be approved by ten percent of the membership. Proxy voting forms shall be distributed to the membership.

2. Any proposed amendments to the Constitution or By-laws must be given to the President, in writing by March 15th to allow for distribution to the membership prior to the May Annual General Meeting. Such proposals may be submitted by any member of MALT.

2. Any proposed amendments to the Constitution or By-laws must be given to the President 60 days before vote and 30 days prior to allow for distribution to the membership prior to the vote. Such proposals may be submitted by any member of the MALT.

ARTICLE 7 - DISSOLUTION

1. The business and affairs of MALT shall be operated without financial gain to its members. The members shall have no financial interest in either the property or assets of MALT. Upon a resolution of 75 % of the membership, the organization may be dissolved. After the satisfaction of debts and liabilities, all funds and assets shall be distributed to other non-profit organizations whose objectives most closely agree with those of MALT.

By-Laws

Being the General By-laws of the Manitoba Association of Library Technicians (hereinafter called "MALT")
Amended by the membership at the Annual General Meeting, May 2006

ARTICLE 1 - MEMBERSHIP

1. There shall be three categories of membership:

- Personal membership shall be open to any person interested in the objectives of MALT;
- Student membership shall be open to any student currently enrolled in an approved Library Technician program, as set out by the Canadian Library Association;
- Institutional membership shall be open to any institution interested in the objectives of the MALT.

2. The membership year shall be for a one year period starting from the date of the membership.

3. Annual membership fees shall be set by the Executive. Any changes shall be voted on at the Annual General Meeting. Fees for unemployed Library Technicians and students shall be one half the amount paid by employed personal members.

ARTICLE 2 - EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of a:

- President
- Vice-President / President Elect
- Secretary / Archivist
- Treasurer
- Newsletter Editor
- Membership Coordinator
- Webmaster
- Past President (Ex-officio)
- Student Representative(s) (Ex-officio)

2. Four of the Executive Committee positions must be filled by graduates of a Library Technician course.

2. Four of the Executive Committee positions must be filled by graduates of a Library Technician course. The President and Vice President positions must be held by a Library Technician.

3. All terms of office on the Executive Committee shall be held for two years. The positions of President, Secretary/Archivist, Membership Coordinator and Correspondence Coordinator will be elected in odd numbered years, and the positions of Vice-President, Treasurer, Newsletter Editor and Webmaster will be elected in even numbered years, in order to stagger terms and provide some continuity for MALT. In order to begin staggering terms of office, the positions of President, Secretary/Archivist, Membership Coordinator and Correspondence Coordinator elected in 2007 will serve for two years with their terms ending June 2009. The positions of Vice-President, Treasurer, Newsletter Editor and Webmaster elected in 2007 will serve for one year with their terms ending June 2008. The next and subsequent terms of Office for those positions will last two years: from June 2008 until June 2010. If those persons wish to remain in their same positions, they must be re-elected. Normally, the same position in Office cannot be held by the same person for more than two consecutive years; however, a one-time exception will be made in this case.

3. All terms of office on the Executive Committee shall be held for two years. In order to provide continuity on the Executive, election years for positions will be staggered as follows:

- Even years
 - President
 - Vice President
 - Newsletter Editor
 - Webmaster

- Odd years
 - Secretary/Archivist
 - Membership Co-ordinator
 - Treasurer

In the case that a position becomes vacant, a by-election will be held.

4. The same office shall not be held by the same person for more than two consecutive years. Exceptions may be made on a one-time / per case basis if necessary.

3. The same office shall not be held by the same person for more than two consecutive terms. Exceptions may be made on a one-time / per case basis if necessary. If those persons wish to remain in their same positions, they must be re-elected.

5. In the event that the President is unable to serve his/her term, the Vice-President shall assume the duties of President and continue through the elected term.

6. Five members of the Executive shall form a quorum for the transaction of business at an Executive meeting.

7. The Executive shall approach the current Red River College Library and Information Technology class and request that they appoint two of their classmates to act as ex-officio representatives on the Executive.

8. The Executive Committee shall be empowered to incur expenses in the operation of MALT.

9. The signature of the Treasurer and one other Executive member shall be required on all cheques issued by MALT.

ARTICLE 3 - DUTIES OF OFFICERS

1. The President shall preside at meetings of MALT and of the Executive. The President shall act as MALT's representative on the Red River College Library and Information Technology Advisory Committee.

2. The Vice-President shall assume the duties of President in his/her absence or upon request. The Vice-President shall be responsible for chairing the planning committee for activities, workshops and meetings of MALT, shall act as one of MALT's representatives on the joint annual library conference planning committee and be in charge of nominations for the Executive during the Annual General Meeting.

3. The Secretary / Archivist shall record minutes of all meetings of MALT and its Executive and shall maintain the official records of MALT.

3. The Secretary / Archivist shall record minutes of all meetings of MALT and its Executive and shall maintain the official records of MALT. The Secretary will also maintain a current contact list for the purposes of correspondence.

4. The Treasurer shall collect dues, issue receipts and be responsible for all funds of MALT; keep all monies on deposit in a financial institution designated by the Executive; present a financial report at each MALT meeting. The Treasurer shall maintain all proper books and accounts of MALT for arrange for an annual audit.

5. The Newsletter Editor shall be responsible for the co-ordination, publication, and distribution of MALT's newsletter.

6. The Membership Co-ordinator shall maintain a current membership list; issue membership reminders and renewals; and provide mailing labels as required for MALT business.

7. The Webmaster shall be responsible for the maintenance of the MALT website. The Webmaster will also be responsible for maintaining the job postings on the website.

ARTICLE 4 - MEETINGS

1. The Annual General Meeting of MALT shall be held each year at a time and place designated by the Executive. The meeting shall be held between May 1st and May 31st. During the meeting all the reports of the Executive shall be presented and the election of new officers shall take place.

1. The Annual General Meeting of MALT shall be held each year at a time and place designated by the Executive. The meeting shall be held between May 1st and May 31st. Written reports will be made available to the membership prior to the AGM. Reports of the President and Treasurer will be presented at the AGM and election of new officers shall take place.

2. Other General Meetings of MALT may be held from time to time when called by the Executive giving fourteen days written notice.

2. Other General Meetings of MALT be held as necessary when called by the Executive with fourteen days notice.

3. Ten percent of the membership, including the Executive, shall constitute a quorum for transaction of business at any General Meeting and for the election of officers.

4. The Executive shall meet on a regular basis, having no less than eight meetings per year.

ARTICLE 5 – VOTING

1. One vote may be registered per membership.

2. All members shall be eligible to nominate, to stand for election, and to vote in election of officers.

3. Voting at all meetings shall be by show of hands.

3. Voting at all meetings shall be made by a show of hands. Arrangements shall be made for members attending the meeting remotely.

4. In order to enable all members of MALT to participate in the election of the Executive, whether or not they attend the Annual General Meeting, MALT shall endeavor to have a system of voting by mail for the election of Officers if required.

4. Election of officers shall be done by ballot. In the case of only one nominee for a position, that person will be declared elected.

5. In cases where there are no nominees for a position, nominations will be taken from the floor at the Annual General Meeting and election for the position will take place at the meeting.

5. In a case where there is no nominee for a position, nominations will be taken from the floor at the Annual General Meeting and election for that position will take place at the meeting. If no nominees come forward, the Executive has the responsibility to fill the position.

6. Each eligible voting member shall have one vote for each Executive position and the candidate for each office receiving the highest number of votes cast shall be declared elected.

7. The Election Committee shall notify the membership at least 30 days prior to the Annual General Meeting of the election. The Vice President and one executive member shall serve as the Election Committee and be responsible for distribution of the nomination forms. Each form shall list the positions to be filled at the election.

The Vice President and one Executive member shall serve as the Election Committee. Duties of the Election Committee are as follows:

- Send out the call for nominations to the membership at least 60 days prior to the Annual General Meeting;
- Receiving the nomination forms;
- Creating and disseminating ballots;
- Receiving and counting ballots;
- Notifying the membership of the elections results.

8. The Chair of the Election Committee shall be ineligible to vote in any election under his/her supervision, unless there is a tie vote, in which case the Chair shall cast the deciding vote.

ARTICLE 6 - GUIDELINES FOR PROFESSIONAL DEVELOPMENT CONFERENCES

1. The President or a designate of MALT shall attend the Canadian Library Association Annual Conference to participate in seminars concerning Library Technicians. The President (or designate) shall represent the views of MALT in any CLA Council decisions which influence Library Technicians. When financially possible, MALT will sponsor a member of the executive to attend the CLA conference once in a two-year term of office.

1. When financially possible, the President or a designate of MALT shall attend the Canadian Library Association annual conference once in a two-year term. The President (or designate) shall participate in seminars concerning Library Technicians and represent the views of MALT in any CLA Council decisions which influence Library Technicians.

2. Finances permitting, the President (or designate) may also attend one other library related seminar or conference. REMOVE this article.

3. As far in advance as possible, the MALT representative shall request maximum financial support from his/her employer to attend the Conference. A copy of this request shall be kept on file by MALT.

4. Expenses incurred by the MALT representative in attending the CLA conference in excess of employer's funding will be paid by MALT. A maximum amount will be set annually by the Executive Committee to cover conference registration fees, transportation and accommodations.