



MLTA Newsletter

Manitoba Library Trustees Association
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www.mlta.ca

October 2013

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*We welcome volunteers for
any Board positions. Contact
Donna K. if you are interested
or have questions.*

*Our aim is to have
representation from across
the province.*

You are invited to attend

Manitoba Library Trustees Association Annual General Meeting

**Tuesday November 26, 2013
5:00 – 6:00pm**

***Pioneer Room, Brandon Keystone Centre
Held during the Association of Manitoba Municipalities
Convention***

This year's agenda includes approval of revised constitution, setting our budget, and election of officers.

Our aim is to have a larger Board of Directors with representation from across the province. **We encourage each Library Board to select a member of their Board to join us on the MLTA Board of Directors.** This was the practice years ago, resulting in many more Directors on the MLTA Board.

2013 MLTA Board of Directors

Chair – Donna Kormilo, Brandon kormilod@mymts.net
Western Manitoba Regional Library Board

Past Chair – Marvin Plett, Winkler mp@mymts.net
Deputy Mayor, City of Winkler

Vice Chair – (vacant) **Secretary** – (vacant)

Treasurer – Dave Walker, Erickson carol.dave.walker@gmail.com
Parkland Regional Library Board

Members-at-large:

Diane Bazin, Notre-Dame-de-Lourdes dbazin@sfm.mb.ca
Fédération de bibliothèques des municipalités bilingues du Manitoba
(FBMB); Bibliothèque Père-Champagne

David Chung, Winnipeg dchung62@gmail.com
Winnipeg Public Library Board

Ted Klassen – Altona tedkla@gmail.com
South Central Regional Library Board

To promote and foster the advancement of public library service



**Manitoba Library Trustees Association
Annual General Meeting
Tuesday November 26, 2013 5:00 – 6:00 pm
Pioneer Lounge Keystone Centre, Brandon**

1. Welcome and Introductions
2. Adoption of the agenda
3. Adoption of Minutes of November 27, 2012 AGM
4. Greetings and remarks from special guest(s)
5. Chair's Report
6. Financial Report
 - a) Financial report 2013 including approval of 2012 auditor's report
 - b) Proposed budget 2014
7. Selection of Auditors
8. Membership Report
9. Working Group Report re: libraries associations in Manitoba
10. **Approval of changes to the Constitution and By-laws**
11. Nomination Committee Report
12. Elections
13. Award presentation
14. Wrap-Up
15. Adjournment



Every Chairperson's dream . . .



**Royal Society of Canada Expert Panel on the
Status and Future of Canada's Libraries and Archives**

The Royal Society of Canada has established an eleven-member international expert panel to investigate the status and future of Canada's libraries and archives. A key element of the panel's work is to hear from Canadians generally about the value they place on libraries and archives, the services they receive and expect from these institutions, and the ways digital technology is transforming our knowledge universe. They also want to hear about the challenges currently being faced in determining and delivering the services expected by Canadians.

The panel has invited groups with mandates to support libraries and archives to make submissions to the panel.

Representatives from MLTA will be appearing before this panel in Winnipeg on Saturday October 19, 2013, 11:00 am, at the **St. Boniface Public Library** located at Provencher and Taché. Our presentation will be put onto the MLTA website after that date. For more information contact MLTA Chair Donna Kormilo.



Monday May 12 – Wednesday May 14, 2014
Winnipeg – Delta Hotel

What sessions would you like to see offered?

- For Boards and trustees
- For library managers and staff

The program committee has already started its work. **Let Donna Kormilo, MLTA Chair, know of what you would like to see as part of the program.** She is on the programming committee.

If you/your library system would like to be a presenter for one of the sessions, contact Donna Kormilo by November 1 for a “Submission of Session Proposal” form. This would be an opportunity to share some of your expertise and success stories with others.

kormilod@mymts.net



Canadian author Gail Bowen signing books after doing a reading at the Virden Branch of the Border Regional Library on September 20th. The organizers of the “Thin Air” Conference in Winnipeg arranged her visit.

Manitoba Library Trustees Association

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Did you know that . . . ?

• **Travel Subsidy for Staff and Trustees to Attend Provincial Conferences**

The Manitoba Public Library Services (PLS) Branch encourages public library staff and trustee participation at provincial professional development conferences and once again we are pleased to extend a travel subsidy for municipal and regional public libraries attending the 2014 Manitoba Libraries Conference. Registered participants can claim mileage at approved provincial government rates for **50% of travel costs** for one staff member and one library trustee per library system. For library systems north of the 53rd parallel, **75% of travel costs** for one staff member and one library trustee per library system are covered.

Library staff or trustees with questions about this subsidy can call PLS directly at 1-800-252-9998 for more information.

• **Changing Youth**

The October 2013 issue of CLA’s *Feliciter* is available on-line. The theme of the issue is **Changing Youth** and includes some excellent info and ideas for this age group, as well as “where libraries need to go”.

http://www.cla.ca/feliciter/2013/5/Feliciter5_Vol59_FINAL.pdf

Check out West Vancouver Memorial Library and their recommended apps

<http://wvmyouth.tumblr.com/>



Library Activity in the Province

What is your library/board proud of? What projects are underway/just completed? Send your info and photos to manitobalibrarytrusteesassn@gmail.com

PROPOSED CHANGES TO MLTA CONSTITUTION AND BY-LAWS

(The proposed changes have all been underlined.)

Summary of Changes

- Reorganizing constitution, by-laws, policies and procedures into one document and deleting redundancies.
- Gender neutral language. E.g. "Chair" replaces all "Chairman".
- Updating procedures to reflect current practice. E.g. Objectives, fee structure, duties of officers.
- 3 new articles: 13: Limitation of liability. 14: Remuneration of officers. 15: Dissolution

Once approved, the revised constitution will be sent to a professional typist to reformat into a consistent style.

Our current MLTA Constitution and By-laws can be found on our website in the "About MLTA" section.

<http://www.mlta.ca/about-mlta-2/construction-and-bylaws/>

PROPOSED REVISED MLTA CONSTITUTION

Article 1: NAME

The name of this organization shall be known as the Manitoba Library Trustees Association. (MLTA)

Article 2: OBJECTIVES - The objectives of MLTA shall be:

- 2.1 To promote and foster the development of libraries in Manitoba.
- 2.2 To foster changes in government policies to libraries in Manitoba.
To promote library awareness in Manitoba.
- 2.3 To provide opportunities for the exchange of ideas, experience and challenges amongst library trustees and interested groups in Manitoba.
To provide for the exchange of ideas and experiences amongst members and interested groups through conferences and library publications.
To develop channels of communication with other provincial, national and international Library Associations in order to share information and ideas.
- 2.4 To promote a better understanding of the duties and responsibilities of Library Trustees.

Article 3: MEMBERSHIP

- 3.1 Institutional membership: every Public Library Board in Manitoba.
- 3.2 Individual membership: open to anyone interested in fostering library development in Manitoba.
- 3.3 Corporate membership: open to any firm, corporation, or organization interested in library development in Manitoba.
- 3.4 Honorary membership: the Executive has the right to bestow an honorary membership upon any individual who has made an outstanding contribution to the development of library service in the province.

Article 4: VOTING PRIVILEGES

- 4.1 A paid up Institutional membership gives each trustee the right to vote and the right to hold office in MLTA.
- 4.2 A paid up Individual membership gives the person the right to vote and the right to hold office in MLTA.
- 4.3 A Corporate membership gives the organization one vote, but not the right to hold office in MLTA.
- 4.4 An Honorary membership gives the person honoured the right to vote, and the right to hold office in MLTA.
- 4.5 Only members of the Board of Directors vote at Board meetings.
- 4.6 MLTA Board members and representatives of paid up memberships have the right to vote at the MLTA AGM.
- 4.7 The Chairperson of the meeting only has tie-breaking vote privileges and therefore does not take part in general voting.

Article 5: FEES

- 5.1 The annual fees for each class of members shall be such as the Board shall, by resolution, decide. If the annual fee is altered, notice of the resolution shall be mailed to all members six weeks prior to the annual meeting and the resolution shall be subject to ratification by a two-thirds vote of the members present at the annual meeting.
- 5.2 Fee structure will be determined on a pro-rata basis. Changes to the fee structure shall be subject to ratification by a two-thirds vote of the members present at the annual meeting.

Article 6: FISCAL PERIOD

The fiscal year shall be January 1st to December 31st.

Article 7: EXECUTIVE - The Executive of MLTA shall consist of:

- 7.1 Immediate Past Chair
- 7.2 Chair
- 7.3 Vice-Chair
- 7.4 Secretary
- 7.5 Treasurer

Article 8: BOARD OF DIRECTORS

- 8.1 The Board shall consist of MLTA's Executive together with no more than 12 other members elected as Directors. Each member of the Board will serve a two-year term, and no officer of the Board of Directors may hold office for more than three consecutive terms.
The Director of Manitoba Culture Heritage and Tourism Public Library Services Branch, or his/her designate, shall be an ex-officio member of the MLTA Board.
- 8.2 The governing body of MLTA shall be known as the Board of Directors (herein called "the Board"), in which shall be vested the charge and control of MLTA's affairs, funds, and property. The Board may hire such employees as may be required from time to time to operate MLTA.
- 8.3 The Board shall be selected in the following manner:
 - a) The immediate Past Chair shall be a member of the Executive by virtue of having served as Chair of the organization. All other members shall be elected.
 - b) At the first Board meeting of the year, the Board shall appoint a nominating committee consisting of three MLTA members in good standing.
 - c) The Nominating Committee shall submit to the annual meeting names of members in good standing prepared to be candidates for the Executive and Directors whose term of office is about to terminate. As well, the Nominating Committee shall submit names of members in good standing for any vacancies that may occur on the Board. Consent of the nominee must be obtained.
 - d) One half of the Directors shall be elected each year so that the terms of office of half the Directors terminate each year.
 - e) In addition to the nominations presented by the Nominating Committee, a nomination of any member in good standing may be made from the floor of the annual meeting. The nominee's consent must have been obtained.
- 8.4 A vacancy occurring on the Board or Executive shall be filled by the Executive, such officer or director to serve until the next annual meeting. Any such appointment is to be effective immediately.
- 8.5 New officers and directors shall take office at the end of the annual meeting at which they are elected.

Article 9: DUTIES OF OFFICERS

- 9.1 All Board Members shall be interested in public library and Board matters and be willing to contribute ideas, opinions and questions to discussions and news items for our newsletter and/or website. Board members shall share any information gleaned from municipal, provincial, federal or other communities that may be relevant to the activities of MLTA.
- 9.2 The Chair shall:
 - a. Exercise general direction over MLTA's affairs/the Board's business;
 - b. Call and preside at all MLTA meetings;
 - c. Prepare and distribute an agenda prior to each Board meeting;
 - d. Organize the Board for maximum effectiveness through its committee structure;
 - e. Provide orientation for new members of the Board;
 - f. Be a member of the Canadian Library Association Trustee Network, or appoint a representative from the Executive to act in his/her place; and
 - g. Prepare an annual report.
- 9.3 The Vice-Chair shall:
 - a. In the absence of the Chair, act in his/her place; and
 - b. In the event of a vacancy in the office of the Chair, shall succeed to that office.
- 9.4 The Secretary shall:
 - a. Update each Board and individual members current contact data;
 - b. Arrange for MLTA monthly meetings and teleconferences;
 - c. Distribute meeting notices to the Board;
 - d. Arrange for the specific details of the Annual General Meeting and distribute the AGM meeting notice along with other paperwork to the membership (i.e. agenda, proposals for change of constitution, audit report, all other reports);
 - e. Produce and circulate and keep record of all meeting minutes;
 - f. Once approved, the minutes are to be signed by the Chair and Secretary;
 - g. Keep record of all correspondence of the MLTA Board;
 - h. In consultation with the Chair, conduct correspondence as required on behalf of the MLTA Board; and
 - i. Keep track of supplies necessary- letterhead; envelopes, etc.;

- 9.5 The Treasurer shall:
- a. Receive, record, and deposit all financial transactions using generally acceptable accounting practices;
 - b. See to it that all Board members are reimbursed as required, and that all bills are paid with proof by way of receipts, that are kept on record;
 - c. Keep current the matter of signatories to cheques;
 - d. Keep Board informed as to any changes relating to bank matters;
 - e. Provide necessary forms for provincial grant, and submit grant application;
 - f. Conduct annual membership renewals;
 - g. Provide regular membership reports to the monthly meetings of the Board;
 - h. Provide a monthly financial statement at Board meetings and an annual summative year-end report for the AGM;
 - i. As directed by motion at AGM, make the arrangements for the audit and see to it that the financial records are provided for the audit, and then report the results to the Board; and
 - j. In consultation with the Chair, provide a draft budget for consideration at the AGM with comparison to actual and previous draft budget.
- 9.6 The Past Chair shall:
- a. Chair the nominating committee; and
 - b. Be available as a consultant to the Chair and the Board.

Article 10: MEETINGS

- 10.1 The MLTA Annual General Meeting shall generally be held each November in conjunction with the annual fall conference of the Association of Manitoba Municipalities.
- 10.2 A six week notice to all members to be mailed to all members and all public library trustees in Manitoba.
- 10.3 The Board shall meet at the call of the Chair.
- 10.4 Quorum
- a) For a Board meeting, a minimum of 50% + 1 of the number of directors shall form a quorum for the transaction of business. A quorum of directors may exercise all the powers of directors. In the absence of a quorum, no motions except for adjournment can be passed, but reports can be presented.
 - b) For the Annual General Meeting, the number of MLTA Board directors + 2 shall form the number for a quorum for the transaction of business. If a quorum is not present at the opening of a meeting of members, the persons present who are entitled to vote may adjourn the meeting to a fixed time and place but may not transact any other business.
- 10.5 Approving motions
- Questions arising at any meeting of the Board shall be decided by a majority of votes (i.e. greater than 50% of those in attendance).

Article 11: SIGNING OFFICERS

- 11.1 The executive shall prescribe the manner in which agreements, letters, and other documents shall be signed.
- 11.2 All cheques or orders for payment require two signatures, of three or four designated Board members, one of which should be the treasurer.
- 11.3 The Treasurer is authorized to endorse cheques, drafts, money orders or other negotiable instruments for deposit.

Article 12: AMENDMENTS

This constitution may be amended by a two-thirds vote of the members, in good standing, present at a general meeting provided that notice has been mailed to each member at least three weeks prior to such meeting.

New Article 13: LIMITATION OF LIABILITY

Except as otherwise provided in the Constitution, no director or officer for the time being of MLTA shall be liable for:

- (a) the acts, receipts, neglects or defaults of any other director or officer;
- (b) any loss, damage or expense happening to MLTA through the deficiency of title to any property acquired by or for MLTA;
- (c) the deficiency of any security in or upon which any of the moneys belonging to MLTA shall be invested;
- (d) any loss or damage sustained by MLTA from the bankruptcy, insolvency or tortious act of any person, firm or corporation, including any person with whom or firm or corporation with which any moneys, securities or effects shall be lodged or deposited;
- (e) any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealing with any moneys, securities or other assets belonging to MLTA; nor
- (f) any other loss, damage or misfortune whatever which may happen in the execution of the duties of his/her office or trust except those resulting from his/her failure to exercise the powers and to discharge the duties of office honestly and in good faith with a view to the best interests of MLTA and, in connection therewith, to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

New Article 14: REMUNERATION OF DIRECTORS

- (a) The directors as such shall not be entitled to any remuneration whatsoever, but they shall be entitled to be paid travelling and other expenses properly incurred by them in connection with the affairs of MLTA.
- (b) Notwithstanding Section 14(a), the Executive Committee may, in special circumstances, exercise its discretion to cause an honorarium to be paid to a director who, in the unanimous opinion of the Committee, has provided services to MLTA that are beyond the normal scope of a director's duties and are deserving of compensation.

New Article 15: DISSOLUTION

In the event of the dissolution of the MLTA, and after the payment of all debts and liabilities, the remaining assets of the MLTA shall be distributed to such other non-profit organization whose objectives most closely accord with those of MLTA as determined by the Board at dissolution.

RESOLUTION PROCEDURE

RESOLUTIONS:

- 1. Resolutions concerning policies and practices of the Association, or any matters falling within the formal objectives of the Association may come from Public Library Boards or Trustees with voting privileges.
- 2. Resolutions must be presented to the Chair of the Manitoba Library Trustees Association, in writing, at least one month prior to the Annual General meeting.
- 3. A Resolution should be complete.
- 4. A Resolution should address one topic only.
- 5. All terms should be readily understandable.

FORM to be used:

RESOLUTION
SUBJECT:
Sponsored by:.....(name of Board or Trustee)
Moved by signature
Seconded by signature
BE IT RESOLVED: