LTAIG Board Meeting - January 8th, 2012
via Vyew, 6:45pm - 8 pm

Attendees: Tamarack Hockin, Mary Afonso, Jen Pride, Jeffrey Libby, Stephen Karr, Shanna Meunier, Heather Duff, Ashley Van Dijk, Linda Roberts, Anita Thompson, Vaunda Dumont, and Sandra Cole.

Regrets: Ash Lavoie, Liza Capdecoume.

Notes: Ashley Van Dijk, Linda Roberts, and Tamarack Hockin

Due to unforeseen technicalities, there was a maximum of 10 people allowed in the meeting room at a time. This resulted in a switching of participants during the meeting.

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1. Updates

Mentoring Update: Tamarack
- Winter 2012 session has started. This session runs January 2 to March 12
- Four matches have been made, one is pending
- LTAIG Mentoring will be rolling into a larger BCLA-wide program. Launch for BCLA program is anticipated to take place at the BC Library Conference (10-12 May, 2012).
    - Read about this in BCLA's ED Missive, September 2011
    - Tamarack & Amy Ashmore (BCLA) will be presenting a session entitled *Speed Mentoring for Library Professionals* as part of the conference launch.
- *Stephen:* Intention to host Speed-Mentoring workshop at Langara (similar to the workshop held at UFV in spring, 2011). Susan Burdak (Langara Program Chair) is currently working with Langara's Alumni Association
    - Mary: Steve Abrams is coming in the spring, maybe then?

Accreditation/Credentialing: Jeffrey and Tamarack (*Jeffrey's mic not working*)
- Letter has been sent in support of Christina Neigel's bid for accreditation
    - View the letter on the website:
    Archives -> Other Documents -> Letter Supporting Accreditation
    http://www.bcla.bc.ca/Documents/Accreditation_CNeigel.pdf

Continuing Education: Shanna
-Shanna and Mary have been in touch; hoping to meet soon
    - More expressions of interest came after the AGM
- Projects/Goals: In house workshops, 1-2 this year
    - Interviewing Skills is a possible topic with a lot of interest
- Linda offered to contact a professional skills trainer by email to Shanna
- Discussion board threads have been posted; average10-12 per month.
- *Action:* Stephen to follow-up with more Facebook and Twitter postings.

- ***Action:*** Shanna to contact BCLA Continuing Education committee to see what resources and help they have to offer

Salary Survey: Vaunda and Sandra (Sandra spoke)
- Salary Survey 2011 has been completed. A copy of the results have been sent to LTAIG
    - View the 2011 Salary Survey on the website here:
      Archives ->Surveys -> 2011 Salary Survey
      http://www.bcla.bc.ca/ltaig/2011-Survey/2011-LTAIG-Salary-Survey.pdf

Petition for Section Status: Sandra
- Currently have 88 signatures (will need to be verified for valid membership)
- ***Action:*** University liaisons [Jen & Jeffrey]: Push for student signatures, students are eligible for free BCLA membership. Sandra will send out the petition again
- View the proposed constitution and print a copy of the petition on the website:
  http://www.bcla.bc.ca/LTAIG/page/section%20campaign.aspx

Association Working Group: Tamarack
- Google Group formed after AGM
- Petition for section status is only current initiative
- Future plans: Investigating alternatives to BCLA for BC LTAs

Work Plan: Linda and Tamarack (*Linda's mic not working*)
- Work Plan is a shared timeline of all LTAIG events, meetings, projects milestones, and other deadlines.
- Linda is updating the 2012 LTAIG Work Plan document
- The document will be public so everyone can view it, see who is doing what, or where they may have an interest in helping out.
- The document will be online so it can link to other key documents that it references (such as the Salary Survey and Petition)
- Currently there is no determined time of completion.
- ***Action***: Linda and Tamarack to ensure launch of document before next board meeting.

Publications: Mary
- BCLA Browser deadline for next issue is coming up (Jan 20, 2012)
- Leanna (BCLA Browser Editor) is keen for student submissions
- The BCLA Browser has updated its focus and scope, as well as it's submission guidelines. See more about The Browser at the website:
  http://bclabrowser.ca/index.php/browser/about
- Mary's noticed that roughly 90% of submissions seem to be based on the author attending a conference
- Tamarack asked if Mary's talked to Jeffrey and Jen regarding student submissions. Mary talked to Jeffrey, and Megan is interested but so far hasn't submitted anything. She will touch base with Jen.

Blog: Heather
- Holiday-themed header last month
- New header to launch (design courtesy of Liza)
        - Heather will put the new up and see how everyone likes it
- Posting on Facebook when new posts are up
- Always open for more contributions

Website, Forum, and Social Networks: Stephen
- LTAIG Board 2011-2012 document has been uploaded.
    - View the PDF on the website here: http://www.bcla.bc.ca/About-Us/LTAIG-2011-2012-Board.pdf
- Reference Tools idea has been postponed after talking with Christina Neigel
- Discussion Forum: pretty quiet other than Shanna. Posts are encouraged.
- Facebook is seeing a lot of traffic on the Wall
- LinkedIn: started in October with 11 members, it is now at 32.
    - Many are from other countries; is this an advocacy opportunity?
- Will replace current LTAIG logo with new one once it is chosen
- Amanda has asked to discontinue her role in the Communications Committee.
    - *Action:* Stephen to reconnect with Ash L., especially with regards to Twitter.

Careers: Mandi and Amanda (*update via email*)
- Job postings are still going up on the LTAIG discussion board:
  http://ltaig.proboards.com/index.cgi?board=employmentopportunities
- Mandi has compiled a Word doc of the Job Opportunities pages on all the post-secondary institutions' websites, and is planning to expand to include public, school, special, etc.
- Anticipated creation of a designated careers email address (e.g., ltaigcareers@gmail.com)

Logos: Liza (*unable to attend due to technical glitch. Tamarack spoke*)
- Liza has drafted a number of designs for an updating of the LTAIG logo
    - New LTAIG logo to be launched soon.
- Liza has drafted similar logos for LTAS (pending approval of section status).

Report Post-AGM: Tamarack
- A closing report on the LTAIG 2011 AGM was submitted. View on the website here: http://www.bcla.bc.ca/Documents/LTAIG-2011-AGM-Project-Close-Report.pdf
- A recommended work plan for the 2012 AGM was submitted. View on the website here: http://www.bcla.bc.ca/Documents/LTAIG-2012-AGM-Recommended-Work-Plan.pdf

2. New projects/business
Question re, Salary Survey
Vaunda: It would have been helpful to have the previous salary survey's analysis/ spreadsheet/s while analyzing and writing the current results, do we have them? Shanna helped with the previous survey and may have material still. Agreement that it will be helpful for Vaunda to have previous analysis (if possible) in order to help create some guidelines for future survey committees to use during the survey analysis process.
Action: Vaunda & Shanna to collaborate on a 'how to' guide, forward material to LTAIG's secretary for future salary surveys.

BCLA Conference 2012
The BC Library Conference will be May 10-12, 2012 in Richmond. *Program planning committee (BCLA) will not be organizing pre-conference sessions. Intent is for sections, committees, and interest groups (SCIGs) to host their own meetings or workshops.*
Stephen suggested maybe Richmond Public Library for venue.
Action:
- Shanna & Stephen to start a Discussion Board thread for ideas and suggestions for membership. *Update*: *Visit the thread here,* http://ltaig.proboards.com/index.cgi?board=committeemeetings&action=display&thread=196
- Shanna to start a Google Group for Continuing Education, where planning for pre-conference (social and/or workshop) will take place.
- Tamarack, Shanna, Stephen to follow-up project planning

3. Closing
- Frequency of meetings: **Decision**: Quarterly meetings for LTAIG board.
  Tentative schedule for 2012:
  - 15 April
  - 22 July
  - AGM: Canadian Library Support Staff Day in October (date TBC)
- Method of meeting: April meeting will use Ellumniate. Vaunda has access.

NEXT LTAIG BOARD MEETING: April 15th, 2012.