

**SLANZA National Executive Face to face meeting minutes 23- 24
August 2003
National Library Christchurch**

PRESENT: Judi Hancock, Jill Barker, Louise Robbie, Liz Probert, Jenny , Gerry Judkins, Pauline McCowan , Margaret Forbes (Sat am only), Jill Stotter, Andrea Thomson, Adaire Hannah, Niki Waterhouse, Jill Stotter, Glenda Fortune

APOLOGIES:

Judi Hancock (Saturday am)

John Kenny (Saturday pm)

AGENDA

1. Welcome to new members
2. Matters Arising from previous minutes 24 !! 25 May 2003
3. Membership report (Margaret)
4. Regional reports
5. National Information Strategy (Liz)
6. Conference Report and AGM (Judi, Margaret)
7. NZEI Visitor (Jennyth Spence , Ann) Advocacy
8. SLANZA Awards (Andrea, Louise)
9. 3M Award (Judi)
10. SLANZA Website and future developments (Pauline and Andrea)
11. Business Cards (Adaire) Letterhead(Judi)
12. Financial Report (John)
13. National Library Report (John)
14. PER:NA Report (Adaire)
15. Selecting Book Awards Judge(Judi)
16. LIANZA Report (Andrea)
17. Newsletter (Adaire)
18. General Business

Meeting opened 10.10 am

1. Welcome to New National Exec members

1. Niki Waterhouse Regional rep for Aoraki
2. Gerri Judkins Regional rep for Waikato/Bay of Plenty

2.Matters Arising

Many were noted to be covered later in the agenda

· **Regional reports** !! discussion re oral vs written and variations in regional reporting both in newsletter and on website . **Decision:** that regional reports to NE be in written format . Secretary given e-versions for minutes. Please take care not to repeat material from previous reports.

· Add to minutes of 24 !! 25 May that other regions gave oral reports (Glenda)

!! send Andrea modified minutes for website

MOTION: That the minutes of 24/25 May be accepted as true and correct (with this one modification) **PASSED**

3. Membership Report (Margaret)

As at 22/8/03 there are 615 current members on the database with a few still to come from the post box / receipt system.

Region	Total numbers	May figures
Aoraki	133	114
Auckland	165	141
Central	69	58
Otago/Southland	34	30
Tai Tokerau	52	51
Waikato/BO	83	66
Wellington	76	61
International	3	1
Totals	615	522

Issues

1. SCIS requested a check on school which had claimed Slanza membership for a staff member when purchasing their services. I processed the list and sent it back to Trish Nathan for her to action. I believe she has contacted some schools and asked them to check their Slanza membership as I have had several enquires about lapsed membership.
2. Last year membership money and forms received after 1st October were credited to be members for 2003. Is it the wish of NE to continue this?
3. I would like to be able to send a reminder notice to very Slanza member by mail. Can we afford this? Email will take a lot more work.
4. Before we send out or publicize the enrolments for 2004 it would be good to firm up that we want the descriptors to be put into the categories we decide on. Eg, library assistant, librarian etc. This will then simplify the statistics about who belongs.
5. Printing and postage for members + newsletters sent after the close of date for the ACE posing. I have submitted a bill for the photocopying and postage. Each time there have been about 40 + new enrolments or reenrollments to send out. I do not plan to send out any more duplicated newsletters after the end on this term, until the next newsletter is processed.

Thank you for your cooperation with Membership requests. I have ceased to be a NE member but I would like to say thank you to you all for your friendship. I am willing to continue to maintain the database (without serving on NE) as long as someone else does not want to take it over. Margaret Forbes

- Regional reps given respective membership print out . Master copy to President
- Membership applications are still arriving
- Discussion handling mid year enrolments since SLANZA membership is for calendar year.

MOTION

Enrolments after 1 Oct will be given membership gratis for the rest of that year along with membership for the following year. To be recorded as subscriptions in advance for audit purposes. Moved Margaret Seconded Jill **PASSED**

- Margaret to prepare an invoice for membership renewal (by AGM) to be sent to all existing members early Feb each year as a reminder to renew subscription. Include in that mailout a précis chart of what SLANZA has achieved - (Jill and Liz to look at maybe ref 3M chart)
- Regional responsibility to distribute membership info to all schools (not just members) !! could be included in National Library Focus Newsletter mailouts
- Need to standardise job definitions on enrolment form - put link on on website (Andrea) Refer Page 11 July 2003 Newsletter
- Margaret to send electronic file for address labels to Otago, Waikato, Te Tokerau Regional reps

Judi gave both a personal and SLANZA vote of thanks to Margaret for all her hard work on behalf of SLANZA NE both regionally and Nationally
APPLAUSE

4. REGIONAL REPORTS

Tai Tokerau (Jenny Wilson)

Far North.(current regional organisers)

- In good heart with 2 successful Kate de Goldi seminars in T2 in KeriKeri and Kaitaia and Garth Rodda is booked for T3 after school session on newspapers etc in Kaikohe
- T4 planning a Sat seminar 8 Nov at KeriKeri High !! school archives, with National preservation Officer from NZ Archives and NLNZ, hands on session making books, , demo of the new art of scrap booking and a session with English and social studies TEAM solutions advisers on creating and presenting in the time, continuity and change strand

Tai Tokerau South

- Have had seminar in conjunction with Children's Literature Foundation and the Writers Group- very successful combined event

Auckland (Pauline Mc Cowan)

- June 7th Maori and Pacifica Alive in Avondale College. Just on 50 people. Robert Sullivan read to us. Enjoyed being read to especially by the author. Alice Heather spoke about Maori resources , Rosetta Reti, Simanu Manager Tupu Youth Library in Otara, Booksellers also on site. Draw for conference attendance. Letter of appreciation to College Principal
- Committee meeting June 27 but not enough people for quorum so communicated with committee by email
- Committee meeting July 25 planning for Sat Library Trail / open day on 30 Aug. 17 schools will have library open 9.30 !! 1.00pm Pri, Int and Sec in different areas of Auckland Reviewed questionnaire and suggested that we also have it reviewed by stats teacher @Lynfield College. Questionnaire posted to 507 schools in Auckland region 18 Aug and responses are rolling in.
- Karen Hiirst library @linfield.school.nz is happy to share questionnaire with

other regions

- Building a database and collated info will be shared with NE !! could form the basis for national database of library related info if other regions follow this model

- T4 meetings will be report backs from Conference

Internet Safety Group

- Conference held 9- 12 July. Much media coverage. Proceedings available on the net.

- Now working with counsellors re cyber life of students

- Issues of bullying by texting etc addressed .

- Also noted positive use of cell phones on field trips for photos and note taking

- Some interest from school in developing policies re cell phone use

Waikato/ Bay of Plenty (Gerri Judkins)

Our 2003 AGM, held at Kaitao Middle School, Rotorua on Friday 25th July was well attended.

Louise Robbie, SLANZA † s Central Region Chairperson, spoke about the advantages of NZEI membership, the importance of improving professional recognition and creating an accurate job description using terms from the NZEI Collective Agreement. She also stressed the benefits of promoting the school library and an annual appraisal, done in the library where achievements can be seen. Her conference presentation Trumpet Blasts and Fishnet Stockings will be a must-see!

A panel of speakers presented professional development opportunities; Jean Mansfield from ACE talked about their support staff course; Geraldine Parker from Kaitao Middle School explained the Open Polytech library qualifications and Anne Watt from Whakatane Intermediate submitted information about the Christchurch College of Education Children † s Literature course.

Afternoon tea sponsored by RAECO was followed by the AGM. Linda McCullough, who stepped down as Chairperson, was thanked for all the work she has done for SLANZA in the region, and nationally, during these formative years. Gerri Judkins from Southwell School was nominated as the new Chairperson. Committee members are: Linda McCullough, National Library; Gail Cochrane, National Library; Geraldine Parker, Kaitao Middle School, Rotorua; Rebecca Smith, Forest View High School, Tokoroa; Grania Trott, Whakatane High School; Mary-Jane Revington, Gisborne Boys High School; Carolyn Harrowfield, Otumoetai College; Jan Stobie, Tokoroa Intermediate School and Pat Osman, Tauranga Intermediate School.

The Committee will be busy in the coming months organizing the 2004 National AGM which will be held at St Peter † s School, Cambridge on Friday 16 July. The Waikato Children † s Literature Association is having a seminar the following day, 17 July, at Southwell School.

- Discussion re trades people at a 1 day conference @ Waikato Target specific local trades and limit the number .

- Would it be possible to hold both the CLA and SLANZA 1 day events at the

same venue? Southwell School

Gerry to check with Linda re booking at St Peters Cambridge and possibility of cancellation

Central (Louise Robbie)

Members of SLANZA Central extended their congratulations to Sheryn Smith and Lynn Heath who were reimbursed their registration fees to the Powerful Partnership conference.

Central's day of professional development for regional members was held on June 7th at Te Manawa Science Centre, Palmerston North. The turnout was excellent. Feedback from participants gave a very positive thumbs !! up to the day's programme and signaled the need to continue with professional development in our region.

A proposed get together with Taranaki school library staff scheduled for Saturday August 16th was sadly postponed. The idea behind the get together was to establish a local interest group of members in surrounding Taranaki schools and to promote the role and vision of SLANZA. The regional committee hopes to re-schedule this meeting for term one of 2004.

The Central AGM will be held at 5.15 PM on Tuesday 16th. September at the National Library School Services, Palmerston North. The AGM will be preceded by drinks and nibbles and conclude with a dinner at a local restaurant.

My thanks to Central members, to RAECO for their sponsorship and to the Committee for their continued hard work and support. Louise Robbie, Chair, Central Region

- Need wider understanding of the different roles of NL and SLANZA
- Newsletter to be sent to the 69 SLANZA Central members over next few weeks inviting them to AGM
- Louise to continue in her role for 2004
- Glenda to look for SLANZA Central AGM report to send to Gerri

GENERAL DISCUSSION re Advocacy

- Use Adaire's 3 fold brochure
- Use 3M award poster to give history of SLANZA
- Need personal anecdotes and stories re advocacy to add to website

Wellington (Adaire Hannah)

- Next meeting 11 Sept !! Penny Carnaby to speak !! Future of Libraries followed by AGM
- Adaire uncertain re continuation on NE
- Email used extensively for communicating with members in this region
- Strategy for seeking new members !! each person on regional committee are assigned an area / set of schools to visit personally and meet with library staff
- Assigning specific tasks and responsibilities to particular committee members

- T4 Planned for Conf report backs: ASLA, Penny Moore Durban, SLANZA !! Chch , Adaire report back on visits to Melbourne schools.

Aoraki (Margaret Forbes - handing over to Niki Waterhouse)

- 12 people attended a Sat seminar on Developing a Library web page
- Good attendance at AGM combined with seminar on Who do we buy from? Resolution to write to Whitcoulls re their business card account for schools just offering 10% if they purchase more than \$5000 where before they were getting 15- 20 %
- Committee has grown from 8 to 14
- Top O the South Held a very successful seminar Library and Literacies !! Vince Ford Guest speaker !! Many non members attended
- Need to decide how to divide up Raeco regional money within the region
- T4 16 Oct meeting planned either at New South City Public Library or at New City Art Gallery

Southland / Otago Jill Barker

- Held a meeting with NL Advisers in Catlins
- Members showing little interest in getting together
- NCEA Training day planning a Librarians lunch (SLANZA / BLISS
- Current Educational review of Otago and Southland schools is creating stress (10 !! 15 schools to close)

5. NATIONAL INFORMATION STRATEGY / LIANZA & Issues relating to

- General discussion re the way information literacy is seen in schools and the way that role of the library is not seen as central by all players
 - Research Discussions are under way with Penny Moore and National Library !! Judi looking for guidance from NE re areas for research as per previous email
 - Key area is the need to show evidence of how the library makes a difference to student learning. HOW? Already have NZCER, Penny Moore workshop at conference . Library staff need the tools for measuring student learning outcomes. SLANZA could help by developing assessment models to use.
 - Need to get recognition in ERO reports of library † s role in info literacy and ICT skill development across the curriculum across the curriculum across the curriculum across the curriculum but they need guidance also
 - Need a clear definition of information literacy (on website) !! not all sectors have the same understanding
 - 2 parts to the research a) What is happening now (baseline data)
 - b) Two years later to show the difference
 - Needs to be related to staffing
 - Suggested a course in information literacy for school library staff (not just teachers)- possibility of this being offered on-line through ACE
- RESEARCH SUB GROUP** to drive this Liz (Team Captain), Gerri, Pauline, Adaire, Jill Barker, Margaret, Jill Stotter, Glenda Fortune . Team task to develop a research proposal and costings

Recommendation: That pre-service teachers are trained in information literacy, ICT skills and children † s literature

- Concern expressed that there is currently no legislation or compulsion to have a school library !! ensuing discussion re how an effective school library happens !! Key factors: Principal † s vision and support, Dedication and advocacy of library staff, ERO report and inclusion of library in reports, Digital Horizons- booklet plus video
- SLANZA needs to offer papers at Principal † s conferences and to have a voice at Principals cluster groups on a regional level
- Need for a generic document as a guide Look for specific eggs of Principal † s voices

MOTION That SLANZA approaches Principal † s Associations re presenting papers at their conferences re the role of the library in today † s schools and te impact on student learning

PRINCIPALS ADVOCACY SUB GROUP - Aoraki based !! Glenda, Niki plus others

6. CONFERENCE REPORT !! (Judi)

- Registrations have closed (full) !! 220 !! 237 registrants Some day registrations
- Tim Snyder is on verge of confirming that he will come as keynote speaker in place of Gary Hartzell !! for the same fee- very generous . Tim is from Colorado- an administrator and strong advocate for school libraries . Workshop choice delayed awaiting his confirmation
- Need to register workshop selection asap due to numbers limitations in computer labs
- Display areas are full and majority are paid up. Conference organiser has done all the work in this area. Trade display people are very excited re attendance.
- Need to consider mechanisms for staying in touch with trade marketers !! seeking sponsorship etc
- Dave Speedy (Raeco has been particularly helpful)
- NE name tags will have coloured ribbon as identifier !! also regional committee members will be identified in name badges
- Some NE arriving on the Sunday evening to help
- Ensure !! how to organise a conference checklist is available for future committees
- NE to sing a waiata at the opening Me He Manu Rere
- Overview of conference programme tabled
- Sunday Night NE preconference get together
- Tim Snyder is confirmed for conference keynote in place of Gary Hartzell

AGM Agenda (Judi to check order of proceedings)

- Head count (Gerri)
- Welcome (Judi)
- Apologies
- Minutes 2002 AGM
- Matters arising
- Treasurers report
- Membership report
- Constitutional changes eg 2 yr term of exec ref May f2f minutes
- President † s report

- Elections of officers !! president elect, secretary
- Introduction of NE
- Farewells to NE members (Linda, Margaret, Jill, Glenda, Adaire?)
- Handover
- Other business (Liz)

NB New NE to hold a meeting at conference after AGM 5.00- 5.30
 Determine most economical venue and dates for future NE face to face !!
 maybe Wellington?

NOMINATIONS AND AGM NOTIFICATION

- Glenda to design a form
- Margaret to organise mailout in the next week
- Nomination form on Website (Andrea)
- AGM notification and call for nominations on School Lib Listserv (Judi)
- Talk to Regional Committees for nomination s for Secretary and President Elect

7. NZEI Field Officers Jennyth Spence and Ann Harte

- Presented to NE their ideas re advocacy for school library support staff (notes given to NE)
- Our biggest challenge is the need to serve the varying groups within our membership !! Professional, fully qualified sole charge library staff as well as teachers as well as untrained teacher aids
- Main issue is how librarians are funded in schools
- Need numbers as school library staff are a minority group within overall support staff who are in turn a minority group in overall NZEI membership
- Looking for standing orders in NZEI council altering the way school libraries are staffed getting funding not from operational grant
- Need to encourage members to join NZEI and attend branch meetings and make their voices heard as NZEI can only act on what members request
- New support staff rep is Neil Hammond. Speaking at conference
- Other groups for lobbying !! include STA, MIN of Ed , PPTA , Secondary School Principals Association
- 2 years until the new support staff agreement !! get members to meetings 6 months out from collective agreement time when reference groups are being formed
- Need a consolidated approach that is consistent in all regions
- Possible model is that of Occupational Therapists and Physiotherapists who have a qualification with outside verification. They successfully argued a separate pay scale separated out from operations grant and won such things as the school paying their professional fees
- Need to research possible funding models for different levels of qualification as in degree and diploma and certificate groups. Maria Stubb (Wellington) 12th floor NZEI recently employed specifically for research re funding models 3 and 4 . Visiting Chch in Sept .
- Get together a group to meet with Maria in Christchurch
- Need a basis for the argument to be argued eg What do we want !! pay and conditions Salaried scale !! instead of hourly rate !! professional groups are usually salaried.

- Need to push for qualifications and ensuring that they get remuneration for qualification gained . Currently no payback for level 6 qualification
- Want pay and conditions that acknowledges that we are a professional group - a difficulty within our group with the wide variety of qualifications . Many SLANZA members are highly skilled but untrained staff !! need a funding model that acknowledges them
- Discussion re where to start first !! possibly secondary but there is an overall wave of school staff undertaking qualification training through the Open Polytechnic. (not just secondary
- Best way to decide is to put something on the table of primary teachers salary scale Start with data to lobby - so you can argue on a substantive basis.
- Separate steps added (range of rates) in the Associate scales (not just admin)
- First step ensure that in current support staff agreement that there is no doubt that people who work in school libraries are on grade C. Need specific wording and task descriptions in job description - align wording with agreement. In consultation in Jds are a way out for shifting staff to Grade C .
- Getting from B to C - finance , staff responsibility , Job is graded not the person . Initiative and discretion in their job . !! Jd should reflect that.
- Reiterated importance of job description and performance appraisal systems for support staff. NZEI has some supporting documentation for both re NZEI Support Staff manual in all schools
- Agreement has an annual revue !! employer needs to be doing it !! otherwise they are in breach of the collective employment agreement.
- Appraisal being done by Exec Officer in many school. Ask for it to be done with Principal / Senior management so that you might get their ear !! employee 's choice about an appropriate person.
- People to go to for help: NZEI site rep , Staff rep on BOT -- policy on performance management. TL /TLR can also be an advocate for their team.
- Appraisal date is often anniversary date - annual increment date !! automatic reminders not now happening Need to lobby to reinstate automatic reminders for support staff annual increments.

SUMMARY : What we need to do

Agreement on what exactly are we looking for

Qualifications !! diff levels

Look at support staff agreement

Encourage NZEI membership

Lobby outside organisations

Members to go to branch meetings

Go to Ed spokes person for political parties

2 years from now members to attend and lobby reference group meetings

leading into negotiations for the next collective employment contract

ADVOCACY SUB GROUP

Glenda , Adaire, Merilyn? , Louise to follow up on NZEI suggestions . Assign each group member specific roles

- NZEI are currently holding briefings for support staff themselves and for people implementing their agreements.

- Important that the members accept some responsibility for their higher professional status themselves
-
- Vote of thanks to Jennyth and Ann. Glenda to organise flowers .

8. SLANZA AWARDS (Louise and Andrea)

Draft Awards documents tabled , discussed and modified

1. SLANZA Awards Committee
2. SLANZA Award of Merit Literacy !! Criteria
3. SLANZA Award of Merit Information Literacy !! Criteria
4. SLANZA Award of Merit Research !! Criteria
5. SLANZA Award of Merit Marketing !! Criteria
6. Certificate of Appreciation
7. Certificate of Recognition - + nomination form

HUGE Thank you to Andrea and Louise APPLAUSE

- Work in progress - sketches for certificates etc still to be done
- Awards !! at the dinner Reconfirm at conference closing with retrospective fanfare

Certificates/ stationery/ colours are all part of a printing package

AWARDS COMMITTEE

Andrea (Chairperson), Louise approach outgoing NE , Linda, Margaret and Jill, also a notable outsider- brainstormed outside representative . Jane Edgar (Judi to phone to invite her to be part of committee)

- SLANZA will cover airfares and accommodation for 1 face to face meeting per year

- Suggestion : That official SLANZA letters of appreciation be sent annually to school Principals in recognition of their support for SLANZA NE members in their respective roles . To go to new NE members and annually thereafter . Give a brief outline of SLANZA purposes etc

- Certificates of appreciation for the Conference Committee from NE at conference
- All others go through the Awards Committee
- Send letters of thanks/ appreciation to Christchurch City Library and Wellington City Library and Rangitikei Ruru

9. 3M AWARDS (Judi)

- Judi tabled awards booklet and posters
- Tabled letter commending our application but advising that we had not won a place
- Thanks to Judi (Jill and Liz) for all their work preparing our application
- Put on website NOW
- Noted the need for a 5 year SLANZA birthday celebration
- Chart to be sent to members !! see earlier point to govt with invoices
- Send each region an electronic copy !! to use for promotional purposes (Judi)

10. WEBSITE (Andrea)

Andrea tabled a copy of website stats indicating that the website is well used

- Need photos: NE members , regional events Photos not used for newsletter could be used on website
- Give one person from each regional committee a designated responsibility for contribution to website
- Regions send in 1 photo per event
- Plea for up to date info from regions !! not equitable coverage and Webmaster can only post what she is sent. Regional responsibility to keep regional sites up to date eg Committee changes
- Suggested urls needed
- Info re subscribing and unsubscribing to schoollib listserv
- Dreamweaver 5 being installed
- In future webmaster could be a paid position
- THANKS to Andrea for all her work on website **APPLAUSE**

ARCHIVES

- Develop an archive link on Website for AGM minutes
 - What are we doing as a National Body? What do regions keep !! in what format?
 - Discussion re what different regions are doing
 - o Auckland has kept a scrap book include Fliers, finance , minutes, photos
 - o Central: folder
 - Policy that regions are responsible for keeping their own archives
 - Pauline to draw up guidelines for regional archives: What to keep, how to keep it etc.
- Some suggestions : 7 year financial records needed Glenda to check with John re how long records need be kept under the statute of limitations and other legal requirements
- Workshop at conference
 - NL is archiving our website
 - Glenda to get someone regionally to help organise NE archives - maybe put on CD ROM Glenda and Pauline to liaise

SUNDAY

9.00 || 2.00

11. BUSINESS CARDS / MEMBERSHIP CARDS (Ataire)

- Why !! enable members discount with suppliers !! proof of membership
- Previously emailed samples discussed and preferred layouts identified
- Who will prepare them? -The person doing the processing. We pay s/o to clear mail box and process membership
- Send with membership receipt
- March will be the main run, catch up runs once per month after that
- Matching colours with stationery
- Ataire will redesign and send to all for consensus in Word
-

Letterhead (Judi)

- In negotiation with Toltech re letterhead

- Technical difficulties with colour /design
- Get a paint chart and choose the colours you want for accuracy !! printer samples are not absolutely accurate
- Discussion re preferred option
- Judi to make final decision

12. FINANCIAL REPORT (John)

- Final audited accounts 2002 were tabled in readiness for AGM
- Outstanding Jo Grant, Sue Marshall !! Wellington Conference figures needed for the auditor
- Almost late filing accounts for Incorporated Society !! have not yet had AGM due o later date of but these ac have been lodged with them
- Bill from accountant yet to come
- Registered for GST separately for conference
- Must have personal copies of financial report for all attendees at AGM
- Some regions could look at establishing a savings ac with regular contributions

THANKS to John APPLAUSE

Where we are at 20 Aug 2003

Since the last meeting the following accounts and expenses have been paid:

Date	Payee	Description	Amount
22 May	E Hancock	Membership Processing	87.50
25 May	J. Barker	Meeting Expenses	360.20
	J. Hancock	Meeting Expenses	252.00
	A. Hannah	Meeting Expense	94.80
	L. McCullough	Meeting Expense	224.00
	J. Wilson	Meeting Expense	311.60
	L. Robbie	Meeting Expense	202.00
	P. McGowan	Meeting Expense	157.59
	L Probert	Meeting Expense	395.20
	J. Stotter	Meeting Expense	50.00
	L. Probert	Accommodation Allowance	50.00
	J. Barker	Accommodation Allowance	50.00
	A. Hannah	Accommodation Allowance	50.00
25 Jun	J. Hancock	Stamps	40.00
	Rangi Ruru	Stationery	21.58
	School Supplies	Stamps	129.99
	A. Thomson	Meeting Expenses	186.00
23 Jul	A. Thomson	Reimbursement !! domain name	304.78

24 Jul	F. Waterman	Membership Refund	40.00
20 Aug	NZ Post	PO Box Rental	125.00
	Rangi Ruru	Envelopes	21.59

MOTION

That the tabled accounts be approved for payment Moved Jill Seconded Pauline **PASSED**

- Paying accounts as we go ref previous minutes \$500 thresh hold before NE prior approval
- Raeco Sponsorship Payment of \$400 to be made to all regions at end of Oct after all Raeco money has come in to Treasurer
- Miscellaneous \$10 000 transferred to term deposit
- Now have 3 sep lots of money on term deposit 4-6 %
- John to check why columns do not add on expenditure

13. NATIONAL LIBRARY REPORT (John)

1. First Meeting with ERO has occurred we felt the meeting was positive and work has commenced on the terms of reference for the joint project
Question: Will there be consultation with wider library community? !! John to find out.
2. School Services Reorganisation !! changes in responsibilities, greater emphasis on electronic development !! virtual reference service project
3. National Library Act, recently passed , now specifically includes School Services securing its future. The Act will enable the Library to move into new territory by clarifying the important place the Alexander Turnbull Library holds within the National Library and by widening the scope of legal deposit. We have been provided with the opportunity to develop a view of the library of the future by developing a digital library strategy.
4. Advisory Development Project- Advisory Services being reorganised into teams to align fully with Guidelines Also working on getting greater national consistency for course delivery etc
5. Library recognises the need to re-develop its website, which is crucial for school services being able to develop appropriate structure and content.
6. The Hamilton CIS has now been completely absorbed into Auckland.

Question :What are the electronic services that are referred to ?

- Discover Arts- Social Sciences
- Advisory !! modular advice packages available on line
- Dealing with Sun Microsystems to develop an on line reference service for students and teachers in co-operation with Min of Ed, TKI and Public Libraries (cf Ask Now in Australia) for students and teachers
- Not necessarily giving the answers but places to go and look

INDEX NZ schools appreciate its availability

14. PER:NA (Adaire)

8. Adaire is SLANZA rep on both Te Puna Strategic advisory Committee (generalist) and PER:NA (specifically looking at collaborative purchasing of electronic databases within NZ Libraries
9. Website link from SLANZA front page
10. Graham Coe has indicated schools cannot afford consortium fee.- need to get Min of Ed involvement on behalf of schools to enable a cheaper rate. Schools would be subsidised by other libraries
11. Fiona has put up sample databases on school lib listserv looking for feedback. Encourage members to respond
12. General electronic databases that every library will be able to use !! not necessarily covering specialist areas
13. Oct / Nov signing agreements
14. Chch school library staff are trained to create library cards for students on behalf of Christchurch City Libraries . Would like to see the same in other centres. Does highlight geographical inequities
15. Adaire to talk to Geraldine
16. LIANZA issue - that City Council Libraries work as a team re websites etc
17. Rate payers are carrying the costs

Motion : That Adaire continue to represent SLANZA and schools on the on PER:NA Committee Moved Andrea Seconded Jill **PASSED**

15. SELECTING NZ POST BOOK AWARDS JUDGE (Judi)

- Refer to previous email sent to NE from Judi calling for nomination of a SLANZA representative on the Book Awards judging panel
 - Expressions of interest from Louise, Jill, Pauline , Judi
 - We need a process for selecting people for situations such as this
- Put name forward, Secret ballot in future
- Jill Stotter † s name to go forward in this case
 - Pauline attended the Booksellers forum in May 03 Tabled notes from this meeting.
- Discussion was around reviewing the NZ Post Childrens book awards processes. See website

16. LIANZA Report (Andrea)

- Ikaroa Regional LIANZA Award given to Louise for raising the profile of the library and information literacy in her school
- Request for SLANZA rep on LIANZA Conference organising committee for 2005 in Auckland
- Auckland region to find a rep
- SLANZA should have a representative on the LIANZA council !! they meet every 2 months !! maybe for 2 days
- Good role for President Elect - Louise already on Ikaroa LIANZA Committee
- Judi has written to Lisa Tocker has had letter back to agree but it needed to go to NE !! has not heard back yet
- LIANZA has approx 116 SLANZA members as institutional members. About 4 personal members
- Judi to follow up with Mirla for further discussions about a SLANZA representative on the LIANZA council.

17. NEWSLETTER (Adaire)

Publication of the last newsletter was difficult

- Need for people to meet deadline to enable Editor to do layout
- Must assign people at regional meetings to take photos and send with captions
- Improve quality of paper maybe by having it printed - move to pagemaker (2004)
- Need an editorial
- ACE sponsors copying costs :\$264 Envelopes , \$455 Copying, \$145 Folding and envelope insertion Average approx \$900 per newsletter currently . Liz to check continuing ACE sponsorship. Liz can arrange circulation through ACE. SLANZA can pick up cost overrun
- Need so to take over from Liz as Editor. Anyone on Wellington Committee to co-opt to be editor? Adire to ask Wellington Committee
- New editor to take over for 2004. Adaire happy to stay with layout BUT people need to stick to deadlines
- Some reports repeat things from previous reports need new material in regional reports

T4 Newsletter

- after conference
- done the old way- ie Copy to Liz - then to Adaire for layout and proof reading
- Deadline Friday Nov 21 (send membership renewal with it plus 3M chart as central spread in newsletter)

Content for T4

- SLANZA Conference :Each NE member to be delegated responsibility to report on specific conference areas for newsletter eg at least 1 person to each keynote
 - o Overview - Louise
 - o Tim Snyder Niki
 - o Jane Gerry
 - o Penny Liz
 - o Lyn Hay Pauline
 - o Include Anecdotes Snippets and comments from evaluation forms send to Felicity Ferret (Louise)
 - o Sponsored people to write comments
- Please send copy to Andrea who is doing a report for Library Life
- Report from ASLA Judi, Andrea, Liz, Adaire
 - Penny MOORE Durban

18. GENERAL BUSINESS

Research Ideas || Feedback for Geraldine Howell (Nat Lib) ref email from Judi

- National Library are undertaking research into impact of Info Landscape in NZ Schools Seeking suggestions for areas to be included in the research . Jill S has responded by email
- Need for Evaluation tools is high priority
- Info literacy needs to be taught right through the school system !! not just at NCEA level
- Ref Australian review of the research (Australian) on ASLA website
- Recent edition of Many Voices for speakers of other languages re

Helping NESL students with research . Points out that there are different standards in different subject areas leading to confusion

- Liz has had a response to her letters to NZQA re NCEA stating that they will be reviewing it after Level 3 has been put in place.
- Current reviews have been sent to all subject areas but it did not address the research process.
- Research is not compulsory in English - marks the product not the process.
- Social science have it done well.
- Blooms is the flavour of the moment
- ACE has exit standards for ICT but these include info literacy

Items for agenda at next NE meeting (Louise)

1. Principals conference conclusions
 2. Qualification Certificate for school librarianship -
- Liz reported that ACE is revamping courses specifically for school library staff on line Have asked for feedback

Judi on behalf of NE offered HUGE thanks to Jill Stotter (retiring from NE at AGM) who has gestated and birthed SLANZA and been a key person in getting it established on a firm foundation **APPLAUSE**

Meeting closed 1.06 pm
Minutes by Glenda Fortune

ADDENDUM

from a special pre conference NE meeting at Rangī Ruru School 21 Sept 2003 attended by Judi, Liz, Niki, Pauline, Jenny, Glenda, Louise as a quorum

- Agreement to pay \$100 to the past treasurer as an acknowledgement for services rendered to SLANZA over and above the call of duty.
- **MOTION:** That the past President be specially acknowledged at the AGM with a gift - the amount to be decided by the incoming NE .
Moved by Liz Probert Seconded by Pauline **AGREED**