

SLANZA National Executive Face-to-Face Meeting Minutes 28-29 February 2004 National Library Auckland

Present

Liz Probert (President), Jill Barker, Judi Hancock, Adaire Hannah, Gerri Judkins, John Kenny (Treasurer), Pauline McCowan, Louise Robbie, Andrea Thomson, Niki Waterhouse, Jenny Wilson, Johann Williams (Secretary).

Apologies

All present

Agenda

- Welcome
- Apologies
- Agenda (and dinner numbers)
- Previous minutes and matters arising
- Membership (report from Margaret)
- Financial - John
- Loss of Louise
- Regional reports - Gisborne/ East Coast situation – Andrea
- National Library Report – John
- LIANZA Report – Andrea
- Newsletter- Adaire/ Liz
- Web page – Andrea
- Jill Stotter to present
- 2004 Conference - Gerri
- 2005 Conference update – Pauline, Liz
- SLANZA awards – Andrea
- Archive Policy - Pauline
- Business cards – Adaire/ Judi
- PER:NA – Adaire/ Liz
- VRSS – Liz
- Whitcoulls – Liz
- Access schedule and requirements
- National Information Strategy and research subgroup – Gerri
- How will we let teachers know about new services esp. VRSS and PER:NA

Welcome

The meeting opened at 10.10am with a welcome from Liz

Minutes of the Teleconference 6.00pm Thursday 27 November, 2003

These had been circulated by e-mail

Approved

Moved: Judi Hancock

Seconded: Niki

Waterhouse

Matters Arising

Draft policy for archives needs to be discussed. National Executive Minutes and key minutes such as AGM minutes from the regions should be archived. The regions need to be guided.

What do we want people to archive?

Where should they be kept?

How should they be kept? (Electronic or hard copy)

2003 Conference Update:

The final total for the 2003 Conference is still not available as there is still some money to come in from Island Journeys and GST, to be offset by a photocopying bill from Rangī Ruru, \$5,000 seeding money and a possible tax bill. The Conference Organiser, Eddy van Til estimates a profit in the region of \$19,000, although John Kenny indicated this could be optimistic as there is still the question of whether we need to pay tax. He has paid provisional tax to 31 March 2003.

John Kenny also raised the question: should we have professional accountants handling SLANZA's finances?

Judi Hancock's SLANZA document is available in colour version on the website. This link should go in the newsletter.

Membership

Margaret Forbes had emailed her report to Liz, as well as a draft version of the SLANZA Membership invoice.

Membership stands at 650 with about 150 to come.

The following changes were recommended for the invoice:

Heading should read: SLANZA Membership Renewal 2004

Bullet points in front of first two statements

Remove: Please Post..... statement (address on bottom of form)

SLANZA banner above Invoice box

Double sided with application form.

Margaret

Forbes

Margaret Forbes' position as membership secretary was discussed. Niki Waterhouse has offered to take over the work if Margaret is too busy. Niki will discuss this with Margaret.

Adaire will revise the pamphlet on SLANZA for new members.

Adaire

Hannah

Each region needs to identify schools with no members

The Contact List for National Executive members was circulated for corrections and updating.

Financial Report

John Kenny spoke to this.

31 December 2003

\$10,021.78 showing as deficit is the amount transferred to term deposit.

\$13,233.80 SLANZA Conference expenses not yet repaid.

26 February 2004

\$5,760 transferred back in- seeding money for the Christchurch Conference.

RAECO sponsorship money still to come

\$1,261.84 – terminal tax to IRD

Term deposits are currently being renewed every three months.

Conference monies don't appear as they are held in a separate Conference cheque account. The final returns from the Christchurch Conference should be available for the end of the financial year.

All monies, including the Conference, will show in the full end of year audit report from Horrocks McNab Ltd.

Audited accounts from all the regions need to be in to John Kenny by 31 March, 2004.

Top of the South Question: Their AGM, for which they produce audited accounts, is in November. Do they need to have separate audited accounts for the March returns? There are regional guidelines for regions in similar situations. Top of the South is under the banner of Aoraki, and their accounts need to be incorporated in the Aoraki accounts as a sub-region.

Travel receipts for National Executive to John Kenny for reimbursement.

Louise Robbie

Louise has taken up a new position as Liaison Information Librarian at UCOL in Palmerston North, and while she can continue to be a SLANZA member, she is unable to continue as President Elect.

The National Executive congratulated Louise on her new appointment.

Louise spoke about issues that have arisen with her resignation from Manawatu College. Two teacher aides have replaced her! This, and correspondence with the Principal and BOT highlighted the need to reach principals.

Adaire Hannah felt that an article for the newsletter could be made out this situation worked around interviews with Louise, the Principal and BOT.

ERO project report is still not through.

It is difficult to get evidence of how school libraries improve student learning. Individual student reports are a powerful tool. Ross Todd's research results are out and online.

Replacement of Louise as President Elect:
Gerri and Niki declined nomination.

Motion: That Johann Williams be appointed President Elect

Passed

Moved: Judi Hancock

Seconded: Niki

Waterhouse

Regional Reports

Aoraki: Niki Waterhouse

Niki reported that she, Judi Hancock, Marilyn Smaill, and Kathy Graham had presented a session to the Canterbury Westland Principals' Association using a handout, "The Evolving School Library". Principals were asked to brainstorm the question "*What do you do in your role as principal to ensure that the library continues to meet the changing informational needs of your students?*"

Issues that arose included:

- Employing people prepared to up skill
- Teachers not competent to do research in relation to NCEA
- Supported TLs

The Digital Horizons- IT Strategy for skills, 2002-4, revised Dec 2003, was discussed.

Southland: Jill Barker

Jill reported that the AGM would be held in Dunedin, and Bridget Schaumann would be her probable successor.

Threatened school closures in the south were affecting morale. All the schools in Invercargill were under review, with 11 set for closure. Jill's school had no budget set for books this year because of the school review.

Wellington: Adaire Hannah

On March 17 Fiona Rigby (EPIC, formerly known as PER:NA) will facilitate a session at Wellington College showing how the databases can be used to research particular topics.

National Library staff will help run this course for teachers where they will demonstrate and give opportunities for access to the databases. EPIC will allow access for 20 simultaneous users from one institution. Libraries need to push teaching and use of electronic databases.

Wellington has been working on job descriptions for the committee in order to spread the jobs around.

Kim Baguley looks like Adaire's probable successor.

Central: Louise Robbie

Focus has been towards the Miniconference.

Joyce Richards has agreed to replace Louise at the AGM on June 30.

Andrea went to a network meeting attended by 20 people at Spotswood College, New Plymouth, where she promoted SLANZA.

The Gisborne/ East Coast situation was discussed. Different places look in different directions.

Andrea Thomson recommended that the region for each place be defined (Waikato, Bay of Plenty or Central), and that SLANZA should link with the National Library advisers to disseminate information.

Waikato: Gerri Judkins

Focus has been on the upcoming Miniconference.

A regional luncheon was held on 14 February in Tauranga, and this was a chance to discuss plans for the AGM and Miniconference, and to promote the attendance as keynote speakers of Owen Marshall and Paul Jennings.

The Waikato/ BOP AGM was set for Saturday, 12 June at a Hamilton school and will have an "Information Literacy" focus.

Gerri raised the question: Will the National Executive pay the regions the \$500 subsidy in 2004?

It was agreed that this subsidy was ongoing. Together with the RAECO sponsorship, each region should receive \$900.

Auckland: Pauline McGowan

The focus of the AGM will be meeting the needs of non English-speaking students.

There were compliments for the latest edition of the newsletter.

Many of the members of the Auckland Committee are on the 2005 Conference Committee.

Pauline will stand down as chairperson of the committee at the AGM.

Tai Tokerau: Jenny Wilson

25 March: David Hill will speak at the AGM.

19 June: professional development day on the 398s with the National Library.

There will be a charge of \$15.00

26 June: Book and wine evening at Storytime Books

Term 4 is out.

19 February: library network meeting. Jenny Wilson spoke about SLANZA using Judi's chart.

SLANZA is networking with the Tai Tokerau Reading Association.

There will be a seminar in May at Kamo Intermediate.

Jenny has been working in close association with the community library. This has received considerable funding from the ASB.

Andrea Thomson recommended that Jenny nominate the ASB for a citation.

National Library Report: John Kenny

168 libraries are participating in the EPIC project to date.

550 schools are registered for INNZ online.

VRSS: online librarian project is still under discussion.
ERO project: awaiting a response by the end of March.
Te Patakataka: there are difficulties and cost associated with reprinting this.
Forrest Press may not give permission for another printing as it is outside the OCLC guidelines.
SCIS: there are still issues of affordability with SCIS.
The Southland Centre closed at the end of December and has been transferred to Christchurch. School Services have been reorganized into North, Central and South. Advising officers report into these three areas.

LIANZA: Andrea Thomson

LIANZA put out a review for comment and SLANZA was seen as one of the threats. Schools appear to be joining SLANZA and not LIANZA, despite the fact that they can have a school membership.
Part of the review was a proposal for operating on a business model. This was not seen as practicable because of the volume of voluntary work.
NZ Libraries could be online.
LIANZA launched a \$5,000 award for research.
2004 the LIANZA Conference will be in Auckland.
2005 the LIANZA Conference will be in Christchurch.
Andrea's term with SLANZA is finishing. She recommended her replacement be a SLANZA/LIANZA member. There was discussion about using this as an opportunity to build a bridge with public libraries.
Any suggestions of possible people should be forwarded to Liz or Andrea by mid April, and the LIANZA Council would ratify an appointment in July.

Newsletter: Liz Probert

The last issue at 22 pages was the biggest for ordinary postage. Adaire felt that it is now too big a job for a volunteer, and there is a need for a professional to handle editing and layout.
Publisher files take up a huge amount of space on a home computer and there is a problem getting copy in.
All copy needs to go through for layout at the same time.
If we produce two newsletters a year, the costs will increase (c. 800 copies)
Adaire and Judi will get quotes for layout, printing etc. based on 12-16 pages, and a cover with SLANZA's colours on the letterhead. **Adaire**

Hannah/ Judi Hancock

Louise Robbie volunteered to take over the role of editor for 2004 in conjunction with Liz Probert. **Louise Robbie**

Web Page: Andrea Thomson

Any file for the web page need to be in PDF or HTML format, not Word.
Photographs should be jpg files.

Andrea no longer has the time to maintain the web page. Judi recommended Niki as a replacement. This was agreed to. Andrea and Niki will liaise to manage the transition.

Louise Robbie congratulated Andrea on her work. This was endorsed with acclamation.

Niki Waterhouse

Jill Stotter: Why have a school Library

Jill had asked to speak to the National Executive.
Her power point presentation looked at the areas:
How can a school library add value to a school?
Why think about these issues now?

Actions

Information leadership

If we do nothing?

SLANZA Vision.

Discussion:

Where should SLANZA have influence? Need to work with school library teams. Teaching professionals need to be involved. Need to be involved at tertiary level as our students move there. Principals need to attest to the value of TLs. Need to PR with principals.

ICT needs to be part of the learning framework.

SLANZA should be presenting at NAVCOM- this is justified by the Digital Horizons document.

ERO is pushing essential skills. "Purposes" are being explored for the NZ curriculum.

Should SLANZA put forward an appropriate model?

We need to demonstrate added value to learning.

SLANZA needs to look at:

Presenting at NAVCOM

Ross Todd's Evidence based work

Teaching Institutions

An article in Principals Today.

2005 Conference: Liz Probert

The committee has been set up and the control path plan has been organized.

Venue: The Sheraton Hotel has been booked for July 11-13, 2005.

Cost: has not yet been set.

Theme: Literacies- eyes to the future

Event organizers: a contract has been arranged with Contio CMC. \$5,000 seeding finance was approved at the last teleconference.

2004 Miniconference: Gerri Judkins

Theme: Libraries and Literacy- a one-day professional development event with AGM

RAECO has donated \$500 towards the morning tea.

World Book has donated \$500 to cover the costs of Owen Marshall.

Registrations to Gerri- will be acknowledged by email or post.

2 venues: SLANZA at St Peter's School, CLA at Southwell School.

Paul Jennings: will talk on his book "The Reading Bug". The cost of his transport from Australia is being shared with Penguin and the other costs come to \$1,000.

Sponsors are Raeco, World Book and Penguin, with a display from Wrights Bookshop and support from the National Library.

Cost: this has been based on one third of the cost of the three-day conference.

Break even has been calculated at 120-30 people.

Seven workshops have been organized so far.

It was felt that two EPIC workshops should be offered if this could be arranged with the National Library.

It was suggested that Jill Stotter be asked to do a similar presentation to the one she gave the NE, or that a panel discussion on similar lines be offered, to address the need for more on "issues". Suggestions included "The role of the library in promoting literacy" or Literacy: how to do it". Panelists could include Jill Stotter, a school principal, Michael D'Ath etc. Elizabeth Eppell from the Ministry could be contacted about the possibility of someone dealing with Literacy.

Gerri and the committee to arrange.

Gerri Judkins

Meetings

Teleconference: Thursday, May 13 at 6.05pm. Agenda items to Liz Probert.

AGM: Friday, July 16 at 1.00pm at St Peter's School, Cambridge.

Face-to-face: Saturday and Sunday, July 17-18. From 3.45pm in the Southwell School Staff room. Members will need to arrange their own accommodation for the Saturday night.

Jenny Wilson, Adaire Hannah, Pauline McCowan, Louise Robbie, John Kenny and Andrea Thomson will all finish their terms of office at the AGM.

Motion: That Niki Waterhouse and Johann Williams are the new signatories for the SLANZA accounts.

Passed
Liz Probert

Moved: John Kenny

Seconded:

SLANZA Awards: Andrea Thomson

There will be presentations at the AGM.

Applications will close on May 28.

The new awards include:

SLANZA Certificate of Recognition (nominated)

SLANZA Award of Merit –Promotion (nominated or applied for)

SLANZA Award of Merit- Literacy (nominated or applied for)

SLANZA Award of Merit- Research (nominated or applied for)

SLANZA Award of Merit- Information Literacy (nominated or applied for)

These awards need to be promoted locally to raise their profile and to encourage nominations. The awards should be advertised in Library Life, Principal's Today and the Education Gazette as well as by National Library Advisers and SLANZA at local level.

Andrea will convene the Awards Committee consisting of five members. The National Executive appointed Adaire Hannah and Louise Robbie for a three-year term. This group will select two other suitable members to be appointed for a two-year term.

Nomination forms can be downloaded from the website.

Completed nominations should be sent to the Secretary, who will check membership and other details before forwarding them to the Awards Convenor.

Archives: Pauline McCowan

Rationale:

Why archive?

What are we archiving?

Who will use the archives?

Who will look after the archives?

How will archives be stored?

Funding?

Regional AGM minutes and reports including financial reports should be forwarded to the SLANZA Secretary. All materials should be in hard copy and labeled and dated.

SLANZA should supply acid free archive boxes to each of the regions.

Pauline will send an electronic copy to the members of the National Executive before the teleconference. SLANZA can then make a statement at the AGM.

www.aranz.org.nz

Motion:

That **Pauline McCowan and SLANZA** develop an archive policy for National Executive and Regional Archives to be presented at the National AGM in 2004.

Passed

Moved: Pauline McCowan

Seconded:

Gerri Judkins

Sunday, February 28

Business Cards

Judi has this in hand and will work with Margaret Forbes.

It was suggested that the wording on the green band be in white to ensure clarity when the cards are printed on different printers.

Judi

Hancock

EPIC (formerly PER:NA): Electronic Purchasing In Collaboration: Adaire Hannah, Liz Probert

TKI is putting up EPIC as well as INNZ. EPIC will be released at the end of March.

Schools need to set up a hotlink with the same password as for INNZ.

TKI needs to monitor access for statistics for continued funding.

Best training for staff in using EPIC is hands-on.

SLANZA needs to promote EPIC and to train members to use it.

Andrea Thomson is responsible for promoting EPIC in schools through the National Library and developing strategies for promotion and training. The focus is on secondary schools. There is the possibility of a training CD-Rom.

Libraries need to be involved in the promotion of EPIC in individual schools to keep it connected to the library. Library staff must not get left behind.

Every region needs a meeting to unpack and promote EPIC this year.

SLANZA could approach school library staff in schools not very involved, and offer to help with training.

www.tuanz.org.nz Road shows around the country.

VRSS – Online Librarian: Liz Probert

SLANZA reps on the Project Overview working hard to ensure project seen as a complementary service to school libraries and library staff and also to keep the words 'school library' in all documentation, press and publicity releases.

The trial to start shortly.

Whitcoulls: Niki Waterhouse

Liz had sent the letter drafted by Niki and received a reply on December 19 to the effect that Whitcoulls would be reviewing their discount levels in late January. Liz will follow up for further response.

Paper Plus are currently offering 20% discount.

Liz Probert

ACCESS Schedule

ACCESS has offered SLANZA a column. The magazine is published quarterly.

March 1- buzz session for regional news including principal's report from Aoraki-
email Liz

June 1- EPIC

Issue 3: Focus on Miniconference

Issue 4: Julie Moor or Linda Tame

Changes in Membership

There will be several changes at the AGM:

Jenny Wilson, Pauline McCowan, Louise Robbie, Adaire Hannah, Jill Barker, John Kenny and Andrea Thomson will all complete their terms of office.

The NE will need to consider how to manage the work of the treasurer.

The NE may need to look at co-opting an information literacy teacher to ensure a balance of representation. Niki will write up a report of her role and that of the Information Literacy teacher, and how they interact as an example of a model.

Niki Waterhouse

National Information Strategy and Research Subgroup: Gerri Judkins

Subgroup will continue to look at the impact of school libraries on learning with evidence-based practice.

Gerri Judkins, Pauline McCowan, Adaire Hannah, Jill Barker, Jill Stotter and Glenda Fortune were appointed to the working group at the August face-to-face.

Library staff are gathering statements from students, but research is expensive.

Pauline suggested each take a school and do standard before and after measurements.

Learning needs to be seen to occur.

NCEA – Research in practice highlights the areas that need help.

Should be able to go to the colleges of education and show that information literacy needs to be included in teacher training courses.

Plan of action:

Model of evidence-based practice on the SLANZA website with explanation and references and links to other sites. Liz Probert will write and circulate this.

ASL site will have information on evidence-based practice.

Student statements describing times the library staff have helped.

Students' descriptions of how they will tackle research topics, and how they actually carried them out. Check their progress.

Templates: Adaire Hannah and Judi Hancock to follow through (to fit with the National Guidelines).

NEMP Tasks (2001) can be used for assessment.

Need to follow through with the networks.

Adaire Hannah/ Judi

Hancock

General Business

Liz Probert will write a letter of thanks to the management of the National Library for the use of the building.

Liz Probert

Louise Robbie needs to continue to receive the minutes for her role as Newsletter Editor.

The next newsletter should promote the SLANZA Awards and the Miniconference.

Copy to Louise Robbie by April 8.

Louise Robbie

Niki will investigate the cost of Dreamweaver to handle the web page.

Niki Waterhouse

Next Meeting:

Teleconference: Thursday, May 13 at 6.05pm. Agenda items to Liz Probert.