

**Minutes of the SLANZA National Executive Face-to-face Meeting National Library, Auckland
Saturday 14th May – Sunday 15th May 2005**

<p>Present: Liz Probert (President), Johann Williams (Secretary), Jan Mathews (Waikato/BOP), Kaaren Hirst (Auckland), Niki Waterhouse (Administrative Officer), Di Eastwood (Tai Tokerau), Adaire Hannah (Wellington), Joyce Richards (Central), Dyane Hosler (National Library)</p>	
<p>Apologies: Michaela O'Donovan (LIANZA), Judi Hancock (Aoraki), Bridget Schaumann (Otago/Southland) for lateness</p>	
<p>Welcome: Liz welcomed Jan Mathews and Dyane Hosler</p>	
<p>Previous Minutes: the minutes of the meeting held on 26-27 February were approved. Moved: Niki Waterhouse Seconded: Joyce Richards</p>	
<p>Matters Arising: Niki and Adaire still to follow up on a possible NZQA qualification for student librarians. Liz still to contact Geraldine Howell for a column in the newsletter. Niki still to contact members to ask if they will allow their Navcon presentations to be put on the website. Instead of publishing a list of schools and number of members on the website, Niki put an email link on the homepage for members to use if they need to check on their membership status. Niki wasn't able to make link to National Library job descriptions. Aoraki and Tai Tokerau had sent regional reports to Louise for newsletter. The brochure produced by Adaire needs a better logo – current one too pixelated.</p>	<p>Niki and Adaire Liz Niki Dyane to follow-up</p>
<p>Finance: Niki Waterhouse presented the financial statement. Niki moved that the Conference '03 account be closed and the money transferred to the savings account. Seconded by Kaaren Hirst</p>	<p>Niki to close account and transfer money</p>

<p>Liz moved that the accounts be approved. Seconded by Di Eastwood</p>	
<p>Membership: Memberships are still coming in. Niki would like regional chairs to let her know of people not rejoining. Regions to carry out a membership drive by sending notices to non-member schools. National Library can provide mailing lists. The budget has allowed for 700 members this year.</p>	
<p>Correspondence: Liz to Geraldine – thanks for appointing Dyane - thanks to Karen du Fresne From Shona Buchanan – thanks for study grant SCIS letter was revised – key point – timing of financial year and budgets and payment in NZ dollars to a bank account in New Zealand</p>	<p>Niki to finalise letter and send</p>
<p>Regional Reports:</p> <p>Tai Tokerau – Di Eastwood On 2nd April – Jane Edgar presented a session on student librarian training. AGM followed Storylines Festival is being held in July – committee is sending a kit out to schools. Fresh new faces on the committee. Involved with public libraries (have a public librarian on the committee) The programme is set for the rest of the year.</p> <p>Auckland – Kaaren Hirst A meeting was organised to discuss SWOT analysis, but thwarted by a worm that affected the email that advertised the meeting. There were only 12 responses. The AGM will be in the 1st week of June. John Fowler will present his website on libraries and literature.</p> <p>Waikato/BOP: Jan Mathews Committee meeting held on the 1st May to plan for the year. AGM will be held on Saturday 11th June at Tauranga Intermediate. Margaret Kedian (a Magpies reviewer) will talk on sophisticated picture books and there will be a panel discussion “Teaching Them To Fish” enabling</p>	

students to find information and feed their own minds, as opposed to being spoon fed.

We have 86 members to date, but planning a membership drive by sending letters to library staff at non-member schools.

Members have been asked to apply in writing by 30 May for a chance to win one of the three registrations sponsored by NE for our region.

Central : Joyce Richards

A SLANZA day was held on the 5th March. The speakers were Sally Angus – career coach; Joyce Richards – reference interview; Pat McKenzie – measuring our success; and Ian Rowe – NZEI update.

Another session is planned for the 11th June at Woodford House. Rebecca Cody will speak on the Habits of Mind.

A panel discussion on ERO visits. Also a session on measuring our success. The AGM will conclude the day.

A meeting is planned to take place in New Plymouth in term 3.

Joyce went to the School Rulz conference. The School records bill is now passed. It is likely that small schools will struggle with this new bill. Information will go to schools on the retention and disposal schedule along with fact sheets. Jennifer Becks and Robyn Belton spoke about how they used archive records for the John Britten book “The boy who did do better”. Huia Publishers spoke about how they use archive records to produce resources.

Wellington: Adaire

Public Librarians and School Librarians had a joint meeting on their interrelationship in term 1.

A Literary Development Officer will speak at the AGM on the 15th June.

Brian Wadell to repeat his Hong Kong conference presentation in Term 3.

Membership reminders have been sent out.

Aoraki: Niki (in absence of Judi)

Merilyn resigned as chair after a very short stint, and it is proving difficult to find a replacement. Judi has agreed to fill in until the AGM in June.

An evening was held at Paper Plus on the 11th May for members so they could purchase books for their libraries and enjoy drinks, nibbles and the company of others at the same time.

A PD day is planned for term 3

Otago/Southland: Bridget

<p>The email list is now up and running well, and newsletters have been sent out to all members. Michalea O'Donavan spoke at a joint Public/National Library/SLANZA gathering about Any Questions and it was well attended and very successful.</p> <p>Otago/Southland SLANZA has been asked to be involved in a collaborative project which is studying the research skills that first year students at Otago Polytech have compared to what their teachers assume that they have. This project has received funding and is well underway and is an important study as no work has been done in this area in New Zealand before. The results may have interesting outcomes for school libraries.</p>	
<p>The Langham Hotel was visited to have a look at the conference facilities.</p>	
<p>National Library: Dyane NL Advisers have been trained and accredited to run Net Safety courses for school library staff from term 2 onwards. School Services information guides have all been updated and rebranded and available for distribution to schools. EPIC has been funded for another year for schools. 52% of all schools have joined and 92% of all secondary schools. Advisers are still offering training courses. School Services now have a national delivery of courses based on the 6 guidelines from the Information Landscape document. NL has just launched the new Digital Strategy. Full report is attached.</p>	
<p>Awards: Concern that there was a lack of nominations. It was felt that NL advisers could play a more active role in suggestions for nominations. 2 people are to retire from the awards committee – Pat McKenzie and Louise Robbie. Dyane Hosler will join the awards committee. The forms need to be altered so that “SLANZA members” appears in brackets immediately after nominator. The membership check of nominees and nominators needs to be more thorough. Supporting documents by non-members is allowable. Recommended that the closing date for the next awards to be presented in 2006 be 31st October 2005 to allow</p>	<p>Niki to contact Nelson for someone to join the awards committee. Niki to update awards forms on the website</p>

<p>more time for the selection process to take place. Information about the awards and study grants will be in the conference packs. Another recommendation that a new SLANZA award be established to recognise Principals who are supporting an excellent library environment in their school and to be awarded at the Principal's conference. It was agreed to adopt all of Andrea's recommendations. The next closing date for awards would be 31st October and any that are postmarked later than the 31st October will not be accepted. The criteria for the principal's award would be adopted. Full report is attached.</p>	
<p>Study Grants: It was decided that it should be three years before anyone could apply for a second study grant. Information will be put into the conference packs. Dee Brooker will be asked to talk at the AGM about being a recipient of a study grant. The criteria to go on the website needs to be updated.</p>	<p>Dyane Liz</p>
<p>Conferences: 2005: Problems with clash with the U-Learn conference. To date there are 250-260 registrations. Sponsorship has been hard to come by. Concern was expressed about the registration cost. 2006: Nothing to report. 2007: Propose to double up with another educational organization, e.g. Reading Association. Concern about \$22,000 organizing fee. Some good ideas about sponsorship e.g. approach school suppliers rather than library suppliers. The venue is likely to be Wellington High. Accommodation will be nearby Halls of Residence and Backpackers. It was felt there was a need for a set of guidelines for future conferences.</p>	<p>NE members to email Adaire with any info on other conferences Liz and Judi</p>
<p>ERO evaluation: The report is still confidential. Karen Sewell will speak at the conference in July. The points coming through so far are:- 1) Assessment of developing skills is not happening due to the lack of skills development in the first place. 2) Literacy is happening in the library but not the</p>	

<p>wider school as there is no link.</p>	
<p>PPTA ICT: PPTA are having their conference from 27-29th September and have asked SLANZA to present a paper on the role of school libraries. Bronwyn Cross suggested to Adaire that a paper on School libraries be written for the PPTA September conference and that a PPTA member be the presenter of the paper. The following are recommendations from the minutes of the ICT taskforce meeting held on the 8th April 2005 that may have an effect on school libraries. -That all secondary schools be provided with roll-related tagged staffing for the employment of qualified technicians. -That a claim be prepared for the inclusion in the collective agreement that sets out the minimum health and safety standards with respect to ICT use including temperature, ventilation, ergonomics, lighting and sound. -That PPTA call on the Ministry to provide a single software application for Student Management Systems, Student Learning MS and School library systems and that schools be given a period of time and funding assistance to make the transition. With respect to this last recommendation, Adaire felt that SLANZA needed to investigate possible scenarios such as a small school working with a larger school, i.e. a secondary or intermediate school who had a qualified librarian, to establish a union catalogue to ensure quality cataloguing.</p>	<p>NE to brainstorm ideas for paper by email.</p>
<p>NZEI: Mereana Epi Mana, who was on the negotiating team, is now on the NZEI National Executive and Kathy Gibb is now on the negotiating team.</p>	
<p>Professional Registration Taskforce: The next meeting of the Prof. Reg. Taskforce is in June and there isn't much to report since the last meeting. We are looking at where people can enrol in courses leading to library qualifications and at what other countries do about registration (or chartering) members of the profession.</p>	
<p>Remuneration Survey: This survey will be going out to library staff at the end of</p>	

<p>June. It consists of two profiles, which respondents will have to choose from to identify most closely their jobs. It will also be asking for information on pay, hours of work per week, weeks per year and also if the respondent is working towards a qualification.</p> <p>Committee worked on the two profiles to refine them. Liz will be attending the next remuneration survey meeting on Friday 20th May.</p> <p>National Library Advisers to promote the survey.</p>	<p>Liz to do an instruction cover sheet to go out with it.</p>
<p>Newsletter:</p> <p>Niki Waterhouse and Bronwyn Rickerby will be taking over the newsletter from Louise.</p> <p>Ideas for next newsletter include:</p> <ul style="list-style-type: none"> President's column A column from Penny Carnaby Articles about the July conference Info about other upcoming conferences Articles on evidence-based practice from members John Fowler will be asked to take photos of the conference Awards Regional reports Library tools <p>Deadline is 31st July</p>	<p>Kaaren to ask John</p>
<p>Secretary:</p> <p>Niki Waterhouse will take on the secretary's duties from the AGM in July.</p>	
<p>President-elect:</p> <p>Liz raised the idea that the president's term should be reduced to a year due to the heavy workload. It was decided that the past president and president-elect would take on more responsibility. NE would see how it goes over the next year and look at it again in a year's time.</p>	
<p>SWOT Analysis:</p> <p>The last hour and a half of the meeting was spent on this. See Strategic plan attached.</p>	