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**ALBERTA LIBRARY TRUSTEES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
January 18, 2024  
Online via Zoom  
7:00 p.m. – 9:00 p.m.**

1. **Call to Order** .....Jenn
  2. **Adoption of Agenda** .....Jenn
  3. **Approval of Minutes**
    - 3.1 Approve Board of Directors meeting minutes of 2023-10-19 .....Jenn
  4. **Items for Decision**
    - 4.1 Budget 2024 Approval ..... Renee
  5. **Items for Discussion**
    - 5.1 Bylaws for Review .....Jenn
    - 5.2 Policies for Review
  6. **Items for Information**
    - 6.1 President's report ..... Jenn
    - 6.2 Welcome New Directors ..... Jenn
      - Gillian Hynes: gillian.hynes@icloud.com, CPL Primary
      - Aaron Noga: aaronjnoga@gmail.com, CPL Alternate
      - Barb Smith bsmith@boylealberta.com - Village of Boyle NLLS alternate
    - 6.3 Calgary Public Library Representatives for ALTA ..... Jenn
    - 6.4 Unaudited financial statements for the period ending 2023-12-31..... Renee
    - 6.5 Coffee Chats..... Jenn
    - 6.6 Symposium Breakdown ..... Jenn
  7. **Directors Only Session**
  8. **Next Meeting Dates**

Meetings are generally held on the 3<sup>rd</sup> Thursday of the month. Meetings will start at 7:00 p.m. unless otherwise noted.
  9. **Adjournment** .....Jenn
-

**ALBERTA LIBRARY TRUSTEES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
2023-10-19  
Zoom meeting  
7:00 p.m. – 9:00 p.m.**

**ONLINE:** Jenn Anheliger – President; Brad Pearson; Hank Smit; Barb Gilliat; Doug Logan; Sandra Marin; David Atkinson; Cole Boychuk – Recorder

Regrets: Bill Windsor; Natasha Roberts; Melody Christofferson; Wayne Rothe; Chris Howells; Vic Mensch;

**1. Call to Order**

As a quorum was present, the President called the meeting to order at 19:11 hours.

**2. Adoption of Agenda**

There were no additions, amendments, or deletions to the agenda.

**MOTION No. 2023-023: The agenda is approved as amended.**

**Moved by: B. Pearson ..... CARRIED UNANIMOUSLY**

**3. Approval of Minutes**

3.1 Approve Board of Directors meeting minutes of 2023-07-19.

**MOTION No. 2023-024: To approve the Board of Directors meeting minutes of 2023-07-19 as presented.**

**Moved by: D. Atkinson ..... CARRIED UNANIMOUSLY**

**4. Items for Discussion**

**4.1 Lorne McRae Award**

Will give out award to one of current applicant. Will look at the wording and how the application is disseminated for next year.

**MOTION No. 2023-025: To give the Lorne McRae award to Airdrie Public Library.**

**Moved by: S. Marin ..... CARRIED UNANIMOUSLY**

**4.2 Stronger Together Conference discussion**

H. Smit shared a document of questions that will be answered at the conference.

### 4.3 ALTA Focus for 2024

Advocacy

Nominations to ALTA Board

## 5. Items for Information

5.1 The President's report was presented.

**MOTION No. 2023-026: To accept the President's report as presented.**

**Moved by: B. Gilliat..... CARRIED UNANIMOUSLY**

5.2 Unaudited financial statements for the period ending September 30

**MOTION No. 2023-027: To accept the financials as presented.**

**Moved by: B. Pearson..... CARRIED UNANIMOUSLY**

5.3 Letter to ALTA from AB Municipal Affairs

## 6. Next Meeting Dates

Meetings will be held on the 3<sup>rd</sup> Thursday of the month, excluding July, August, and December. All meetings will start at 7:00 p.m. unless otherwise noted.

Nov 22, 2023

## 7. Adjournment

J. Anheliger declared the meeting adjourned at 20:11 hours.

## Approval

of the minutes on

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Date

Jennifer Anheliger  
President

# Alberta Library Trustees Association

## Draft 2024 Operating Budget

January through December

	2023	2023	2024
	Budget	Actual	Proposed Budget
<b>Income &amp; Fund Transfers</b>			
4200 · Service Income			
4201 · Membership Fees	25,000	22,455	25,000
<b>Total 4200 · Service Income</b>	<b>25,000</b>	<b>22,455</b>	<b>25,000</b>
4600 · Other Income	0.00	4,858.00	0.00
8000 · Inter-fund Transfers			
8001 · Transfer from Operating Reserve	7,500	-	6,925
<b>Total 8000 · Inter-fund Transfers</b>	<b>7,500</b>	<b>-</b>	<b>6,925</b>
<b>Total Funds Available</b>	<b>32,500</b>	<b>27,313</b>	<b>31,925</b>
<b>Expenses</b>			
6000 · Administration Expenses			
6003 · Insurance	1,250	1,328	1,350
6004 · Office Supplies	-	291	-
6007 · Website & Domain Name	-	110	110
6008 · Bank & Merchant Fees	500	676	700
6011 · Communications	500	-	-
6012 · Other Admin Expenses	-	-	-
6013 · Software Subscriptions	220	226	235
<b>Total 6000 · Administration Expenses</b>	<b>2,470</b>	<b>2,631</b>	<b>2,395</b>
6100 · Contract Services			
6101 · Audit Fees	150	175	200
6103 · Admin & Finance	12,915	12,915	12,915
<b>Total 6100 · Contract Services</b>	<b>13,065</b>	<b>13,090</b>	<b>13,115</b>
6200 · Board Expenses			
6201 · Annual General Meeting	300	-	300
6202 · Trustee Recognition	250	-	250
6203 · Membership to Affiliate Orgs	550	528	-
<b>Total 6200 · Board Expenses</b>	<b>1,100</b>	<b>528</b>	<b>550</b>
6300 · Trustee Projects			
6302 · Trustee Education & Development	15,000	9,927	15,000
6304 · Trustee Awards	250	-	250
6306 · Trustee Resources	615	-	615
<b>Total 6300 · Trustee Projects</b>	<b>15,865</b>	<b>9,927</b>	<b>15,865</b>
<b>Total Expenses</b>	<b>32,500</b>	<b>26,176</b>	<b>31,925</b>
<b>Excess of Revenue over Expenses</b>	<b>-</b>	<b>1,137</b>	<b>-</b>

Operating Reserve Fund Balance, Beginning of Year

41,708

Transfer to Operating Budget for Trustee Education & Development

(6,925)

Projected Operating Reserve Fund Balance, End of Year

34,783

## Bylaws for Review

### ISSUE

The board needs to discuss highlighted sections of the bylaw surrounding quorum and elections. This must be ready to be presented at our May AGM.

Discussions around identified clauses will occur Thursday and draft amendments will be done in March.

### *Attachments (if any)*

- See bylaws below

## **ALTA Association Bylaws, as enacted at 2020 AGM**

### **1. NAME**

- 1.1. The name of the Society shall be the Alberta Library Trustees' Association.
- 1.2. For the purpose of these bylaws, the expressions:

### **2. DEFINITIONS**

- 2.1. "ALTA" means the Alberta Library Trustee's Association
- 2.2. "Board of Directors" means the ALTA board of directors.
- 2.3. "Library Board" means a "board" as that term is defined in the Alberta Libraries Act RSA 2000 c.L-11, as amended or revised from time to time.
- 2.4. "Meeting" means a Special Meeting or General Meeting (including the Annual General Meeting).
- 2.5. "Member" means a member of ALTA in good standing of one of the member categories described in article 3 MEMBERSHIP.

### **3. MEMBERSHIP**

- 3.1. . There shall be the following classes of Members:

3.1.1. Voting Member
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- |  |
|--|
| <ul style="list-style-type: none"><li>3.1.1.1. Voting members are those Library Board Trustees who represent a library board that is a member in good standing of ALTA.</li><li>3.1.1.2. ALTA Directors that are completing their elected term of service.</li></ul> |
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3.1.2. Non-Voting Member
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- |  |
|--|
| <ul style="list-style-type: none"><li>3.1.2.1. Non-voting members may be Honourary Life Members. Honourary Life Members are individuals who have made a significant contribution to the library community in Alberta and upon whom a honourary lifetime membership in ALTA has been conferred. Nominations must be submitted to the Board of Directors by Members. The Board of Directors may select one or two persons to receive honourary lifetime membership from among those nominated prior to the end of each calendar year. The Board of Directors reserves the right to determine how many honorary lifetime memberships (if any) are to be awarded each year.</li><li>3.1.2.2. Non-voting members may be Past Trustee Members. Past Trustees are individuals who have previously served as a Library Board Trustee within Alberta.</li></ul> |
|--|

3.1.2.3. Non-voting members may be Independent Trustees Members.  
Independent Trustees are current Alberta Library Board Trustees serving on a library board that is not a member in good standing of ALTA.

3.1.2.4. Non-voting members may be Friends of ALTA. Any individual may become a Friend of ALTA.

3.2.. All applications for membership shall be in such form as the Board of Directors shall prescribe.

3.3. Fees for each category of Member shall be established at the Annual General Meeting by a vote of not less than two-thirds (2/3) of the Members present and shall be payable on the first day of the next fiscal year.

3.4. Voting Members may make nominations and propose resolutions at Meetings, vote in ALTA elections, attend, speak and vote on resolutions and bylaws at Meetings, hold office on the Board of Directors and receive Member rates at the Alberta Libraries Conference (ALC) and at ALTA sponsored workshops. 

3.5. A Voting member may only vote once irrespective of the number of Library Boards they serve on.

3.6. Non-Voting members in good standing may attend and speak at Meetings.

3.7.. Any Member wishing to withdraw from membership may do so upon a notice in writing to the Board of Directors via the ALTA office. If any Member is in arrears for fees or assessments for any year, such Member shall be automatically suspended on April 1st and shall thereafter be entitled to no membership privileges or powers in ALTA until reinstatement by payment of their annual membership fee or any other outstanding assessments. Any Member upon a two-thirds vote of all Members may be expelled from membership for any cause ALTA may deem reasonable.

## 4. MEETINGS

4.1. There shall be an Annual General Meeting (AGM) for the preceding year at which ALTA shall receive the auditor's financial review and announce the election of the Board of Directors and its officers on or before June 30th of each year.

4.2. The AGM shall be called on not less than twenty-one (21) days' notice. Notice shall be given by the ALTA office staff, under the supervision of the Executive Director, to all Members as of the date of the call of the AGM, at their last known email addresses.


4.3. Special Meetings shall be called by the Board of Directors or at the request of any 25 individual Members, or any 5 Library Board Members. Such request shall be made to the Executive Director via the ALTA office.

4.4. A Special Meeting may be called on not less than twenty one (21) days' notice given by the Secretary to all Members at the date of the call of the Meeting at

their last known email address.

4.5. The notice of any Special Meeting shall contain a statement of the items to be discussed and only those items contained in the notice shall be considered at the Meeting.


4.6. Any notice of General or Special Meeting required to be given pursuant to any section of this article shall be emailed to the last known email address of each Member entitled to be present. Additionally, notices of the Meeting may be placed on the ALTA website and such other media as the Board of Directors shall deem advisable. The distribution of such notices shall be deemed to be sufficient notice of each and every Meeting provided that the notices were posted in conformity with any time limits described herein.

4.7. The quorum for all General or Special Meetings shall be 25 Members. 

4.8. Only Members shall be eligible to vote at any General Meeting or Special Meeting.

4.9. The Rules of Order of ALTA will be Robert's Rules of Order, latest edition.

## 5. BOARD OF DIRECTORS


5.1. There shall be a Board of Directors of ALTA comprised of Directors elected to represent each of eight geographic areas, and a Director appointed by each of the public library boards in the cities of Edmonton and Calgary. 

5.1.2. Each geographical area plus the public libraries of the cities of Edmonton and Calgary, shall appoint an alternate member, which may attend all meetings of the Board of Directors but shall not have a vote unless it is a proxy vote of their representative.

5.1.3. At its first meeting following the Annual General Meeting, the Board of Directors shall elect from among its membership a President for a two year term, a Vice President and a Treasurer, each for a term of one year. The President may be re-elected for a maximum of three (3) consecutive two (2) year terms.

5.2. The Board of Directors shall have full control of the affairs of ALTA and shall have such powers as are necessary to accomplish the objectives of ALTA.

5.3. The Board of Directors shall report to ALTA, through the President, at each Meeting.

5.4. Such Members entitled to vote shall, through either electronic voting or mail-in ballots, elect one Director from each of eight (8) geographic areas only. Each Member shall vote for a Director to represent his/her particular geographic area only. 

5.4.1. Area boundaries shall be determined from time to time by the Board of Directors. The areas shall be designated by number and are hereby listed according to their geographical locations: 1. Peace; 2. Yellowhead; 3. Parkland; 4.



Marigold; 5. Chinook Arch; 6. Shortgrass; 7. Metro Edmonton; 8. Northern Lights, Edmonton and Calgary. The areas include but are not limited to the regional library systems.

- 5.4.2. The term of office of elected Directors shall be two (2) years with four (4) elected every second year and the remaining four elected in alternate years whenever possible.
- 5.5. Any member of the board of directors may be re-elected for a maximum of three (3) consecutive two (2) year terms. Upon completion of 3 consecutive terms, a one year period must pass before that member may seek re-election to the board of directors.
- 5.6. Each member of the Board of Directors shall be entitled to vote on all questions placed before the Board of Directors. However, if a member of the Board of Directors has a personal or pecuniary interest in a question before the Board of Directors, that member shall be required to so declare such interest before discussion begins and refrain from discussion, unless asked to answer questions of fact, and shall abstain from voting on the question.
- 5.7. Any elected member of the Board of Directors who is absent from three (3) consecutive meetings of the Board of Directors shall be deemed to have resigned unless such absence has received, by motion, the prior consent of the Board of Directors.
- 5.7.1. Alternates attending meetings on behalf of an elected member may speak and vote at Board of Directors meetings but may not hold office
- 5.8. Any Director or Officer may be removed from office, for any cause the Board of Directors may deem reasonable, by a Special Resolution passed by a majority of not less than three fourths (3/4) of such Members entitled to vote as are present in person at a Meeting.
- 5.9. In the event that a vacancy shall arise on the Board of Directors the following rules shall apply:
  - 5.9.1. If the vacancy is in the office of President, the Vice President shall immediately become President.
  - 5.9.2. If the vacancy is in the office of the Vice President or Secretary Treasurer, the Board of Directors, at its next meeting, shall elect another member of the Board of Directors to fill the vacant position.
  - 5.9.3. If the vacancy is in the office of any of the elected Directors, an Alternate shall complete the remainder of the term. In the event there is no Alternate, the Board of Directors may appoint a Member to fill the vacant position for the remainder of the term.
  - 5.9.4. Any member of the Board of Directors may continue to serve in this capacity until the term expires, even though they may no longer be a library trustee, as

long as they continue to be a Member and continue to reside in the geographic area they represent or, in the case of the President, as long as they reside in Alberta.

- 5.10. No member of the Board of Directors shall receive any remuneration from ALTA in connection with service on the Board of Directors.
- 5.11. Every member of the Board of Directors or Alternate shall receive such out of pocket expenses as may be approved by the Board of Directors.
- 5.12. The Board of Directors shall have all powers needed to properly discharge the affairs of ALTA included but not limited to:
  - 5.12.1. The Board of Directors may hire such staff or enter into contracts for required services as it deems necessary.
  - 5.12.2. The Board of Directors, may, for the purpose of carrying out the objects of ALTA, borrow or raise or secure the payment of money in any legal manner it sees fit.
  - 5.12.3. The Board of Directors may, by Special Resolution passed by a majority of not less than three fourths (3/4) of such Members entitled to vote as are present in person at a Meeting, cause debentures to be issued in the name of ALTA.
  - 5.12.4. The Board of Directors may, for the purpose of carrying out its objectives draw, make, accept, endorse, discount, and exchange any other negotiable or transferable instruments.
  - 5.12.5. By Special Resolution passed by a majority of not less than three fourths (3/4) of such Members entitled to vote as are present in person at a Meeting, the Board of Directors may conduct business for ALTA regarding real estate or personal property, acquire and take by purchase, donation, devise or otherwise, all kinds of real estate and personal property and may sell, exchange, mortgage, lease, let, improve and develop it and may erect and maintain necessary buildings.
  - 5.12.6. Article 5.12.5 shall not be construed as to prevent the Board of Directors from authorizing the purchase of needed operational supplies.
- 5.13. The quorum for all meetings of the Board of Directors shall be a simple majority of the board members.

## **6. OFFICERS**

- 6.1. The President shall preside at all meetings of Board of Directors and shall be, ex officio, a member of all committees of the Board of Directors. The President shall represent ALTA in its relations with other agencies.
- 6.2. The Vice President shall fulfill the functions of the President when the President is unable to act.
- 6.3. The Treasurer shall:
  - 6.3.1. Attend all Meetings of ALTA and the Board of Directors.

- 6.3.2. Have charge of the seal of ALTA and shall, together with the President or Vice President, authenticate, by signature, the use of the seal.
- 6.3.3. Receive, or cause to be received, all monies paid to ALTA and shall promptly deposit them, or cause them to be deposited, to the credit of ALTA, in such bank, credit union or treasury branch as the Board of Directors shall, from time to time, direct.
- 6.3.4. Properly account for the funds of ALTA, and keep, or cause to be kept, such books as directed by the Board of Directors.
- 6.3.5. Present a fully detailed account of the receipts and disbursements of ALTA to each meeting of the Board of Directors.
- 6.3.6. Prepare a statement, reviewed or audited by a duly qualified accountant, of the financial position of ALTA for presentation to the Annual General Meeting.

## **7. FINANCIAL CONTROLS**

- 7.1. The Board of Directors shall each year appoint a qualified professional bookkeeper to review the year end books, accounts and financial records of ALTA so that year end financial statements may be presented at the Annual General Meeting
- 7.2. The books, accounts and records of ALTA shall be available for inspection by any Member by appointment with the staff, at an agreed upon location, and in the presence of a member of the Board of Directors.
- 7.3. These bylaws may be rescinded, amended or added to by:
  - 7.3.1 A Special Resolution passed by a majority of not less than three fourths (3/4) of such Members entitled to vote as are present in person at an Annual General Meeting of which twenty-one (21) days' notice of intention to propose the motion as a Special Resolution has been given, OR by a majority of not less than three-fourths (3/4) of such Members entitled to vote as are present in person, or have mailed in a ballot, at any Special Meeting; OR at a General Meeting of which less than twenty-one (21) days' notice has been given, provided that all Members entitled to be present and vote have agreed, in writing or by motion at the Meeting, to consider the motion.
  - 7.3.2 A Special Resolution at any Special Meeting passed by a majority of not less than three-fourths (3/4) of such Members entitled to vote as are present in person, or have mailed in a ballot.

## **8. COMMITTEES**

- 8.1. The Board of Directors may appoint such committees as it deems necessary to fulfill the objectives of ALTA.
- 8.2. Any committee appointed by the Board of Directors shall have such powers as are necessary to enable the committee to fulfill the mandate issued by the Board of Directors on its establishment. Any such committee shall be funded

through the Board of Directors and shall report to the Board of Directors. All expenses must be pre-approved by the Board of Directors, either as individual items or components of a project budget.

## **9. GRIEVANCES**

9.1. Any Member, employee or contractor having a grievance against ALTA or an officer or an employee of ALTA shall:

- 9.1.1. Convey the grievance, in writing, to the President within fourteen (14) days of the occurrence which gave rise to the grievance.
- 9.1.2. If unsatisfied with the response of the President, convey the grievance, in writing, within fourteen
- 9.1.3. (14) days of receipt of the response from the President, to the Board of Directors whose decision shall be final and binding.
- 9.1.4. No Member shall have recourse to the courts, nor any medium of complaint, for redress, in connection with any dispute arising from their relationship to ALTA, until all remedies provided for in these Bylaws have been exhausted.

## **Title: Policies to Review**

### **ISSUE**

The board needs to review our policies, many clauses are out of date, no longer relevant and in some cases in contravention with our bylaws.

Brief discussion around items with direction to be provided for changes at upcoming meetings.

### **RECOMMENDATIONS**

Policy items should be finalized after AGM when new board, president, and vice president have been established.

#### *Attachments (if any)*

- *See policies below*
-



*Great public libraries – effective trustees*

**THE ALBERTA LIBRARY TRUSTEES  
ASSOCIATION (ALTA)**

**POLICY MANUAL  
November 2007**

*(Last revision added 2018)*

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## ALTA Policy Manual

### Adoption and Review History

Policy Number	Type of Policy	Policy Title	Adoption Date	Review/ Revision Date
1.0	Framework			
1.1		Vision Statement	Jan. 2007	Nov 2007
1.2		Mission Statement	Apr 1993	Nov 2007
1.3		Belief Statement	Apr 1993	Nov 2007
1.4		Targets	Sep 2007	Nov 2007
1.5		Statement of Goals & Objectives	Sept 1985	Nov 2007
1.6		Code of Ethics	May 1992	Nov 2007
2.0	Governance		Sept 2007	
2.1		General	May 1992	Nov 2007
2.2		Policy Making	Mar 1999	Nov 2007
2.3		Board Structure	Nov 2018	Nov 2007
2.4		Roles & Responsibilities	Nov 2018	Nov 2007
2.5		Committee Structure	Nov 2018	Nov 2007
2.6		Membership		Nov 2007
2.7		Meetings Policy	Mar 1999	Nov 2007
2.8		Annual General Meeting		Nov 2007
2.9		Annual Report		Nov 2007
2.10		Board Development		Nov 2007
3.0	Operational			
3.1		Personnel	Nov 2018	Nov 2007
3.2		Contracts		Nov 2007
3.3		Financial Operations		Nov 2007
3.4		Program Policies		Nov 2007
3.5		Membership Communication		Nov 2007
3.6		Membership Recognition		Nov 2007
3.7		Alberta Library Conference	April 2014	Nov 2007
4.0	Advocacy			
4.1		Representation at Conferences		Nov 2007
4.2		Library Openings		Nov 2007
4.3		Caucus Submissions		Nov 2007
4.4		Literacy		Nov 2007
Appendix	A	Standing Committees		Nov 2007
	B	Orientation Package		Nov 2007
	C	Electronic Voting		Nov 2007
	D	Orientation Workshops		Nov 2007
	E	ALTA Commitment	Nov 2018	
	F	ED Job Description	Nov 2018	

**1.0 FRAMEWORK POLICIES**

**(Reviewed September 2007)**

**1.1 Vision Statement**

(Adopted Jan. 2007)

Great public libraries – effective trustees.

**1.2 Mission Statement**

(Adopted Apr 1993)

The Alberta Library Trustees Association is the collective voice for Alberta library trustees, and through them represents the interests of patrons and supporters of public libraries. The Alberta Library Trustees Association promotes effective library service and leadership in communication and advocacy, and encourages and supports trustee education and development.

**1.3 Belief Statement**

(Adopted Apr 1993)

The Alberta library Trustees Association believes that library services are essential to the quality of life of Albertans, and vital to the educational, economic, social, and cultural development of the province.

**1.4 Targets**

(Adopted Sept 2007)

- Trustees of public library boards in Alberta
- Members of ALTA according to the membership groups ( Bylaw 3 )
- Users of public libraries in Alberta
- All Albertans
- Government politicians and policy makers (local, provincial, national)

**1.5 Statement of Goals and Objectives**

(Adopted Sep 1985)

The Alberta Library Trustees Association:

- 1.5.1 positions public libraries as an essential service in the Province of Alberta
- 1.5.2 Articulates a vision of library service in Alberta towards the year 2020.
- 1.5.3 Communicates effectively with library patrons and supporters, other members of the library community, the various levels of government, and the public.
- 1.5.4 Addresses new issues, concerns, and concepts as identified by the people of Alberta, and provides educational and developmental opportunities for public library trustees.
- 1.5.5 Aims to increase its membership increases, with the goal of having at least 80% of public library Boards in Alberta as members.
- 1.5.6 Establishes and maintains the stability of its funding base.
- 1.5.7 Supports the Canadian Charter of Rights and Freedoms; the 'Statement of Intellectual Freedom' adopted by the Canadian Library Association; and the 'Code of Ethics' adopted by the Canadian Library Association.
- 1.5.8 In setting goals and specific objectives, works to improve library service within this framework.

## ALTA Policy Manual

### 1.6 Code of Ethics Statement

(Adopted May 1992)

ALTA members are committed to the following principles:

- 1.6.1 Public library boards exist to develop, promote and monitor library services as a public trust.
- 1.6.2 The primary goal of public library trustees is to ensure that the public has access to the highest quality library services possible.
- 1.6.3 Trustees should ensure each person has access to the most complete library service possible compatible with equal service for all. Where limitations in service are unavoidable any inherent inequity of service should favour those residents least able to obtain alternate service.
- 1.6.4 Library trustees should observe ethical standards with truth, integrity and honor.
  - a. Trustees should avoid situations where personal advantage or financial benefits may be gained at the expense of other library users.
  - b. Trustees should distinguish between their personal view and those of the institution by respecting the position of the board, even though they may disagree.
  - c. Trustees should respect the confidential nature of library records within the framework which allows for the monitoring of material usage and the need for public accounting.
- 1.6.5 Trustees should respect the established structure of the library board.
  - a. Trustees should attempt to work harmoniously with the board and ultimately accept its will.
  - b. Trustees should limit their trusteeship role to policy, governance and advocacy.
- 1.6.6 Trustees are expected to take responsibility for their personal development through continuing education opportunities and participation in provincial and national library organizations.
- 1.6.7 Trustees should support intellectual freedom in the selection of library material.

ALTA acknowledges the Louisiana Trustees of Public Libraries whose code of ethics was used as a model in this statement.

## 2.0 GOVERNANCE POLICIES

(Reviewed September 2007)

### 2.1 General

(Adopted May 1992)

- 2.1.1 The name of the organization shall be the Alberta Library Trustees Association, herein referred to as ALTA.
- 2.1.2 Shall be incorporated under the Alberta Societies Act, and shall retain its charitable status in the province of Alberta
- 2.1.3 The Bylaws and the Policy manual shall govern ALTA. The Bylaws will at no time be in conflict with the Alberta Societies Act.
- 2.1.4 The fiscal year of ALTA shall be January 1 to December 31.
- 2.1.5 ALTA's office shall be located at 6-24, 7 Sir Winston Churchill Square, Edmonton, Alberta T5J 2V5.
- 2.1.6 The Executive Committee shall be the President, Vice-President, Secretary-Treasurer, and Past President and shall: ensure the continued operation of ALTA; be responsible to the Board for the conduct of ALTA between board meetings; and shall ensure that ALTA's obligations to the Alberta Library Conference are met. (Bylaw 7)
- 2.1.7 The President, or their delegate, shall be the media/public relations contact for ALTA.
- 2.1.8 Rules of Order are Sturgis Standard Code of Parliamentary Procedures.
- 2.1.9 ALTA Board members shall also be referred to as Area Representatives.

### 2.2 Policy Making

- 2.2.1 New policies and policy changes shall be brought forward to the Board by the Executive Committee.
- 2.2.2 Adoption of new policies and revised policies are the responsibility of the ALTA Board.
- 2.2.3 All suggested changes in policy and requests for new policies must be referred to the Executive Committee.
- 2.2.4 All suggested changes to policy shall be made in writing and will contain clarity and a comprehensive explanation and background.
- 2.2.5 The Past President shall present notices of motion concerning policy changes to be placed on the agenda for debate at the Executive Committee meeting.
- 2.2.6 The Executive Committee shall meet at least once a year to review existing policies and report to the Board.
- 2.2.7 The Policy Manual shall be reviewed and updated at least every second year by the Past President.

(Adopted Mar 1999)

### 2.3 Board Structure

- 2.3.1 The Board (Bylaw 5) shall consist of 12 members:
  - President, elected annually at the AGM by the eligible membership
  - Past President – assumes office after tenure as President; for a one-year term
  - Area Representatives from Areas 1 (Peace), 3 (Parkland), 5 (Chinook Arch), and 7 (Metro Edmonton) are elected at the AGM in

## ALTA Policy Manual

odd numbered years by the eligible membership from each designated Area, for a two-year term

- Area Representatives from Areas 2 (Yellowhead), 4 (Marigold), 6 (Shortgrass), and 8 (Northern Lights) are elected at the AGM in even numbered years by the eligible membership from each designated Area, for a two-year term
- Area Representatives from each of Edmonton Public Library and Calgary Public Library Boards are elected by the Boards of each of Edmonton and Calgary Public Library Boards annually at their discretion.



2.3.2 The Board of ALTA is the legal authority for ALTA. Each member of the ALTA Board is responsible for the effective governance of ALTA and thereby agrees to sign a Trustee Commitment document at the beginning of each elected term. See *Appendix E*.

**(Adopted November, 2018)**

2.3.3 Elections for members of the ALTA Board will be conducted according to Bylaw 5.4.

2.3.4 ALTA Area Representatives (Board members) shall be current members of ALTA in good standing in accordance with Bylaw 3.

2.3.5 Alternates will be nominated after each AGM by each Area electing an Area Representative

- The Alternate will represent the Area (along with the Area Representative) at all regular board meetings.
- The alternate will work in regular collaboration with the Area Representative
- If more than one nomination is received member is nominated, the ALTA Board will select the Alternate at its first regular meeting after the AGM. If nominations are not received, the ALTA Board will appoint an Alternate.
- The Alternate will only vote in the absence of the Area Representative.
- If more than one nomination is received the ALTA Board will select the Alternate at its first regular meeting after the AGM.
- If nominations are not received, the ALTA Board will appoint an Alternate.

**(Adopted November, 2018)**

## 2.4 Roles and Responsibilities

2.4.1 Each Director and Alternate of the ALTA Board Shall

- Be committed to the work of ALTA and its initiatives.
- Conduct themselves in a professional and courteous manner at all times
- Represent their Area by bringing forward information, updates and issues from their Area for information at every regular board meeting

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- Represent ALTA by providing information, updates and issues to their Area Chairpersons after every regular Board meeting through email.
- Promote membership in ALTA and encourage all public library boards in their area to join ALTA
- Participate in a Board Basic workshop
- Participate in ALTA Trustee workshops whenever possible at ALC and system conferences
- Develop and maintain relations among ALTA's membership.
- Be knowledgeable of the ALTA bylaws and Policies and review the Bylaws and Policies on a regular basis
- Stay current, knowledgeable and well informed on issues impacting public library service in Alberta
- Attend all regular ALTA Board meetings
- All members will be prepared for ALTA meetings having read the agenda and all relevant reports and included information.
- Alta Directors and alternates shall attend the AGM when possible

(Adopted November, 2018)

### 2.4.2 Role of the President

\* As President, the director will fulfill the following duties:

- President is the voice and face of the board
- Works with the Board of Directors to develop and move forward the vision of the organization.
- Works with the Executive Director to develop agendas for Board meetings
- Works with the Executive to ensure the smooth running of the organization
- Annually evaluates, and negotiates ED contract with the Vice-president
- Works with the President of LAA to ensure a strong relationship with LAA
- Maintains relationship with PLSB and works with PLSB to promote public library service province wide. Attends Chairs and Directors meetings whenever possible
- Meets with Node directors and promotes ALTA (responsibility of the Area Representatives)
- Maintains a relationship with TAL and attends all TAL meetings on ALTA's behalf and reports back to board (or as delegated to Executive)
- Ensures that ALTA is has a presence at all regional conferences and the ALC
- Develops a collaborative relationship with the ALC planning committee or delegates to an ALTA Director.
- Meets, whenever possible, with the Minister of Municipal Affairs and their Deputy Minister to promote ALTA or through a delegated Executive member
- Personally contacts all new members of the board and alternates to welcome them to ALTA
- Personally contacts board members that may need a little push, when needed
- Writes the President's report and other statements when necessary
- Hosts the ALTA AGM meeting in Jasper

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- Attends the Newcomer's Reception and gives greetings on behalf of ALTA
- Attends the ALC Grand Opening and presents greetings on behalf of ALTA
- Works with the Treasurer and the ED to ensure that all grants, applications and other legalities are filed on time
- Mentors board members and possible presidential successor.
- Maintain close contact with the Vice-president and treasurer to ensure that everyone is on the same page
- Must ensure board business continuity by meeting/s with the new incoming President and sharing all presidential documentation (files, reports, etc.) (This has never been done and it's essential!)

**(Adopted November, 2018)**

### **2.4.3 Role of the Vice president**

\* As Vice President, the director will fulfill the following duties:

- Attend all ALTA board meetings
- Be available as an advisor for the ED
- Chair meetings when the President is unavailable to do so
- Assist in the Executive Director Performance Evaluation
- Stand as a signing authority on ALTA accounts
- Participate in ALTA Executive Meetings (President, VP, Treasurer, ED)
- Be available to attend the AGM and other ALTA events whenever possible
- Attend meetings with key stakeholders, when President is not available or with the President, as requested
- Be available to take over all Presidential duties, if the current President is incapacitated or is requested to do so by the ALTA board

**(Adopted November, 2018)**

## **2.5 Committee Structure**

Committee structure standing committees as named in Appendix A, namely Finance and Administration, Trustee Education, Communications, Advocacy, and Operations be suspended for a one year period from November 30, 2018 to November 30, 2019, and that the functions of those committees be covered by projects assigned to board members during this time period.

**(Adopted November, 2018)**

**2.5.1** The Board shall appoint from time to time such AD HOC committees \*working groups as are necessary to carry on the work of ALTA. (Bylaw 10.8) Each Committee appointed shall operate within the Terms of Reference established for them as per Appendix A or the appropriate Bylaw as noted.

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•Ad Hoc Committees may be established from time to time by the President for a specific purpose. The term of appointment shall end upon completion of the purpose or by direction of the Board. Members of an Ad Hoc Committee shall be appointed by the President. An Ad Hoc Committee shall report to the Board. This includes but is not limited to a nominations committee, personnel committee and any other committees that may be deemed necessary.

**(Adopted March 1999)**

### 2.6 Membership

- 2.6.1 Membership categories and privileges are as determined by Bylaw 3.
- 2.6.2 Membership fees shall be established and may be changed by resolution at the Annual General Meeting of ALTA.

**(Adopted March 1999)**

### 2.7 Meetings Policy

(Adopted Mar 1999)

- 2.7.1 The ALTA Board shall hold a minimum of five meetings a year; Three of which will be in person meetings at rotating locations throughout the ALTA designated systems. The remaining meetings will occur over a video conference platform.
  - The schedule of meeting dates for the ensuing year will be set at the first meeting of every calendar year
- 2.7.2 All meetings of the Board shall be called by the President or as otherwise specified in the bylaws.
- 2.7.3 A majority of members shall form a quorum at any meeting of the Board.
- 2.7.4 The Executive Committee shall meet at least two times per year; one meeting will be held in June to review contracts.
- 2.7.5 Committee meetings can be held by the means agreed to by the majority of Committee members. These can include but are not limited to face-to-face meetings, teleconference, email or other internet services, videoconference, or written mail exchanges.
- 2.7.6 The ALTA Board and the Executive Committee may use electronic voting where an issue is of such an urgent nature that it cannot wait for the next regular scheduled ALTA Board meeting. Electronic voting will be used according to the procedure in Appendix C. Decisions using electronic communications must be placed on the Agenda of the next ALTA Board meeting for ratification and inclusion in the minutes.


**(Adopted March 1999)**

### 2.8 Annual General Meeting

- 2.8.1 ALTA shall hold an Annual General Meeting (AGM) once each year no later than June 30th each year. (Bylaw 4). Where possible the AGM shall be held in conjunction with the Alberta Library Conference.
- 2.8.2 Resolutions may be proposed for consideration at the AGM by the ALTA Board or by any member in good standing according to Bylaw 3.



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- 2.8.3 Resolutions will be called for no later than November 1 each year by email to each member and by posting on the ALTA web site.
- 2.8.4 Resolutions must be received in writing in the prescribed format by the ALTA office no later than December 31.
- 2.8.5 Resolutions must include: the name of the sponsoring ALTA member; the resolution; the background of the resolution, including the rationale for the resolution; documentation to explain the resolution, including statistics, external comparisons, etc. The rationale shall not exceed 1000 words.
- 2.8.6 The resolutions will be reviewed by the Resolutions Committee according to Bylaw 10.4
- 2.8.7 Resolutions may be made from the floor at the AGM provided they are received by the Chair of the Resolutions Committee before the Call to Order for the AGM by the President, are in writing in the prescribed format, are moved and seconded by members in good standing, and are signed. To be heard as a resolution at the AGM they must received a two-thirds majority vote at the AGM from those members in good standing that are present and voting. It is recommended that members submitting resolutions from the floor be encouraged to provide up to 100 copies for distribution at the AGM.
- 2.8.8 A parliamentarian shall be appointed for each AGM 
- 2.8.9 The order of the AGM shall be such that Awards are presented at the beginning of the AGM after acceptance of the agenda and the minutes of the previous AGM.
- 2.8.10 The AGM package will be posted on the ALTA website not later than 30 days prior to the AGM and an email sent to all members at their current email address to note that the Board package is available on the ALTA website. Paper copies of the AGM package will be made available during registration at the ALC.

### **2.9 Annual Report**

The President shall prepare an annual report each year no later than March 31<sup>st</sup> to be presented at the AGM and to appropriate stakeholders or funders.

### **2.10 Board Development**

- 2.10.1 ALTA shall hold an orientation session for new Board members at the first Board meeting after the Transition meeting.
- 2.10.2 Area Representatives shall actively participate in Board recruitment and development to ensure ALTA retains and recruits knowledgeable and interested Area Representatives. All trustees should be encouraged to sit on ALTA Committees.

### 3.0 OPERATIONAL POLICIES

(Reviewed September 2007)

#### 3.1 Personnel

##### 3.1.1 Executive Director (Bylaw 5.12.2)

- The Executive Director holds a key leadership position in ALTA. The ED has the authority to direct the implementation of ALTA's programs and services, and is responsible for the management of all staff members and volunteers.
- ALTA shall annually negotiate a contract for the services of a part-time Executive Director as required and within the resources agreed to within the budget.
- The Executive Director reports directly to the President of the ALTA Board.
- The contract shall be reviewed annually by the Executive Committee.
- The contract shall be negotiated for the part-time hours the Executive Committee determines are necessary to fulfill the management and implementation requirements of ALTA as determined by the Business Plan.

**See Appendix F Adopted Nov 2018**

##### 3.1.2 Other staffing resources.

ALTA shall negotiate a contract for the services on an "as required" basis for:

- a qualified company or individual to manage and carry out the work of conference registration for the Alberta Library Conference.
- a qualified company or individual to maintain and update ALTA's web site
- a qualified company or individual to develop and/or deliver trustee skills development, orientation workshops or other educational programs or services as agreed by the Board in its Business Plan.
- the publication of the Trustee Voice as per the schedule agreed in the Business Plan

#### 3.2 Contracts (Bylaw 5.12)

3.2.1 No contracts will be entered into which place ALTA in financial jeopardy.

3.2.2 ALTA shall only enter into contracts with registered companies or societies, registered partnerships and qualified individuals.

3.2.3 Contracts must be consistent with the mission of ALTA and within the approved budget.

3.2.4 The Finance and Administration Committee shall review all contracts for content and format.

3.2.5 All contracts must receive final approval from the Executive Committee.

3.2.6 Contracts exceeding \$2500.00 or those not budgeted require Board approval prior to signing.

3.2.7 The President and the Secretary/Treasurer shall sign all contracts.

3.2.8 The Executive Committee must approve all changes to contracts, including changes in completion dates.

#### 3.3 Financial Operations

##### 3.3.1 Budget

- ALTA will approve, at its March meeting each year, a budget for presentation to the AGM.. Requests for budget funding shall be presented to the

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Secretary/Treasurer by the Chair of each Committee no later than the end of the November meeting.

- The Finance and Administration Committee will recommend a draft budget to the Executive Committee no later than January 31. The Executive Committee will present the recommended budget to the Board at the March meeting.
- The budget will align with the 3-year Business Plan.

### 3.3.2 Signing Authority

- All cheques must be signed by two of the President or Secretary/Treasurer or Senior Administrative Officer but no person shall sign a cheque made out to themselves.
- The Senior Administrative Officer will keep a cheque log that will be approved by the Secretary/Treasurer

### 3.3.3 Financial Reports

- The Senior Administrative Officer will prepare monthly financial reports for approval by the Secretary/Treasurer. The monthly reports will be available to the Secretary/Treasurer no later than the 15<sup>th</sup> day of the following month.
- Financial reports will be presented at each Board meeting by the Secretary/Treasurer.

### 3.3.4 Direct Payment

- Direct payment (EFT) or monthly accounts will be maintained for accounts for the telephone service, internet service provider, office supplies, courier services, office rent.

### 3.3.5 Float

- A float of \$200.00 will be maintained at all times for use by the Senior Administrative Officer.
- The Secretary/Treasurer will approve all receipts for the float, and will authorize the replenishment of the float on a monthly basis.

### 3.3.6 Board Expenses

- Members of the ALTA Board are volunteers and will not be paid an honorarium
- Reimbursement of expenses will be paid to members of the ALTA Board upon prior approval of the President and/or Secretary/Treasurer.
- Actual receipts must be submitted with all approved expense claims.
- Expenses claims will be made on the ALTA Expense Claim form.
- Rates for travel are:
  - Auto: If a chartered bus is available then the cost of the bus will be the maximum paid. Otherwise the rate paid is .33/km
  - Airfare, taxi, parking: actual costs
  - Hotel: Actual cost
  - Meals: Actual expenses including a gratuity allowance of 15% per meal. When receipts are not presented, the following schedule shall be used:  
Breakfast \$5.00 Lunch \$6.75 Dinner \$12.50

### 3.3.7 Grants

- The President and Secretary/Treasurer shall be the signing authority for all grant applications made on behalf of ALTA.

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- An administrative fee equivalent to 25% of the grant total will be taken from each grant to be used for the administration of the grant, reporting on the grant, and presentation of the project to the membership.

### 3.3.8 Reserve Funds

ALTA will hold the following Reserve Funds:

#### *Special Trustee Project Fund - \$25,000.00 until expended*

- Restricted – requires approval of proposal by Director or Manager, Libraries, Community and Voluntary Sector Services Branch, Municipal Affairs and Housing
- Must be a project that benefits all public library trustees in Alberta
- The fund remains at a maximum of \$25,000.00 until spent



#### *Special Education Project Fund*

- Requires a proposal to be presented to and approved by the ALTA Board
- Proposals can be made for any portion of the fund at any time
- Must benefit public library trustees in Alberta
- Preference will be for trustee skill development
- The fund will continue to grow each year no funds are withdraw. The fund can be added to annually by approval of the Board on the recommendation of the Finance and Administration Committee.

#### *Equipment Reserve Fund*

- Used to replace office equipment on a 3-year basis (e.g. PC, printer)
- Between \$1000.00 and \$1600.00 per year shall be deposited into this Reserve Fund and recognized in the budget.

#### *General Reserve (Risk Management) \$50,000 minimum, \$75,000 maximum*

- Held as a Contingency fund for ALTA in the event ALTA is unable to prepare and present a balanced budget at its AGM
- Expenditure must be recommended by the Finance and Administration Committee for consideration of the Executive Committee. The Executive Committee must make a recommendation to the Board. Expenditure must be approved by the Board.
- Restricted to 15% withdrawal in any one year unless ALTA is disbanding, in which case the fund may be used to close the Association
- The fund will grow each year no funds are withdrawn.
- 15% of any excess of revenue over expense at the end of each fiscal year shall be deposited into this Reserve Fund until the maximum is reached.

The following criteria will apply to the *Special Trustees* and *Special Education Project Funds*

1. Projects must complement current ALTA priorities as described in the ALTA Business Plan and be related to trustee development.
2. Projects must be of benefit to library trustees (as defined under The Libraries Act) in Alberta.

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3. Proposals must come from an ALTA Board member(s) and will be reviewed by the Finance and Administration Committee; their recommendation will be forwarded to the Executive Committee for consideration and presentation to the Board. The Executive Committee is responsible for liaising with other stakeholders (e.g. Libraries Branch) whose approval for any proposals are required.
4. Proposals must be in writing and include a detailed description of the project including:
  - a. Nature of the project
  - b. Name/title of the person who will be responsible for the project.
  - c. The names of the persons serving on the Project Committee or team.
  - d. The name of the ALTA Board member who will be responsible for the management and reporting on this project.
  - e. How the project will work, including budget and timelines.
  - f. Proposed human resources, volunteer, paid and in-kind
  - g. Other financial resources available and/or required
  - h. Benefits to be attained from the project
  - i. A proposed evaluation process
5. ALTA will release the funding on a periodic basis as determined by deliverables according to the project plan and timelines.
6. A final report must be submitted to the ALTA Board

### 3.4 Program Policies

#### 3.4.1 Trustee Orientation Workshops

- ALTA will decide, on the recommendation of the Chair, Education Committee, as part of its annual Business Plan/budgeting cycle, the number of Trustee Orientation Workshops to be held each year. This will be approved at the November meeting contingent upon the budget being approved.
- Each Area Representative will be responsible for determining which Library Boards in their Area require or wish to hold Trustee Orientation Workshops and will obtain several options for dates to hold the Workshop. This information is to be provided for discussion at the November Board meeting.
- ALTA will contract the training for the Trustee Workshops to an approved ALTA trainer, and/or staff from the Libraries, Community and Voluntary Sector Services Branch, Municipal Affairs and Housing.
- Government staff are provided at no cost to ALTA. Other trainers will be contracted (see Policy 3.2)
- ALTA will retain qualified trainers, with the goal of having a trainer in each of the north, central and south of the province at a minimum.
- The Chair, Education Committee, will contact the trainers and determine their availability for the following year, for presentation at the November ALTA Board meeting.
- The Trustee Orientation Workshop arrangements shall follow the Procedure outlined in Appendix D.
- Trustee Orientation Workshops must have a minimum of 10 trustees registered one week before the date of the Workshop, or the Workshop may, at the discretion of the Chair, Education Committee, be cancelled.

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- ALTA shall decide the Workshop locations and dates no later than the end of January each year.
- The contract for the trainer will include a standard fee of \$500.00 per Workshop, plus travel and accommodation expenses at current ALTA Board expense rates (see Policy 3.3.6).
- The cost of the Workshop is \$35.00 member, \$45.00 non members, and shall be reviewed annually. No refunds are made after the registration deadline date.
- ALTA will reimburse the organizing library board \$8.50 per person (including the trainers and the Area Representative) for the lunch and morning/afternoon teas to be provided.
- The cost of materials for the Workshop shall be approved by the Chair, Education Committee and shall be paid by ALTA.
- An evaluation of each Workshop shall be collected and analyzed by the ALTA Senior Administrative Officer and reported at the next ALTA Board meeting.

### 3.4.2 Trustee Development Programs

- ALTA, through the Chair, Education Committee, will liaise with Library Boards and System Boards to arrange for up to 4 conferences or seminars for trustee development. These can be arranged and sponsored by ALTA or in partnership with other Library Boards.
- The format can be a Conference, Mini-Conference, Seminar, Guest Lecturer, or other format as determined in the Business Plan each year.
- The presentation and training for these Development Programs shall be done on a contract basis with qualified leaders in their fields.
- Each Trustee Development Program should be offered on a break-even basis. Any profits will be retained for future Trustee Development Programs.
- ALTA will aim to provide a Trustee Development Program in each Area at least once every third year.
- The Trustee Development Programs, their format and location and dates, will be decided at the November ALTA Board meeting for the following year.

## 3.5 Membership Communication

ALTA shall communicate with its membership through Area Representatives as well as the following official communications:

- The *ALTA website* which shall be the primary point of contact for membership communication and shall contain current and updated information on ALTA, all appropriate forms and instructions for completing the forms, updates of ALTA Board meetings, trustee education or skills development material and events, announcement of the AGM, call for resolutions, nominations and awards, the AGM package, links to appropriate websites, electronic learning modules, and other information as agreed from time to time. The Senior Administrative Officer shall act as the coordinator for the content and updating of the website.
- *ALTA Announces*, in electronic format, which contains highlights from the ALTA Board meeting, and is emailed to the current email address of all ALTA members and posted on the ALTA website within 2 weeks of each ALTA Board meeting. The Chair, Communications Committee, shall be responsible for content of *ALTA Announces*.
- *Trustee Voice*, in paper format, published twice a year with 10 copies delivered to each member Board, which contains information as agreed in the Business Plan each



year. The Chair of the Communications Committee shall act as editor of the publication (see Communications Committee, Appendix A); publishing shall be done by separate contract not to exceed the agreed budget each year. A copy of the Trustee Voice may also be distributed to other stakeholders as determined by the Communications Committee (e.g. Municipal Affairs and Housing Libraries Branch, Minister of Municipal Affairs and Housing, Honorary Life Members).

- *The ALTA Handbook* which shall be reviewed for required updates annually by the Education Committee, and presented to the Board for approval. The Handbook shall contain all the information needed by ALTA's members to understand the governance responsibilities of public library trustees in Alberta, to present information on trustee skills, and other educational or development material as determined by ALTA.
- *ALTA Brochure* which shall be the primary paper public relations material for ALTA and shall contain ALTA's vision, mission, goals and objectives, structure (e.g. Areas, Board) and other references as appropriate. The Senior Administrative Officer shall act as the editor of the brochure.
- *ALTA Display Board* which shall be displayed at the ALC each year and shall contain information about the current Board, library trustee issues, membership recognition, and other key information. The Display Board shall be available for use at any ALTA sponsored event or workshop. Updating the Display Board shall be contracted out each year.



### 3.6 Membership Recognition (Awards) needs revision recommendations from the ED

#### 3.6.1 Awards Available

Each year at the AGM ALTA may, at its discretion, present the following awards to members or member boards:

- **Honorary Life Membership**
  - To recognize outstanding contributions as a public library trustee, each year at the AGM Honorary Life Memberships may be presented. The membership is recognized by the presentation of a plaque from ALTA and may also include early bird registration at the ALC, up to 3 night's accommodation at the Jasper Park Lodge at the Fairmont rate, and some travel expenses, as approved in the ALTA budget. The plaque shall be as per the template agreed by the Board and will cost no more than \$75.00
- **Award of Excellence**
  - In recognition of Library Boards that have provided on-going excellent service to their community over a five-year period, each year at the AGM an Award of Excellence may be presented, to be awarded at the winning Board's library on a mutually agreed date. The Award will be a plaque from ALTA as per the template agreed by the Board and will cost no more than \$100.00. The President shall present the Award at the Board's library on a mutually agreed date. The cost of travel and presentation shall be in accordance with ALTA's budget.
  -
- **Lois Hole Award**
  - In honour of past Lieutenant-Governor Lois Hole, each year at the AGM a draw will be made to receive a \$250.00 Lois Hole Library certificate for the purchase of books for their member library.



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- Each book purchased through this Award will have a bookplate affixed to it that indicates it was acquired through ALTA's Lois Hole Award.

### 3.6.2 Award Criteria

- **Honorary Life Membership** – The trustee(s) must have done at least 5 of:
  1. Provided leadership in the library community
  2. Served as a trustee in a recognized provincial or national library related organization within the last five years
  3. Fulfilled offices in the Alberta Library Trustees Association
  4. Contributed to the organization of the Alberta Library Conference
  5. Provided leadership in the establishment of new libraries or library systems
  6. Participated in major innovations in library management and operation
  7. Promoted Literacy
  8. Contributed significantly to trustee education
- **Award of Excellence** – :Public library Boards should have:
  1. Enabled and supported their libraries in the provision of on-going excellent library service to their community over a five-year time span
  2. Identified present or future needs in their community and implemented services/projects to meet those needs
  3. Served their communities in at least three (3) of the following ways:
    - Assessed and responded to future and changing needs or circumstances in their community
    - Exhibited innovation and creativity in meeting community needs
    - Embarked on successful fundraising activities to support projects/services that better meet community needs
    - Established mutually beneficial partnerships with other community organizations through shared planning and sponsorship or services and program
    - Enabled their libraries to expand their services/programs to meet community needs.
  4. Only public library boards that are current members of ALTA are eligible to receive the award
- **Lois Hole Award**  
To be eligible a library board must be a member in good standing in the year of the AGM and have at least one trustee registered at the ALC and in attendance at ALTA's AGM.

### 3.6.3 Nomination Process

1. Honourary Life Membership nominations
  - May be made by the Board of the Alberta Library Trustees Association, or by any member board in good standing.
  - Trustees currently sitting on the ALTA Board of Directors are not eligible.
  - Notices requesting nominations for Honourary Life Membership shall be sent to member library boards after the fall meeting of the ALTA Board (but no later than November 1) and be posted on the ALTA website.
  - Must be properly completed and signed, and submitted in written format and mailed to the ALTA offices.
  - The deadline for submission of nominations to be received in the ALTA office is January 15<sup>th</sup>. No late nominations will be accepted.



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- A resume of the nominee's career and an assessment of his/her contributions must accompany nominations.
- 2. Award of Excellence nominations
  - May be made by the staff or board of an Alberta public library that is a member in good standing in ALTA, staff or board of the regional library system to which the library belongs, the municipality the library board was appointed by, or members of the community the library Board serves.
  - Shall include Board planning documents that clearly outline the programs/services over the past five years that are being highlighted in the nomination, photographs or clippings showing the programs/services presented in the nomination package, letters of support from the community and/or local council, and any additional documentation deemed appropriate to provide a clear picture of how the Board has supported and contributed to the success of the public library in meeting community needs over the past five years.
  - Notices requesting nominations for the Award of Excellence shall be sent to member library boards after the fall meeting of the ALTA Board (but no later than November 1) and be posted on the ALTA website.
  - Must be properly completed and signed, and submitted in written format and mailed to the ALTA offices.
  - The deadline for submission of nominations to be received in the ALTA office is January 15<sup>th</sup>. No late nominations will be accepted.
- 3. Lois Hole Award

There is no nomination process for this award which is drawn at the AGM from eligible member boards attending the AGM.

### 3.6.4 Selection Process

1. Honorary Life Membership
  - The ALTA Trustee Education Committee shall recommend to the ALTA Board, at its March meeting, that none, one or two qualifying nominees receive Honorary Life memberships
2. Award of Excellence
  - The ALTA Awards Sub Committee (Policy 3 and Appendix A ) shall review all nominations, determine that they meet the nomination criteria, and shall recommend to the ALTA Board at its March meeting that none or one of the qualifying nominated Boards receive the Award of Excellence.
3. Lois Hole Award
  - There is no selection process as this Award is drawn at the AGM from eligible member boards attending the AGM.

- 3.6.5 The ALTA Board shall, at the AGM, present to each retiring ALTA Board member a Certificate of Appreciation and a \$100 donation through the Lois Hole Library Fund to the public library of the retiring Board members choice as a form of the Board's appreciation for the commitment to ALTA.

## 3.7 Alberta Library Conference (ALC)

- 3.7.1 ALTA is a co-sponsor with the Library Association of Alberta of the Alberta Library Conference
- 3.7.2 ALTA is responsible for providing registration services for ALC (see Policy 3.1.2)



## ALTA Policy Manual

- 3.7.3 ALTA will appoint, from the ALTA Board, an ALC Co-Chair and a Registrar each year at its Transition meeting. It is expected that the Registrar shall serve 1 – 2 years as Registrar and then become the ALC Co-Chair representing ALTA. The ALC Co-Chair shall represent ALTA at the ALC Committee meetings and shall report to each ALTA Board meeting. The ALC Co-Chair will present the ALC budget to the ALTA Board for approval at the next ALTA Board meeting after the ALC Committee drafts the ALC budget. ALTA will not approve an ALC budget that shows any loss.
- 3.7.4 The Alberta Library Trustees Association (ALTA) is a co-host for the annual Alberta Libraries Conference (ALC). This event provides excellent learning opportunities for ALTA members, and as ALC attendees include library trustees from across the province, the ALTA AGM is held during this conference.
- All members of the ALTA Board are encouraged to attend the ALC and especially the AGM. As ALTA has limited financial resources, a cap of \$10,000 has been allocated to support Board member attendance at ALC. Board members are encouraged to seek funding from their local or regional libraries to defray their attendance costs.
  - Up to \$10,000 of ALTA funding will be offered to Board members who are not able to secure other funding to attend ALC, and will be offered as follows: costs will be covered for the Executive Director, the President (if required), and funds permitting, the Vice-President (if required). Any remaining monies will be split among ALTA Board members to defray the costs for those who are attending the ALC (or the ALTA AGM) and not fully supported by their local or regional libraries. This policy may be amended if and when any sustainable *funding is found*.
  - Costs might include registration, accommodation (up to a three night maximum) and transportation using either the ALC bus or rented car. Carpooling is highly encouraged. ALC covers all costs of the Co-Chair and Registrar to all ALC Committee meetings, and to the ALC.
- Adopted April, 2014**
- 3.7.5 ALTA will annually review ALC Policies and make recommendations for changes that they will consider for approval at the next ALTA Board meeting
- 3.7.6 ALTA will provide a float of \$3000.00 annually to the ALC Committee for expenses incurred in organizing the ALC. Although the float is not returned at the end of each ALC, ALTA shall account for these funds in their budget as both revenue and expenditure.
- 3.7.7 ALTA may send an invitation to attend ALC each year to the Presidents of CLTA, BCLTA, and SLTA. Should any of these accept the invitation, ALTA will pay the cost of early bird registration to ALC but the guest shall make their own travel and accommodation arrangements at their own cost.
- 3.7.8 ALTA Sessions
- Each year ALTA shall be responsible for two sessions at ALC: the Lorne MacRae Intellectual Freedom Lecture Series, and the Trustee Forum.
  - Early bird registration and one night's accommodation is provided by ALC for each of the presenters of these two sessions
  - The presenter for the Lorne MacRae Intellectual Freedom Lecture will be selected annually by ALTA; the year the School librarians attend ALC the presenter will represent intellectual freedom from the perspective of school libraries; the alternate year the presenter will be selected in conjunction with the School of Library and Information Sciences, University of Alberta. The

## **ALTA Policy Manual**

Lorne MacRae Intellectual Freedom Lecture series is sponsored by The Calgary Foundation and required ALTA to retain its Charitable Status. Funding is provided in February each year by The Calgary Foundation. The President must submit a report on the use of the funds by September each year to The Calgary Foundation.

- Expenses for the Lorne MacRae Intellectual Freedom presenter shall not exceed \$600.00 or the funds from The Calgary Foundation, (less 25% administrative fee) whichever is less.

## 4.0 ADVOCACY POLICIES

### 4.1 Representation at Conferences

- There shall be a budget line established each year to enable ALTA to send a representative to the Canadian Library Association/Canadian Library Trustees Association Conference and the Alberta Library Conference.
- The President of ALTA shall attend the Canadian Library Association annually, and shall be ALTA's representative to other Library Conferences.
- If funds are available the Board shall decide each year if the President should represent ALTA at the Saskatchewan Library Trustees Association Conference, the British Columbia Library Trustees Association Conference, or other conferences as decided by the Executive Committee.
- If the President is unable to attend any Conferences the Vice-President shall represent ALTA. If the Vice President is unable to attend the Past President shall be the representative.
- The Board may choose to send additional representatives to Library Conferences as determined in the budget and business plan.



### 4.2 Library Openings

- For all openings of new public libraries or library branches or major library renovations in Alberta, the President shall send a letter of congratulations to the Chair of the public library Board on behalf of ALTA. The expenses of any ALTA Board member attending a library opening or renovation shall not be reimbursed by ALTA.



### 4.3 Caucus Submissions

- Whenever necessary ALTA shall prepare a position paper for presentation to the appropriate level of government
- ALTA will solicit member input for its caucus brief at the Annual General Meeting and will prepare the submission for approval of the June meeting of the ALTA Board with presentation to members through the ALTA website after ALTA Board approval.
- The submission should set forth ALTA's recommendations to the provincial government on the issues of greatest concern to ALTA's membership
- The caucus submission shall be forwarded to the Minister of Municipal Affairs and Housing and other appropriate government members as determined by the ALTA Board.



### 4.4 Literacy

ALTA shall encourage and give support to literacy programs by:

- producing materials or presentations on literacy
- encouraging library boards to plan for annual literacy days within their communities
- assisting public library boards in Alberta to participate in appropriately established literacy programs and develop literacy programs within their own library's Plan of Service
- liaising with existing organizations that support and promote literacy

APPENDIX A: Standing Committees - ALTA

Standing Committees of ALTA April 2007



1. Finance and Administration Committee
2. Trustee Education Committee
3. Communications Committee
4. Advocacy Committee

All Committee members must be ALTA members in good standing.

**Terms of Reference:**

Name:	<b><i>Finance and Administration Committee</i></b>
Type:	Standing Committee
Mandate:	Ensure the financial and administrative needs of ALTA are managed efficiently and effectively.
Key Responsibilities:	<ul style="list-style-type: none"><li>- Develop and keep current a three-year Business Plan based on input from the Chair of each Standing Committee and the Executive Committee..</li><li>- Maintain accurate financial records and ensure timely financial reporting to the Board at its regular meetings and to the membership at the AGM.</li><li>- Review and evaluate the effectiveness and value of all staffing and contract needs and performance at least annually and recommend changes where necessary.</li><li>- Develop and keep current a Risk Management Plan</li></ul>
Composition:	The Secretary-Treasurer and 2 other ALTA Board members shall be appointed to the Finance and Administration Committee. The Secretary-Treasurer shall Chair the Finance and Administration Committee.
Meetings:	The Committee shall meet before each regular Board meeting. Meetings can be held in any format agreed to by the Committee members (Policy 2.6.8)
Resources:	The Finance and Administration Committee shall determine it's financial and staff/contractor needs annually at the time the Budget and Business Plan are decided.
Reporting:	The Finance and Administration Committee shall report to the Board at each regular Board meeting. Its report shall contain items for Information, for Discussion and/or for Decision as appropriate. All reports shall be in writing and will be distributed with the meeting package. Reports for a decision by the Board shall be made in the form of a motion.

Name:	<b><i>Trustee Education Committee</i></b>
Type:	Standing Committee
Mandate:	Ensure the skills development and educational needs of ALTA members are met in a timely way through innovative and effective educational and trustee development programs and services..
Key Responsibilities:	<ul style="list-style-type: none"><li>- Provide effective, relevant, well-attended workshops across the province on a regular basis.</li><li>- Identify and facilitate provision of relevant resources on skills development and education for the membership</li></ul>

## ALTA Policy Manual

	<ul style="list-style-type: none"><li>- Promote trustee involvement in the Alberta Library Conference</li><li>- Recognize and honour outstanding library trustees and public library boards</li><li>- Annually review educational and skills development programs and services</li><li>- Ensure adequate trainers are trained and available throughout the province.</li></ul>
Composition:	The Committee shall consist of 3 ALTA Board members. The Chair shall be an ALTA Board member appointed annually at the Transition meeting with the other members (up to a maximum of 2) appointed by the Executive Committee at the request of the Chair.
Sub Committee	The Education Committee shall establish an <i>Awards Committee</i> as a Sub Committee each year at the November/December ALTA Board meeting. The Sub Committee shall, following the criteria as per Policy 3.6, recommend to the ALTA Board the winner of the ALTA Award of Excellence, if any. The Awards Committee shall be composed of the Chair, Education Committee (if not from a nominated Board in which case another member of the Education Committee will become a member), the Chair of the past year's winning Board, and a person connected to libraries but not currently a library staff or trustee at a public library in Alberta.
Meetings:	The Committee shall meet before each regular Board meeting. Meetings can be held in any format agreed to by the Committee members (Policy 2.7.6)
Resources:	The Education Committee shall determine it's financial and staff/contractor needs annually at the time the Budget and Business Plan are decided.
Reporting:	The Education Committee shall report to the Board at each regular Board meeting. Its report shall contain items for Information, for Discussion and/or for Decision as appropriate. All reports shall be in writing and will be distributed with the meeting package. Reports for a decision by the Board shall be made in the form of a motion.
Name:	<b><i>Communications Committee</i></b>
Type:	Standing Committee
Mandate:	Ensure that appropriate and timely professional and informative communications are made available to all ALTA members.
Key Responsibilities:	<ul style="list-style-type: none"><li>- Create and distribute two "Trustee Voice" newsletters each year to members</li><li>- Create and distribute "ALTA Announces" in electronic format within two weeks of each ALTA Board meeting. "ALTA Announces" shall be posted on the ALTA website and sent to the email address on record for each ALTA member.</li><li>- Ensure ALTA's web site is kept current and is updated on a regular (at least monthly) basis.</li><li>- The Chair acts as the Editor of the "Trustee Voice" and "ALTA Announces" and is responsible for soliciting material for each publication, ensuring the material is appropriate, deciding on the content and layout and for presenting the final draft of each "Trustee Voice" to the Board for review and input.</li></ul>

## ALTA Policy Manual

Composition:	The Committee shall consist of 1 or 2 ALTA Board members. The Chair shall be an ALTA Board member appointed annually at the Transition meeting with the other members (up to a maximum of 3) appointed by the Executive Committee at the request of the Chair.
Meetings:	The Committee shall meet before each regular Board meeting. Meetings can be held in any format agreed to by the Committee members (Policy 2.6.8)
Resources:	The Communications Committee shall determine its financial and staff/contractor needs annually at the time the Budget and Business Plan are decided. All contracts must be in accordance with Policy 3.2
Reporting:	The Communications Committee shall report to the Board at each regular Board meeting. Its report shall contain items for Information, for Discussion and/or Decision as appropriate. All reports shall be in writing and will be distributed with the meeting package. Reports for a decision by the Board shall be made in the form of a motion.

Name: ***Advocacy Committee***

Type: Standing Committee

Mandate: Promote public libraries as essential services to all communities in Alberta and ensure that government officials and users of public libraries recognize the valuable role trustees play and support them appropriately.

Key Responsibilities:

- Arrange for a survey of all members to be conducted at least every three years to assess member satisfaction with communication, skills development and education, Area representation, value of the Alberta Library Conference, and other issues including government support of public libraries, as appropriate.
- Liaise with the current provincial Minister responsible for public libraries; liaise with other provincial government elected officials as appropriate
- Promote ALTA and its programs and services
- Lobby the appropriate government officials on key public library issues
- Provide material and information to enable trustees to develop advocacy skills

Composition:	The Committee shall consist of 1 or 2 ALTA Board members. The Chair shall be an ALTA Board member appointed annually at the Transition meeting with up to one other member appointed by the Executive Committee at the request of the Chair.
Meetings:	The Committee shall meet before each regular Board meeting. Meetings can be held in any format agreed to by the Committee members (Policy 2.6.8)
Resources:	The Advocacy Committee shall determine its financial and staff/contractor needs annually at the time the Budget and Business Plan are decided.
Reporting:	The Advocacy Committee shall report to the Board at each regular Board meeting. Its report shall contain items for Information, for Discussion and/or Decision as appropriate. All reports shall be in writing and will be distributed with the meeting package. Reports for a decision by the Board shall be made in the form of a motion.

## **ALTA Policy Manual**

### **APPENDIX B: ALTA Orientation Package**

Administration shall ensure each new Area Representative (ALTA Board member) is provided with an Orientation package at the Transition meeting. The Orientation package shall include:

1. Policy Manual
2. Bylaws
3. Business Plan
4. Current budget
5. List of member and non-member library boards for Area Representative's area
6. Minutes and agenda of the last three consecutive Board meetings
7. Board members and senior administrator's name and contact information (address, telephone, email address)
8. User ID and password for ALTA Board member only section on ALTA's website
9. ALTA Brochure
10. Handbook



## **Title: President's Report**

Date: January 18, 2024

Submitted by: Jen Anheliger

### **SYMPOSIUM:**

- November Symposium in partnership with Stronger Together SOLD OUT.
- System staff and directors from NLLS, Peace, Parkland and YRL provided marketing materials for ALTA to give out 3 prize draw items. Thank you very much to those systems for support, materials, and expertise.
- Thank you, cards were sent out to partner systems, for participating.
- Thank you to Hank and Sandra for the breakout sessions they facilitated and for their assistance on the day of the event. Your efforts greatly contributed greatly to the success of the event.
- Slides from the event are available on the ALTA website.
- Survey results will be forthcoming.

### **GENERAL:**

- I was able to connect with the new Calgary Public Library Board Chair Evan Legate. His board has committed to reengaging with ALTA this year and they have appointed Gillian Hynes as the ALTA rep and Aaron Noga as the alternate. ALTA has been without a CPL appointee for 2 years and we are excited to have them around the board table again.
  - ALTA received an application for a new NLLS alternate, Barb Smith.
  - This year sees terms ending for YRL, Marigold, Shortgrass and NLLS. This will be my final year as the NLLS representative. New applicants need to be appointed in advance of our May/June AGM, so please speak with your system chairs and directors.
  - Hank will be presenting to Peace Library System on Saturday Feb 24 virtually.
  - I will be presenting and speaking with 2<sup>nd</sup> year students of the Library & Information Technology at Grant MacEwan on Feb 2. Topics will be around advocacy and supporting your board in their advocacy activities.
  - I am meeting with the Board Chair of the British Columbia Library Trustees Association in February to discuss relevant activities, functionality etc.
  - We have a new member to ALTA because of the symposium. Lloydminster Public Library Board reached out to become new members.
-

**Title: Communication from CPL – ALTA Rep**

Date: January 18, 2024

Submitted by: Jen Anheliger

From: Evan Legate <evan@gatewaypublicaffairs.ca>

Sent: November 30, 2023 12:20 PM

To: Anheligerj@gmail.com

Cc: Gillian Hynes; Aaron Noga; Sarah Meilleur; Amanda Robertson

Subject: Calgary Public Library Representatives for ALTA

Hi Jenn,

Last night the Calgary Public Library Board met and appointed Gillian Hynes as our ALTA representative and Aaron Noga as our ALTA Alternate. I've cc'ed both so you have their contact information moving forward. On behalf of the CPL board, we look forward to reengaging with ALTA!

If you need anything else from our end, please let us know.

Thanks for all the great work you do at ALTA.

Sincerely,

Evan Legate

Principal

Gateway Public Affairs

403-605-5035 | [evan@gatewaypublicaffairs.ca](mailto:evan@gatewaypublicaffairs.ca) | [www.gatewaypublicaffairs.ca](http://www.gatewaypublicaffairs.ca)

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**Alberta Library Trustees Association**  
**Statement of Financial Position**  
As of December 31, 2023

	<u>Dec 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
1100 · TD Chequing Account	55,344.90
Total Chequing/Savings	<u>55,344.90</u>
Accounts Receivable	
1300 · Accounts Receivable	885.50
Total Accounts Receivable	<u>885.50</u>
Other Current Assets	
1200 · Prepaid Expenses	497.92
Total Other Current Assets	<u>497.92</u>
Total Current Assets	56,728.32
Fixed Assets	
1500 · Computer Equipment	4,832.90
1505 · Accum Amort - Computer Equip	-4,832.90
1510 · Furniture & Fixtures	900.00
1515 · Accum Amort - Furniture	-900.00
Total Fixed Assets	<u>0.00</u>
<b>TOTAL ASSETS</b>	<b><u>56,728.32</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 · Deferred Membership Fees	15,020.00
Total Other Current Liabilities	<u>15,020.00</u>
Total Current Liabilities	<u>15,020.00</u>
Total Liabilities	15,020.00
Equity	
3100 · Operating Reserve	40,571.93
Net Income	1,136.39
Total Equity	<u>41,708.32</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>56,728.32</u></b>

**Alberta Library Trustees Association**  
**Statement of Cash Flows**  
January through December 2023

	<b>Jan - Dec 23</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	1,136.39
Adjustments to reconcile Net Income to net cash provided by operations:	
1300 · Accounts Receivable	-885.50
1305 · GST Rebate Receivable	641.01
1200 · Prepaid Expenses	110.52
2000 · Accounts Payable	-223.57
2100 · Accrued Liabilities	-23,000.00
2200 · Deferred Membership Fees	2,282.50
Net cash provided by Operating Activities	-19,938.65
<b>FINANCING ACTIVITIES</b>	
3100 · Operating Reserve	20,210.07
32000 · *Retained Earnings	-20,210.07
Net cash provided by Financing Activities	0.00
Net cash increase for period	-19,938.65
Cash at beginning of period	75,283.55
Cash at end of period	<b>55,344.90</b>

**Alberta Library Trustees Association**  
**Statement of Operations - Budget vs. Actual**  
January through December 2023

	<b>Jan - Dec 23</b>	<b>Budget</b>	<b>Over Budget</b>
<b>Income</b>			
<b>4100 · Project Grants</b>			
4102 · Lorne McRae Grant	928.00	0.00	928.00
<b>Total 4100 · Project Grants</b>	<u>928.00</u>	<u>0.00</u>	<u>928.00</u>
<b>4200 · Service Income</b>			
4201 · Membership Fees	22,455.00	25,000.00	-2,545.00
<b>Total 4200 · Service Income</b>	<u>22,455.00</u>	<u>25,000.00</u>	<u>-2,545.00</u>
<b>4600 · Other income</b>	<u>4,857.50</u>		
<b>Total Income</b>	<u>28,240.50</u>	<u>25,000.00</u>	<u>3,240.50</u>
<b>Expense</b>			
<b>6000 · Administration Expenses</b>			
6003 · Insurance	1,328.00	1,250.00	78.00
6004 · Office Supplies	290.49	0.00	290.49
6007 · Website & Domain Name	110.52	0.00	110.52
6008 · Bank & Merchant Fees	676.35	500.00	176.35
6011 · Communications	0.00	500.00	-500.00
6013 · Software Subscriptions	225.77	220.00	5.77
<b>Total 6000 · Administration Expenses</b>	<u>2,631.13</u>	<u>2,470.00</u>	<u>161.13</u>
<b>6100 · Contract Services</b>			
6101 · Audit Fees	175.00	150.00	25.00
6103 · Admin & Finance	12,915.00	12,915.00	0.00
<b>Total 6100 · Contract Services</b>	<u>13,090.00</u>	<u>13,065.00</u>	<u>25.00</u>
<b>6200 · Board Expenses</b>			
6201 · Annual General Meeting	0.00	300.00	-300.00
6202 · Trustee Recognition	0.00	250.00	-250.00
6203 · Membership to Affiliate Orgs	527.88	550.00	-22.12
<b>Total 6200 · Board Expenses</b>	<u>527.88</u>	<u>1,100.00</u>	<u>-572.12</u>
<b>6300 · Trustee Projects</b>			
6303 · Lorne McRae Award	928.00	0.00	928.00
6304 · Trustee Awards	0.00	250.00	-250.00
6306 · Trustee Resources	0.00	615.00	-615.00
6308 · ALTA Symposium	9,927.10	15,000.00	-5,072.90
<b>Total 6300 · Trustee Projects</b>	<u>10,855.10</u>	<u>15,865.00</u>	<u>-5,009.90</u>
<b>Total Expense</b>	<u>27,104.11</u>	<u>32,500.00</u>	<u>-5,395.89</u>
<b>8000 · INTERFUND TRANSFER</b>			
8001 · Transfer from Operating Reserve	0.00	7,500.00	-7,500.00
<b>Total 8000 · INTERFUND TRANSFER</b>	<u>0.00</u>	<u>7,500.00</u>	<u>-7,500.00</u>
<b>Net Income</b>	<u><u>1,136.39</u></u>	<u><u>0.00</u></u>	<u><u>1,136.39</u></u>

**Title: ALTA Monthly Coffee Chats**

Date: January 18, 2024

Submitted by: Jenn Anheliger

Coffee Chats are meant to be informal opportunities for trustees to network and discuss what is and isn't working well in their library communities. We always introduce a topic of discussion to aid in getting robust conversations started.

The role of ALTA hosts is to ensure respectful conversation ensues and provide any inside or feedback for some queries. Chats are scheduled for 45 minutes and typically include between 6-12 members signing it to participate.

ALTA hosts will be expected to give a short breakdown of how the chat went and ensuing conversations, including any insights into what trustees may be looking for from ALTA by way of training or PD.

It is the responsibility of the scheduled ALTA host to find a replacement trustee to run the chat should there be a scheduling conflict.

Topics are to be determined the month prior to each coffee chat. All coffee chat invites and zoom meetings will be set up by IT at TAL and directions for logging into the ALTA Zoom account will be sent to the individual hosts email a week in advance.

## COFFEE CHAT SIGN UP SHEET

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