

Librarians' Association of the University of Waterloo
Annual General Meeting 2011
May 6, 2011, 12:00pm
DC 1568

MINUTES

Present: Laura Bredahl, Jane Britton, Nancy Collins, Jane Forgay, Jennifer Haas, Tim Ireland (President/Chair), Christine Jewell, Sandra Keys (Secretary), Susan Lancsak, Kathy MacDonald, Doug Morton, Richard Pinnell, Leeanne Romane, Kathy Szigeti, Margaret Yuen, Agnes Zientarska-Kayko

Guests: Ben Robinson, Christina Zoricic, Meredith Fischer

Quorum achieved

Tim called the meeting to order at 12:10pm. He welcomed everyone and introduced Ben, Christina, and Meredith.

1. Approval of Minutes of 2010 AGM held May 10, 2010
(http://www.lib.uwaterloo.ca/lauw/agm_2010.html)

Moved to approve the minutes as printed by Kathy Szigeti, seconded by Leeanne Romane. All in favour. Motion carried.

2. Business Arising

No business arising.

3. Additional Agenda

No additional agenda.

4. Annual Reports
 - a. President
 - b. Treasurer
 - c. Programs Committee
 - d. Compensation Committee

Moved to receive reports as printed by Jane Forgay, seconded by Laura Bredahl.

It was requested to have an oral summary of the reports. Each of the reports were spoken to.

Discussion ensued surrounding the Compensation Report. It was asked if we were "happy" with the salaries. It was suggested that the Compensation Report should have more

interpretation (i.e., that it should be put into context). It was also noted that the numbers are not current.

Leanne Romane moved that the Compensation Committee strike a sub-committee to investigate, analyze, and make recommendations. Seconded by Tim Ireland. Tabled for incoming LAUW Executive.

It was asked if we could get just the Librarian travel spending (as opposed to total Library Staff funding). Tabled for incoming Compensation Committee Chair.

There was discussion about whether if a conference/training opportunity was not mentioned in the performance appraisal, don't bother applying, etc. There seems to be varied opinion. Clarification needs to be sought. Tabled for incoming LAUW Executive.

Moved to accept reports by Laura Bredahl, seconded by Richard Pinnell. All in favour. Motion carried.

5. Election of Officers and Chairs of Standing Committees for 2011/2012

Proposed Slate:

Past-President: Tim Ireland

President: Jane Forgay

Secretary: Sandra Keys

Treasurer: Susan Lancsak

Chair, Programs: Nancy Collins

Chair, Compensation: Laura Bredahl

No nominations were received from the floor.

Acclaimed.

6. Proposed Changes to the Constitution

Moved that housekeeping changes as noted be approved by Tim Ireland, seconded by Kathy Szigeti. All in favour. Motion carried.

Moved that the FAUW representative position be formalized in the Constitution as proposed by Tim Ireland, seconded by Kathy Szigeti. All in favour. Motion carried.

New agenda item: FAUW Representative

7. Proposal to increase annual dues to \$25.00

Moved that the annual dues be increased to \$25.00 by Tim Ireland, seconded by Doug Morton.

Susan Lancsak spoke to the rationale of the proposed increase. An increasing number of programs and from outside have resulted in more funds being used and our balance

decreasing. If this continues, we will have to cut back on expenses. Our biggest expenditure is the AGM.

It was asked: what is the value of LAUW membership? Programs, philosophical support, other reasons/issues to support, etc.

It was noted that there are now fewer possible members/librarians and that dues have been at \$20.00 since the beginning.

It was suggested that the dues be increased to \$30.00.

Motion amended that the annual dues be increased to \$30.00. Initial mover (Tim Ireland) and seconder (Doug Morton) agreed to the amended motion. All in favour. Motion carried.

8. LAUW Documents Archiving Project

Sandra Keys reported that she has received responses from several people indicating interest in being part of the project and/or that they have documents for inclusion. No further progress has been made.

She offered to continue overseeing this project should the incoming LAUW Executive be in favour.

9. FAUW Representative

Leeanne Romane will retain the position for a one-year term. Beginning with the 2012/2013 year, this position will be a normal part of the election of Officers and Chairs of Standing Committees schedule.

Thanks were extended to Leeanne for the work that she has done as LAUW's representative to FAUW over the last several years and for agreeing to one additional year.

10. Any Other Business

Incoming LAUW Executive to seek clarification on travel funding decisions:

- Difference between managers/departments
- Difference between approved and asked
- Information on full vs partial approval

Constitution

Article I: Name

The name of the association shall be "The Librarians' Association of the University of Waterloo" (LAUW).

Article II: Definitions

A professional librarian is defined as a library staff member holding a Bachelor of Library Science (BLS), Master of Library Science (MLS), Master of Library and Information Science (MLIS) degree or recognized equivalent degree from an accredited institution and working in a professional librarian position.

Article III: Purpose

The Association shall exist to:

- Promote the welfare of professional librarians at the University of Waterloo
- Support the professionalism of librarians at the University of Waterloo
- Promote the role of librarians on the University of Waterloo Campus
- Provide a forum for the exchange of ideas and discussion of issues relevant to librarianship.

Article IV: Membership

Section 1

All professional librarians employed by the University of Waterloo are eligible to be voting members of the Association.

Section 2

A fee shall be assessed for membership in the Association. At each Annual Meeting the Executive Committee shall present the amount of the fee to the membership of the Association for approval.

Funds derived from the fee shall be collected and administered by the Treasurer. The funds shall be kept in a bank account under the name of the Association. The signatures of the Treasurer and the President or Vice-President shall be used for the operation of these funds.

Article V: Officers and Committees

1. The officers of the Association shall be a President, a Vice-President, a Treasurer, a Secretary and a FAUW (Faculty Association of Waterloo) representative.
2. There shall be an Executive Committee consisting of the Officers, the immediate Past President, and Chairs of the Standing Committees.
3. Standing Committees of the Association shall consist of a Chair and at least two others. Standing Committees of the Association can be formed with the approval of a majority of the Association membership. The Standing Committees are:

- Programs Committee
- Compensation Committee

4. Elections must be held once a year.
5. The Vice-President shall be chosen from among the Chairs of the Standing Committees, at the first meeting of the newly elected Executive Committee. He/she is only entitled to one vote.
6. More than half of the members of the Executive Committee shall constitute its quorum.
7. The Executive Committee shall have in charge the general interest of the Association.
8. The Executive Committee from time to time appoints such Committees of the Association as may be necessary and shall delegate to them such duties as may seem desirable.
9. In case of vacancy in the Executive Committee, the remaining members shall designate a member of the Association to discharge the duties of the office until the next Annual Meeting.

Article VI: Election of Officers

1. A Nominating Committee shall be appointed by the Executive Committee at least four weeks before an Annual Meeting.
2. The Nominating Committee shall communicate with each member whose name has been proposed and shall ascertain whether such nominees will stand for office.
3. The Nominating Committee shall then draw up a slate of Officers and Chairs for the Standing Committees for election.
4. The slate of Officers and the Chairs of the Standing Committees shall be submitted to all members in writing at least one week before the Annual Meeting.
5. The method of voting shall be by simple majority vote.
6. Any member of the Association may make additional nominations from the floor at the Annual Meeting.

Article VII: Duties of the Officers

The duties of the Officers shall be as follows:

a. The President shall:

1. Preside at all meetings of the Association.
2. Represent the Association in its communications with the University Librarian, the academic community, and the University administration.
3. Appoint a Parliamentarian who shall interpret procedure from the latest edition of Robert's Rules of Order when requested by the President.
4. Have full membership in Committees of the Association or may assign a designate.

b. The Vice-President shall assume the duties of the President in his/her absence.

c. The Treasurer shall:

1. Collect and administer the fees of the Association.
2. Administer income to the Association from any other source.
3. Arrange for the payment of any debts which may be incurred by the Association from the funds received by the Association.
4. Maintain an up-to-date list of members.

d. The Secretary shall:

1. Schedule meetings, at the request of the President, and notify members of meetings.
2. Take the minutes of the meetings or arrange to have minutes taken if absent.
3. Distribute minutes of the meetings to all members.
4. Distribute copies of the Constitution and any amendments.
5. Deposit copies of the minutes of the meetings, Constitution, and constitutional amendments in the University Archives.

e. The FAUW Representative shall:

1. Attend regular FAUW meetings as part of their Council of Representatives and as the LAUW Official Visitor (a non-voting member of the FAUW Board of Directors).
2. Act as a liaison between FAUW directors and LAUW membership.
3. Will advocate for the academic status of librarians at the University of Waterloo as appropriate.
4. If the FAUW representative holds another LAUW position, he/she is only entitled to one vote.
5. For consistency, this position is a two year term and can be re-elected for additional terms.

Article VIII: Meetings

1. The Annual Meeting shall be held each year on or about the first of May and is open to all Professional Librarians.
2. Other meetings of the Association shall be called (a) as directed by the Annual Meeting, or (b) as directed by the Executive Committee, or (c) at the written request to the President of one quarter of the members of the Association.
3. At least two weeks notice and the agenda of any meeting of the Association shall be given in writing to the members by the Secretary.
4. One third of the total membership of the Association will constitute a quorum.

Article IX: Amendments

The constitution may be amended at any properly called meeting of the Association at which a quorum is present, providing notice of the proposed amendment has been given to the membership, in writing, at least two weeks prior to the meeting. Constitutional amendment requires the approval of two thirds of the members who are present at the meeting and entitled to vote, excluding blank ballots and abstentions.

Article X: Other Matters

1. On all matters of the parliamentary procedure not provided for in the Constitution, reference shall be made to Robert's Rules of Order.
2. The actions of the Executive Committee shall be subject to confirmation at the Annual Meeting.

May 6, 2011