

TORONTO ASSOCIATION OF LAW LIBRARIES
(the “Corporation”)
DIRECTORS’ MEETING Minutes

Thursday, the 6th of August, 2015, 12:00 p.m.
at Norton Rose Fulbright LLP
200 Bay St, Toronto, ON M5J 2Z4

Present: Victoria Baranow, Laura Chuang, Eve Leung, Eileen Lewis, Leanne Owen

1. Approval of Minutes from the 2014-2015 Annual General Meeting

The July 9, 2015 meeting minutes were approved without opposition.

2. Report of the Executive Officers

2.1. President’s Report – E. Lewis

Holiday Social

This year’s Holiday Social will be held at Stratus in the T.D. Building (79 Wellington St. W.) This is a new venue and it is centrally-located downtown which makes it easily accessible for most members. The minimum spend is \$2000, which is reasonable. The event will be capped at 60 people as per the room capacity.

The cost of \$36 per person covers 9 h’orderves each. This gives us the option of charging \$35 for members and \$45 for non-members. These prices would also include 1 drink ticket per person, subsidized by TALL, with the possibility of 2 drink tickets depending on sponsorship and what we want to subsidize. LexisNexis has already offered to sponsor but the amount was not specified.

In terms of event dates, E. Lewis provided Stratus with several options: November 25 or 26, or December 2 or 3. She will follow up with the venue next week to see which dates are available.

RFP for Website Redesign and Migration

The Executive did not have any issues with the IT Committee’s report. A lot of the feedback provided by L. Knapp was incorporated into the RFP. The Committee space portion of the report was intentionally left blank so that feedback can be solicited from them. The Executive requested that this be done.

In terms of cost, the numbers are flexible--\$5000 was originally budgeted for the design but this did not necessarily include the cost of the migration. It was voted that we would accept proposals of up to \$7500 to ensure we are getting what we need this time around.

In regards to timeline, a fast turnaround is ideal. It was decided that the RFP will be sent out on September 8, 2015. We will allow 10 days for responses to be submitted, which gives us a deadline of September 18, 2015. A payment schedule will be requested with submitted applications. Applications should be submitted to the TALL administrative email. They will then be uploaded to DropBox for the Executive to review. The Executive will provide feedback within the week and a final draft will be approved via email.

L. Chuang will look into having the RFP sent out via the S.L.A. listserv.

2.2. Treasurer's Report – L. Chuang

L. Chuang has transitioned with E. Leung and is in the process of reviewing what she has inherited as the new treasurer. She asked the Executive for feedback regarding how the financials are presented and it was agreed that the current format is fine.

2.3. Administrative Coordinator's Report – L. Knapp (presented by E. Lewis)

L. Knapp provided Alleyne with an updated list of email addresses to associate with the auto-forwards embedded in the site under the Executive roles. They have given her the ability to create Smart Groups so she can now create mailing lists that are dynamic. No additional responses were provided on the laundry list of updates L. Knapp has requested. She is struggling to prioritize things given that their response rate is so inconsistent.

TALL is currently sitting at 216 members; 21 of which are new members (4 student/retired/unemployed and 4 Associate members.) Unfortunately there is no way to compare these numbers to where we were sitting last year. L. Knapp is reaching out to a few members who have renewed their membership but have not yet submitted payment. She will be in touch with L. Chuang to schedule a time to drop off outstanding cheques.

2.4. Vice President's Report – E. Leung

2.4.1. Education Committee

Programming for this coming year is in the works. Shonna Mireau is doing a TALL Lunch and Learn on the topic of process improvements on September 23, 2015, from 12:00 – 1:00 at the Toronto Lawyers' Association. The invite email will be sent out soon.

The Education Committee is looking for spaces to hold future events and is willing to entertain the option of paid venues if necessary.

Lexum wants to do a demo of their new product, LexBox. If we allowed it, it would be up to the vendor to organize the space and we would just promote it via the listserv. E. Leung will run this by the Education Committee.

J. Fex suggested organizing a TALL conference. The Executive is asking her to form a subcommittee of 3-4 members to create a conference proposal. She will follow up with E. Leung in September and eventually send out a formal call for members.

2.4.2. Salary Survey Committee

The Committee is having a meeting in September to gear up for the 2016 Salary Survey. The Committee lost a member but recently added K. Robertson.

2.4.3. Publisher's Liaison Committee

The PLC was approached by Lexum. They decided they do not want to host any sort of instructional events put on by vendors. The Executive discussed this in relation to the space problem the Education Committee is having and suggested allowing vendors to do a short 10-minute demonstration in their training spaces followed by what would almost be like a sponsored Lunch and Learn. The Executive deemed this to be a good solution to the space issue and it would also foster good relationships with the vendors. E. Leung will run the idea by Sonia.

2.5. Membership Liaison's Report – V. Baranow

2.5.1 Union List

There were no updates.

2.5.2 IT Committee

K. Robertson has started a TOLawLibraries Twitter feed. While this is not officially associated with TALL, the Executive decided we should go over social media policies at the next meeting. V. Baranow will also check with J. Anderson to see if TALL has/used to have its own Twitter account.

2.5.3 Newsletter

The Executive will send out a call for a new editor and a designer. We will request that they provide an overview of themselves and a small writing sample. V. Baranow will ask S. Spong for advice regarding the type of qualifications required for the positions.

The Committee is looking for a student events reporter. It was suggested that we offer the student free admission to events in exchange for their services.

3. Next Meeting

It was decided that we will stick to the former meeting schedule of the second Thursday of every month. E. Lewis will send out a reoccurring Outlook invite. E. Leung will host the next meeting at McMillan LLP on September 10, 2015, at 12:30.

4. Conclusion

The meeting concluded at 1:00 p.m.

Eileen Lewis,
President

Leanne Owen,
Secretary