

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

Thursday, the 8th day of October 2015, 12:00 p.m.
at Norton Rose Fulbright LLP
200 Bay St, Toronto, ON M5J 2Z4

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

Regrets: Laura Knapp

1. Approval of Minutes from the September Executive Meeting

The meeting minutes from September 10, 2015 were approved without opposition.

2. Report of the Executive Officers

2.1. President’s Report – E. Lewis

Holiday Social

LexisNexis is generously sponsoring the event.

The Executive decided against Far Niente as the venue because the available event space is semi-private and there was concern that it would be too loud. E. Lewis is going to contact them and let go of the hold that was placed on the date. E. Lewis also contacted La Maquette to inquire but did not receive any real response.

The Holiday Social will take place on November 26, 2015, at Hart House. A \$500 deposit is due soon and then the menu can be coordinated. The menu will likely be the Chef’s Choice, based on specified parameters. The event is not on the same night as the SLA Holiday Social, which will be pleasing to members.

The cost of the event will be \$35 for members, \$45 for non-members and \$25 for students/unemployed/retired members. Each attendee will receive one free drink ticket.

Instead of formally pairing up students with member mentors for the event, it was determined that there will be a special sticker on the nametags of first time attendees so that members can introduce themselves and make them feel welcome.

Article Club

E. Lewis suggested starting the Article Club in mid-November. She will host the first one and has a few articles in mind in addition to the articles V. Baranow suggested in the summer.

2.2. Past President's Report – J. Bolan

J. Bolan will send L. Chuang the address and information for Hart House so that she can send the deposit cheque for the Holiday Social.

2.3. Treasurer's Report – L. Chuang

The Financials have been added to Dropbox.

There has been an increase in student memberships.

2.4. Administrative Coordinator's Report - L. Knapp (delivered via email)

There are currently 184 general members, 18 associate members and 19 student/retired/unemployed members.

At the time of the meeting, no responses to the website RFP had been received.

There is nothing further or different to report from Alleyne. Once E. Lewis sent them the notification of TALL's intentions to go to RFP, we have not heard from them again.

2.5. Vice President's Report – E. Leung

2.5.1. Education Committee

The Education Committee met last week.

Shonna Mireau's session was well-received—attendees were engaged and the session went right until 1:15 p.m.

October's session will be on copyright. The date has not yet been finalized.

A panel session on current awareness strategies will take place sometime in November. The date has not yet been finalized.

Robert Keshen is looking for potential paid Lunch and Learn venues and is compiling a list for future reference so that we have options when there are no free locations available.

2.5.2. Salary Survey Committee

The new Salary Survey will likely be released in early 2016.

A new question regarding employment status (permanent or contract) will be added to the Survey.

The Committee has asked the Executive to review the past survey and provide suggestions. Feedback can be sent to E. Leung who will pass it along to Stefan.

2.5.3. Publisher's Liaison Committee

A question regarding how the Publisher's Liaison Committee should deal with unresponsive vendor representatives was brought up. Alexia noted that there is a customer service tip sheet on the TALL website that members can consult. The PLC can step in and write a letter on behalf of TALL if necessary but would prefer to comment on the product as opposed to the representative themselves to avoid things getting too personal.

2.6. Membership Liaison's Report – V. Baranow

2.6.1. Union List

There are no updates.

The ability to be able to search within sections of information was brought up. The Executive thought this was pretty specific and not something that needed to be addressed right now, but it will be looked at in the future at some point.

2.6.2. IT Committee

Status update re: website RFP – L. Chuang

The RFP has been sent out. There have been a few inquiries which L. Chuang has responded to. The Executive agreed that a deadline extension would be a good idea. A new deadline of the end of October was set. The deadline extension means that the new website will not be ready in time for the TALL Holiday Social but it was determined that it is

more important to select the right person than to rush the selection process.

2.6.3. Newsletter

There was one applicant for the Designer position and they seem good. They have editing experience which is a plus. L. Chuang will need to purchase an Adobe Cloud license for them. The license should be registered under the TALL Administrative Coordinator's email address, rather than in the individual's name, as TALL owns the license.

After reviewing the applications, the Executive selected Candidate 2 for the Editor-in-Chief position.

For the Events Reporter position, it was decided that library school students should be prioritized so the Executive selected Candidates 5 and 6.

V. Baranow will contact Tim and thank him for his service to TALL and ensure S. Spong told him that he was being replaced. She will also find out what he used for stock images so the new designer can be informed.

3. Next Meeting

E. Leung will host the next meeting at McMillan LLP on November 12, 2015, at 12:30. V. Baranow will be absent.

4. Conclusion

The meeting concluded at 1:30 p.m.

Eileen Lewis,
President

Leanne Owen,
Secretary