

TORONTO ASSOCIATION OF LAW LIBRARIES
(the “Corporation”)
DIRECTORS’ MEETING Minutes
Thursday the 14th of April 2016, 12:30 p.m.
at McMillan LLP, 181 Bay Street
Toronto, ON M5J 2T3

Present: John Bolan, Laura Chuang, Laura Knapp, Eve Leung, Leanne Owen

Regrets: Victoria Baranow, Eileen Lewis

1. Approval of Minutes from the March Executive Meeting

The meeting minutes were approved without opposition.

2. Report of the Executive Officers

2.1. President’s Report

2.1.1. AGM

Things are in progress for the AGM. E. Lewis will provide an email update soon.

2.2. Past President’s Report

One application has already been submitted for the James D. Lang Award, even though we have not yet solicited applicants. Email communication should go out regarding how the award money will be split this year. J. Bolan will draft this and email the Executive for approval before he sends it out.

There are 3 open positions on the 2016/2017 TALL Executive. L. Knapp noted that Meg Carruth expressed interest in the secretary position. J. Bolan suggested approaching Robert Keshen and Martha Murphy to see if they are interested in running for Vice President. E. Leung suggested that Robert would be well-suited for the Member Liaison position.

The Election Buddy account is still active from last year’s election. The account is in John’s name and cannot be changed, but this should not be an issue. The membership list needs to be updated before the election. The Executive agreed that voting should only be open to current members, and not new members. All the votes submitted are anonymous. The voting software costs approximately \$49 USD. L. Knapp will send J. Bolan a list with members’ name and email address after extracting the associate members from the list since they do not vote.

L. Knapp will send out an email regarding the election on April 18 and a follow-up email a few days later reminding members to check their spam folder. J. Bolan will send her last year's election communication. Voting will open around May 9, and the voting period will last two weeks.

2.3. Treasurer's Report

One of the GIC's matured at the beginning of April. The amount was \$20,400.17, which means it made \$554.52.

The JD Lang account currently has \$1018.00.

The December GIC reinvestment did not go through. L. Chuang is dealing with a new small business financial advisor at TD Bank, who seems helpful. The advisor recommended reinvesting both GICs so they mature at the same time around June of next year. The Executive thought it was best if we still keep them separate for now but will look into combining them if this potentially means a better interest rate.

L. Chuang is in the process of filing TALL's corporate tax return. A change of officer notice needs to be sent to CRA so that she can access information.

2.4. Administrative Coordinator's Report

We are currently sitting at 233 members. Any new members will be rolled over into next year since it is so close to the renewal period. L. Knapp has drafted a renewal message that she is running by E. Lewis before sending out to the membership. It will go out on both the listserv and the member listserv.

2.5. Vice President's Report

2.5.1. Education Committee

The first article club meeting will take place this month. It had to get moved to next Thursday due to a conflicting SLA event. There are 22 spots available.

A Lunch and Learn session, "Own Your Online Identity", is scheduled for May 10. There is also a Lunch and Learn tentatively scheduled for June on trends in information literacy, which will be presented by Monique Flaccavento, the director of OISI. Because of her limited availability, this will potentially be an evening event.

J. Bolan mentioned that more rooms should be opening up in the law building for event bookings.

2.5.2. Salary Survey Committee

The Committee has drafted the Survey. They will create a Survey Monkey account in May. Stefan will send the Executive a draft of the Survey before it gets sent out to the membership.

2.5.3. Publisher's Liaison Committee

The PLC has not yet met this month, so there are no updates.

2.6. Membership Liaison's Report

2.6.1. Union List

Since the email blast went out in February regarding the PDF list, we have received one law firm update.

2.6.2. IT Committee

Foxpress Contract Review

The cost is \$6000.00 with 50 percent of the payment upfront and the remaining 50 percent to be paid upon completion. There is also a \$35 per month hosting fee.

The website will take 6-8 weeks to set up. Foxpress has indicated that support/inquiries will be responded to within 24 hours. They test the website on all internet platforms and mobile devices with the exception of Blackberry, which is not supported.

The contract contains a termination clause which allows us to keep our work but we would forfeit our deposit, which seems reasonable.

L. Chuang will ask the new vendor what his data requirements are. They made need to be given administrative rights to our current website in order to extract the data.

The contract still needs to be sent to our counsel for review. It was suggested that if our usual Norton Rose counsel is too busy, perhaps they can recommend someone junior who can look over the contract quickly. E. Lewis had also previously mentioned she could find someone at the Legislature to look it over if needed.

2.6.3. Newsletter

The topic for the next newsletter is current awareness. The Committee is a bit behind schedule due to a personal issue.

3. Conclusion

The meeting concluded at 1:30 p.m.

4. Other Business/Next meeting

There is a new librarian symposium taking place on June 24 and they are asking TALL, and other professional associations, to send a representative. E. Leung or E. Lewis will attend depending on availability.

The May Executive meeting will be held a week later than usual to accommodate summer student training at the firms. The next TALL Executive meeting will take place on May 19, 2016, at Blake, Cassels & Graydon LLP.

Eileen Lewis,
President

Leanne Owen,
Secretary