Moderators' Network Meeting
Via Conference Call

Thursday, January 19th, 2:00 – 3:30 PM EST

Notes

Attendees:
Cabot Yu - Chair and Government Library and Information Management
Professionals Network
Keith Walker - Southern Alberta Information Network
Iona Henderson - CLA Ottawa Network
Maggie Weaver - Information Services for Business Network
Suzanne LeBlanc - Toronto Special Libraries Information Services Network
Karen Hildebrandt - Library Technicians and Assistants Network
Caron Rollins - Government Information Network
Linda Garvin - Community Led Library Services Network
Kathleen Delong - Human Resources Network)
Ralph Manning - Accessible Collections and Services Network
Kay Weisman -Canadian Librarians Are Serving Children Network
Peter McNally - Library History Network
Jessica Lange - Montreal Network
Philip Mantler -Trustees Network
Karen Jensen -Technical Services Network
Cindy Matthews; Linda Shantz-Keresztes -Voices for School Libraries Network
Kelly Moore, CLA Executive Director
Linda Sawden Harris, CLA Finance Officer
Geraldine Hyland, CLA Member Services Manager

1. **Welcome and Introductions**
Cabot did a roll call and welcomed everyone to the meeting. He referred all to the
document sent with the agenda.

2. **Networks Finance policy**
Kelly introduced the policy, which was approved by Executive Council in
December 2011. She advised that Networks are encouraged to undertake
projects and events in support of their mandate. The ideal scenario is for
activities to generate revenue, but they should at least recover costs. A fund of
$10,000 is available to support these activities. Networks can apply for funds to
underwrite their activities; the revenues generated will be used to replenish the
fund, and support other CLA activities.

Kelly noted that Network spending is now tied to applications for funding.
Deposits for events should be paid by CLA.   Individual members should not take
on financial responsibility for events. EC approval of project and event proposals

will usually take less than a week. Project and event proposals can be sent to Geraldine ghyland@cla.ca.

Network moderators are encouraged to submit an event proposal form, even if funding is not required, so that it can be publicized on the online CLA events calendar.
If event organizer requires a float, a cheque can be issued. Revenue from events shall be sent to CLA (bank draft or personal cheque) with an itemized list of participants who paid cash.
Networks can hold onto a float for a calendar year, but it must be returned at the end of the year for audit purposes.

3. Awards
Kelly explained that a review of existing CLA awards was completed in December 2011 by an Awards Task Force, and Executive Council approved a slate of CLA awards for 2012. Final details of sponsorships are being confirmed, and notification of the awards will be sent out shortly to the membership with a call for nominations and for volunteers for juries.

Networks may introduce awards which are 'recognition only' for outstanding contributions in their particular areas of interest. These awards will have no cash value (i.e. there would be no sponsorship involved); the award will be in the form of a plaque or certificate.

CLA is working with the sponsors of any previous Division and Interest Group awards to re-direct those funds to conference or other ongoing CLA activities. Sponsorship is managed through the CLA office by Judy Green.

Participants agreed that guidelines around awards needed, including promotion of these awards by CLA.

Action: CLA staff to develop award guidelines for Networks

4. Web presence / social networking tools
Cabot asked each network to indicate what it is doing in terms of web presence and/or social networking. Links to any tools being used by Networks can be added to each Network's page on the CLA site.

- Voices for School Libraries – a ning and a listserve
- Visible Minority Librarians of Canada – listserve and blog
- Trustees - no web presence or social networking tools at present
- Toronto SpecialLibraries and Information Services –continuing with their former CASLIS listserv, and established a new website, Twitter, Facebook page
- Technical Services - wiki and a listserv
- Southern Alberta Information Network – meeting next week to discuss
- Montreal - Facebook page, listserve and internal wiki
- Moderators – wiki requested for sharing of best practices

- Library Technicians and Assistants – Facebook page in development
- Library History – listserve in progress
- Information Services for Business – no web presence at present
- Human Resources - listserve
- Government Library and Information Management Professionals – blog and Twitter
- Government Information – listserve, Wordpress site and Twitter. Requested an alternative to Google docs for document collaboration.
- Community-Led Library Services – no web presence at present
- CLA Ottawa – blog, Twitter and Facebook
- Canadian Libraries Are Serving Children – listserve, Word press blog and Twitter. Requested CLA provide listserv software.
- Accessible Collections and Services - listserve

ACTION: CLA staff to include a regular spot in the Digest highlighting the Networks

ACTION: CLA staff to place social networking links on individual network pages.

ACTION: Moderators to send suggestions regarding social networking and communication tools that they would like to have as part of the new CLA IT infrastructure

Kelly gave an update on IT infrastructure renewal at the CLA office, and noted that the new CLA website will be more flexible and will give Networks capability to have editorial control over their own content and resources. She welcomed suggestions for tools for Network sites.

ACTION: Geraldine to send subscriber updated lists to Network Moderators -Montreal and CLASC (Kay Weisman)

Kelly clarified that Network membership is open to non-members to join as subscribers. Moderators and founding members must be CLA members.

The objective is to open up involvement in the Networks to the broader library community in the hopes that being engaged and more involved will lead to membership; in the interim, the Network benefits from a broader range of expertise.

ACTION: CLA staff to update the Networks page with clarification that Networks are open to CLA Members and non-members.

5. & 6. Branding and Recruitment
Kelly requested that, where relevant, communications to Network members be distributed also through the CLA listserve (CLA-L). This will raise the profile of the Networks with the broader CLA membership. Occasional recruitment initiatives can also be sent through CLA-L.

With respect to branding, Kelly advised that Network communications and web presence need to identify the Network as part of CLA. This includes adding the CLA logo to websites, blogs and other Network communication tools. This will help build aware of Networks as being part of a larger whole.

Kelly also asked that Networks contribute content to the CLA Digest. This will also build awareness of Networks among broader CLA membership. Deadlines for submissions for CLA Digest can be found [here](#).

ACTION: Moderators to regularly communicate Network activity though the CLA listserve (CLA-L) to inform wider membership of Network activity

ACTION: CLA staff to develop branding guidelines and make files for logo and letterhead available to Moderators

ACTION: Geraldine to subscribe all Moderators to the CLA-L network

7. **Events calendar**

Kelly noted that an online CLA events calendar has been set up, and requested moderators to notify the office of all events so that they can be publicized.

8. **2012 CLA Conference in Ottawa**

Kelly advised that the 2012 Conference preliminary program will be included in the next issue of *Felicit*er. The conference website, including the program, preconference and registration, will be available the first week of February. There are timeslots and space for Network meetings available at Conference.

ACTION: CLA staff to send out a form for Networks to request meeting space at conference.

Program conflicts were discussed. Moderators were encourage to let Kelly know if they notice a conflict in the final program.

There was a suggestion to take a count of who attends various sessions to gauge popularity of various programs; sometimes popular programs are in rooms that are too small, while programs with few attendees may be dwarfed in a larger space. Kelly advised that the task of doing room counts has been added to volunteer duties this year.

There were two suggestions regarding Moderators' participation a) on the Conference Program Committee and b) EC.

Kelly advised that the terms of reference for the Participation Committee highlighted the need to have a broad representation from particular sectors on the Conference Program Committee. She said she would bring these suggestions to the EC meeting in February.

ACTION: Kelly to bring Moderators' suggestions to next Executive Council meeting

Kelly confirmed that CLA members are welcome to observe EC meetings. Locations of meetings may change depending on the geographic composition of the EC. There are also EC meetings the day before and day after conference.

Questions and next meeting
There will be a Networks information session at conference on Thursday, May 31 from 2:30pm to 3:30pm. This session will open to anyone to attend. The group agreed that there would not be a need to meet again prior to this session.

ACTION: CLA staff will send out agenda seeking suggestions for content for Network Meeting at conference.

ACTION: CLA staff to send the minutes and action items from this teleconference to all moderators.

There being no further agenda items to discuss, the meeting was adjourned at 3:20PM