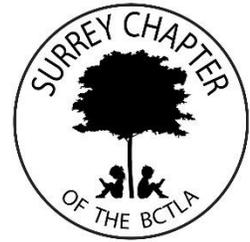


Surrey Chapter, BCTLA, Meeting

February 5, 2015

Lena Shaw Elementary Library

3:45 – 5:00 pm



Meeting Minutes

1. Welcome from the Co-Presidents

- a. Sarah and Alison welcomed members to the meeting.

2. New Business

- a. Revisiting the Teacher-Librarian Job Description
 - i. Currently the Teacher-Librarian job description is outdated and does not reflect the dynamic nature of the job particularly in regards to the use of technology in the library. Therefore Sarah and Alison as well as other chapter members agreed that it was important that Teacher-Librarians revisit and perhaps re-write parts of the current job description. Sarah also emphasized the importance of taking ownership over this process instead of letting the district have sole control.
 - ii. At the beginning of the meeting each part of the current job description was written on large sheets of construction paper and was placed on the tables in the library. Teacher-Librarians in attendance then had the opportunity to move from table to table reviewing each part of the job description and providing written feedback on the construction paper.
 - iii. Next Teacher-Librarians discussed the job description as a group and Sarah suggested that a committee should be formed to re-write and update the current job description. From the discussion, the following points were highlighted as areas of concern:
 1. The importance of library qualifications is not emphasized.
 2. The importance of collaboration with other staff members is not reflected.
 3. The current job description does not indicate the importance of promoting different forms of literacy (including information literacy) in the library
 4. "Promotion of literature" does not address a variety of text (non-fiction, ebooks etc.)
 5. Too much emphasis is placed on the role of the principal in collection development and the management of library accounts.
 6. Clerical support should be contextualized to reflect the fact that a large number of librarians don't have clerical staff
 7. Handling and management of technology (e.g. iPads, computers etc.) is absent from the job description.

- b. Discussion: Library Learning Commons in Surrey School Libraries
 - i. We are now on the 4th phase of the Learning Commons Grant. The 5th and final phase will take place next year.
 - ii. Although support was given to Teacher-Librarians who received the grant in the past, there is now no helping teacher support available to help with the transition. There are also budgeting concerns related to technology maintenance that have not been addressed.
 - iii. A motion was made by Kathy Daniel suggesting that the chapter write a letter to Elisa Carlson asking for support and release time for Teacher-Librarians who have received the grant. The letter would also emphasize the need for peer support in this transition. Linda Colasacco seconded the motion and it was passed by a majority vote.
- c. Discussion: Professional Development Needs
 - i. No Pro-D activities have been planned specifically for elementary TLS on February 20th. However Maureen and several other high school Teacher-Librarians will be visiting the libraries at Kwantlen University and Simon Fraser University in order to establish a greater connection between school libraries and public libraries in Surrey. Both elementary and secondary Teacher-Librarians are welcome to participate.
- d. Surrey Chapter Awards: Call for Nominations
 - i. The chapter is looking for nominees for both the Distinguished Teacher Librarian Award and the Anne Monk Scholarship this year. Teacher-Librarians were asked to review the criteria outlined on the chapter website.
- e. Review: TTOC Callout Procedure
 - i. Currently Teacher-Librarians can request a TTOC by name when they are away. However there is no guarantee that someone with library training will be able to fill in.
 - ii. Therefore the chapter suggests that librarians should not allow circulation of materials if the TTOC has no destiny training. TLS should state that destiny training is required in their notes and have alternate assignments available in the library in case the TTOC is not trained.

3. Scheduling Future Meetings

- a. The final chapter meeting will be occurring on either June 4th or June 11th at Goldstone Park Elementary.

4. Adjournment

- a. Sarah adjourned the meeting at 5pm and Kathy provided Teacher-Librarians with door prizes as they were leaving.