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BULLETIN

FALL 1975

VOL. 39

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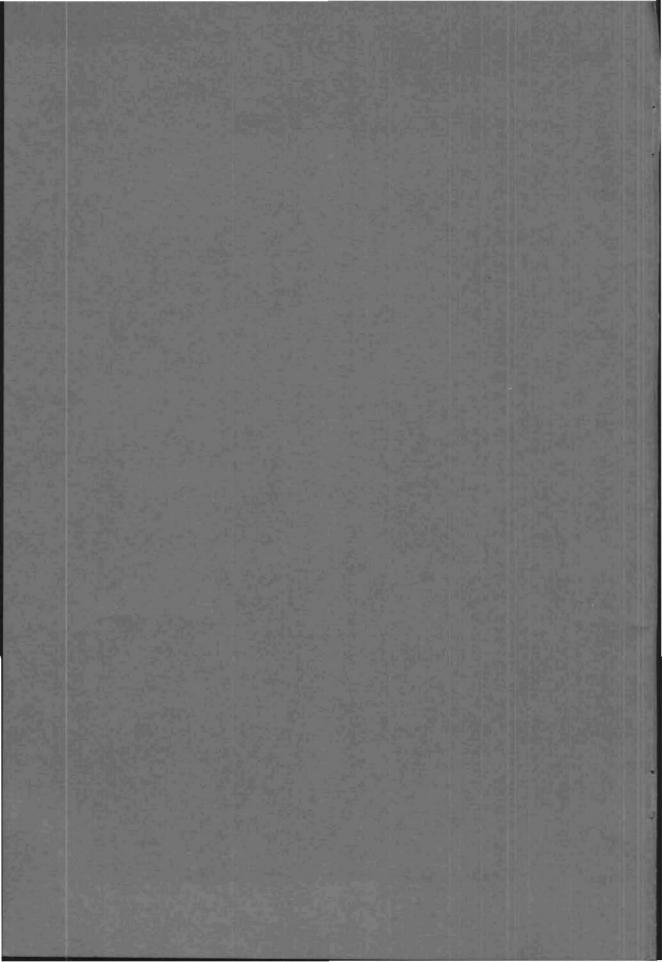
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CONFERENCE ISSUE

VOL. 39 AUTOMNE 1975

BULLETIN





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BULLETIN

The APLA Bulletin is the quarterly organ of the Atlantic Provinces Library Association representing every type of library serving the provinces of Nova Scotia, New Brunswick, Princo Edward Island, Newfoundland.

APLA EXECUTIVE 1975 - 76: Past President:

Katherine Le Butt, York Regional Library, Fredericton, N.B. E3A 3P3

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Technology, St. John's, Newfoundland

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Mabel Farmer, Librarian, College of Fisheries, St. John's, Newfoundland A1C 5R3

Individual Membership to the Association is \$10.00, May-April, and includes subscription to the Bulletin. Institutional subscription to the APLA Bulletin is \$10.00 per calendar year. Single copies \$2.50.

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NEW CENTRAL ADDRESS
Typed manuscripts, advertising information and all general inquiries regarding the Association, should be addressed to: Atlantic Provinces Library Association, c/o School of Library Service, Dalhousie University, Halifax, Nova Scotia B3H 4H8

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- Letter to the Editor.
- News and Notes.
- 66 Minutes — 36th Annual General Meeting.

FALL, 1975, VOL. 39, No. 3

From the President's Desk

It has been only a couple of months since I assumed the office of President, and already I have become aware of the demands of the position. I can fully appreciate the sentiments of the past-president when she said in her last report that the year just ended was a very "demanding" one. Kate LeButt set a pace last year that will be difficult to match; however, I will do my best to try and meet the challenge.

One of the first items of business for the new executive, after taking office, was to consider a recommendation from the Bulletin Advisory Board on the appointment of a new Bulletin Editor. In order to make this decision a telephone conference call was arranged with six members of the executive, the other two were not available, and the recommendation of BAB to offer the position to Peter Clenister was unanimously approved. CONGRATULATIONS Peter — we look forward to your taking over this position; and at the same time wish to say THANK YOU to Aileen Barker who did a most commendable job during the past three years.

During the Conference at Fredericton, in May, every opportunity was taken to commend Kate for the successful way the Conference was organized. At the risk of being repetitious, I would like to officially express thanks to Kate and her organizing committee for a very successful conference. A record was set at the Conference — it records a registration of 250, the largest number ever to attend an Annual Conference of APLA.

While the Executive of APLA is charged with the responsibility of administering the affairs of the Association between conferences, the major part of the work must be carried on by the committees. In the past, the work of the committees, with few exceptions, has been done during the conference. Hopefully, this year committees will find it possible to meet at least once during the year.

Speaking about committees, at the annual conference it was agreed to set up two committees, one to study the feasibility of establishing a book storage centre for the Atlantic Provinces; and the other to study the recommendations brought in by the Committee on Aims and Objectives of the Association. I am happy to report that the chairman of the Committee on Committees is presently soliciting members for both committees.

The first meeting of the APLA Executive has been set for September 28th at Charlottetown, Prince Edward Island. You may be wondering why the location. On September 27th, the University of Prince Edward Island will officially open its new library and the Executive of APLA has been extended an invitation to share in this special occasion. Therefore, we concluded it was a good time to have the Executive Meeting.

While it is rather early to be talking about the 1976 Conference, I would like to report that some of the planning has already started and by the time this *Bulletin* reaches you committees will be hard at work arranging accommodation, social activities and programmes.

Speaking of programmes, I would like at this time to solicit suggestions from the membership at large. If you would like to have workshops dealing with specific subject areas as part of the Annual Conference, or a special theme and theme speakers, now is your chance to make the suggestion. I can assure you your executive will be most kindly disposed to any suggestions you offer. Only through your participation can APLA know your needs and undertake to fulfill them.

I trust you have all enjoyed a pleasant and restful summer, and look forward to your full support.

Pearce J. Penney President

LETTER TO THE EDITOR

To the Editor:

As you know I was out of the country at the time APLA so kindly honored me by bestowing its Merit Award. Because of this I am only now getting round to expressing my sincere thanks.

Shirley Elliott delivered the beautiful pewter goblet safely. I also understand she did a splendid job of accepting it on my behalf, for which I am also extremely grateful.

When one reaches the end of a long period of working in one field of endeavor as I have

in libraries, it is the most heart-warming experience to have one's colleagues and asociates officially recognize the milestone. Whether or not such recognition is really earned doesn't seem to matter. It is the good will of friends and fellow librarians that lifts the spirit. Certainly APLA has done this for me in making this award. I want to thank you all most sincerely.

My hest wishes to APLA always.

Yours sincerely. (Miss) M. E. Cameron



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BINDING SPECIALISTS

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MEMBER OF A.P.E.C.

COMMENTS SOUGHT ON THE SUBJECT ANALYSIS OF NONBOOK MATERIALS

The opinions of librarians and media specialists on the problems involved in assigning subject headings, classification, and/or coding to nonbook materials are needed. The American Library Association Cataloging and Classification Section has established the Ad Hoc Subcommittee on the Subject Analysis of Audiovisual Materials to identify problems and suggest directions for improvement. The inquiry is directed toward the integrated, multimedia catalogue. Cataloguers, reference librarians, media specialists, school librarians and others involved in the preparation of input to, or use of, such a catalogue are invited to send their comments to the Committee's Canadian representative, Jean Weihs, Course Director, Library Techniques, Seneca College of Applied Arts and Technology, 1750 Finch Ave. East, Willowdale, Ontario M2N 5T7.

NEWS and NOTES

PRINCE EDWARD ISLAND

Another Won!

P.E.I. School Unit 3
Again this year an award for superior achievement in the library world has been won in the Atlantic Provinces.
Area 3 will share with a school library

system in British Columbia the \$2000 Encyclopaedia Britannica Canadian School Library Award for 1975.

The award is presented annually by the Canadian School Library Association and the Encyclopaedia Britannica for leadership in Canadian school library development. Area 3's achievement is based on every school in the area having a library, a ratio of 75,000 volumes for 11,000 pupils, an increase of thirty percent in holdings over the past year, and the doubling of the library staff with students and some parents volunteering as library assistants.

The presentation was made on June 16 in Toronto with TERRY RAYBOL LD, formerly Librarian at Eliot River, P. E. I., attending on behalf of Area 3, which comprises most of Queens County.

In response to winning the award, Acting School Superintendent Rufus Reid credited the P. E. I. Department of Education for undertaking to upgrade school library service through the provision of resource centre grants.

After two and a half years as Spring Park School Librarian, AUDREY REID is transferring to Sackville, New Brunswick. KAY MACDONALD, returning from a year's leave of absence, will be going to Spring Park School. Birchwood Junior High School's Librarian, MERILYN MITCHELL, has left to teach in the Northwest Territories after two years at Birchwood.

P. E. I. School Unit 2

An audio-visual workshop, organized by MARLENE NOYE, took place at the Little Red Schoolhouse near Summerside on May 5. Topics dealt with included operation and maintenance of projectors and the care of films and filmstrips.

Robertson Library

Over 100 guests attended the unveiling cere-

mony that marked the naming of the new University Library in honor of the late Samuel Napier Robertson, on March 14, 1975. Louise Callbeck of Central Bedeque, a niece of Dr. Robertson, unveiled the oil portrait which hangs in the foyer of the Library. The Chairperson of the Board of Governors, the Hon. C. St. Clair Trainor, was the Master of Ceremonies. Besides members of the Robertson family, a special guest was Dr. G. Douglas Steel, now 93 years old, who succeeded Dr. Robertson as principal of Prince of Wales College in 1937. Also present was Jadi Bibily, the 88 year old English artist who painted the portrait of Dr. Robertson. The official opening of the Robertson Library scheduled to take place on September 27.

P. E. I. Provincial Library

SANDRA TAYLOR, School Library Consultant with the Provincial Libraries, has taken a leave of absence for the academic term 1975/76 to attend the University of Toronto M. L. S. programme.

This summer the P. E. I. Department of Education offered the second half of a course for teacher librarians, instituted in the summer of 1974. A registration of sixteen enthusiastic people have enjoyed an interesting and hopefully profitable summer session.

JOYCE GAUDET, graduate of Dalhousie School of Library Service, was appointed Librarian at Stone Park Junior High School to replace STEVE MUISE.

Confederation Centre Library

The Confederation Centre Library, Charlottetown, is looking for new staff as a result of resignations and the creation of a new position. MARGARET ARMITAGE, Chief Librarian, is moving to Calgary. CAROL MORRIS, Children's Librarian, has resigned her position to return to the Halifax area. JEAN MACKAY has enrolled at U. P. E. I. to study education while maintaining her interest in school libraries which will hopefully lead her to return eventually to work in one. Patrons and staff at Confederation Centre will miss all three.

It is hoped that a new position as Reference Librarian will be created within the near future. With potential for four new faces here, things will indeed be different.

P. E. I. School Library Association

At a meeting of the PEISLA held on June 9, 1975, at Charlottetown Regional High

School ALAN HICKOX was elected President to replace STEVE MUISE who left for North Sydney. BASIL PHILLIPS moved up from Vice-President to first. The other executives are Janice Boudreau, Secretary, and Gillian Richardson, Treasurer.

NEWFOUNDLAND

Newfoundland Teachers' Association School Library/Audio-Visual Council

At the May 24 Annual General Meeting there was unanimous agreement that regional branches with their own constitutions should be established. Terms of office will now be for two years, but because Council members from outside the Eastern region lack experience in the Council's organization, the present executive was elected from the Eastern and Central regions for the next year, 1975/76: Greg Stack, President; Gary Howse, Vice-President; Victoria Pennell, Secretary-Treasurer; Fred Dalley, Newsletter Editor; Boyd Wheeler, Past President.

Newfoundland Library Association

The annual meeting of the Newfoundland Library Association was held May 15, 1975, in the Senior Common Room of Memorial University. The Executive for 1975/76 is: Patricia Rahal, President; Harriet Mercer, Vice-President; Mary D'Entremont, Secretary; Marion Ivimey, Treasurer. Councillors are Kay Allan, Peter Clinton, Shelagh Dickson, Karen Lippold, Catherine Power and Suzanna Sexty.

The Jackdaw Committee of NLA reports that they have recently signed a contract with Clarke, Irwin to publish the first Newfoundland Jackdaw. Publication is scheduled for late 1975. The Committee which was assisted by a grant from the Silver Anniversary Confederation Celebration committee, reports that the scope of the Jackdaw has been broadened to include social and geographical factors as well as the political background of the Province.

New/oundland Public Library Services

BRENDA RYAN assumes the position of Head Cataloguer with the Newfoundland Public Library Services in early November. She replaces Pat Rahal who has become Librarian at the College of Trades and Technology.

College of Trades and Technology

RICHARD CURTIS, Librarian at the College of Trades and Technology has resigned

to continue his studies in Ontario. He is succeeded by PAT RAHAL, formerly Head Cataloguer with the Newfoundland Public Library Services.

Memorial University of Newfoundland

MARCARET WILLIAMS, Associate Librarian, has received an appointment from the National Librarian, Dr. Guy Sylvestre, to be Chairman of the Committee on Bibliographical Services for Canada. She was also reappointed to continue as a member of the National Library's Advisory Board.

ELINORE S. PHILLIPS joined the staff of the Library as Coordinator of the Curriculum Materials Centre and Assistant Education Librarian in May. Holder of an MLS from McGill, she was previously an Assistant Archivist at Queen's University, Kingston, Ontario.

YVONNE EARLE joined the staff in March as Cataloguer. A MUN graduate, she also has a BLS from UBC. She returned to Newfoundland following extensive travel throughout Europe and the Middle East.

MARTIN HOWLEY joined the staff in May as Humanities Collection Librarian. He received an MLS from Western and also holds a PhD. from McMaster.

TED PHILLIPS, University Librarian, has been appointed a member of the Canadian National Committee of FID (International Federation for Documentation).

RICHARD FREDERICKSEN, Medical Librarian, has been elected Chairman of the Canadian Group, Medical Library Association.

In a recent election of the Memorial University of Newfoundland Faculty Association (MUNFA), MARY CHALKER, Periodicals Librarian, was elected Secretary; RICHARD ELLIS, Collections/Acquisitions Librarian, was elected a Member-at-large.

The Information Services Division has produced a preliminary KWOC index to CSA Standards. A photocopy of this index is available to any library at cost. The Division has also recently expanded its access to on-line bibliographic data bases to include those offered by Systems Development Corporation, Q-L Systems, and Lockheed Missile & Space Co. This expansion brings to over 35 the number of data bases available for use.

NOVA SCOTIA

Halifax County Regional Library

Plans are underway to open a new branch library in the Sackville area to Halifax County, in late November. The 3,000 sq. ft. library will be located in the new addition (under construction) to the Sackville Commercial Centre, designed by C. D. Davison & Co. The shopping centre library will serve the nearly 28,000 persons living in Sackville.

After 15 years of providing library service to schools in Halifax County, the Library Board withdrew the service in June, 1975. Aware since 1971 that the Regional Library planned to phase out school service, the County Municipal School Board will take over the service in September.

SILVIA HUDSON, Chairperson of the Halifax County Regional Library Board, was elected Secretary of the Canadian Library Trustees Association, at the Toronto CLA Conference.

Halifax City Regional Library

With the reopening of Children's Services and the establishment of Technical Services in their new quarters the renovations and addition to the main library building are practically complete. An intercom system called EXECUTONE has been installed to supplement the telephones and provide for more efficient staff communication throughout the enlarged building. It is our understanding that this is the first installation of EXECUTONE in a Canadian public library.

Bookmobile staff with help from other talented staff members designed and produced the library's first decorated float for the Halifax Natal Day Parade. The library's entry was awarded Honourable Mention for the most artistic contribution.

At the beginning of May the library welcombed JUDY GINSLER, a 1975 Graduate of the Dalhousie School of Library Service as Assistant Branch Librarian. Judy comes from North York and after receiving her bachelor's degree from the University of Western Ontario worked for several years in the North York Public Library system. She replaces RICHARD COYLE who resigned to seek a library position nearer home.

KATHLEEN CURRIE resigned as Chief Children's Librarian as of June 30, 1975. We wish her every success and happiness.

Dalhousie School of Library Service

The final portion of the School's fall lecture series is given below. The lectures are held in the MacMechan Auditorium of the Killam Memorial Library at 10 a.m.; all dates are Fridays.

November 14. Will Ready: Reading in an alliterate age.

November 21. Workshop on the preservation of library materials with Peter Walters of the Library of Congress and others.

December 5. Dorothy Cooke: The university library and its services; or, Robert Kennedy of Bell Telephone Laboratories.

December 12. Sherrill Cheda on her work as librarian, trustee, and library journal editor.

Nova Scotia Teachers College

It is with deep regret that the death of Marjorie McDowell, Librarian of the Teachers College, is recorded in these pages. Her contribution to education and librarianship in the region was considerable and will be recognized in a tribute in the next number of the Bulletin.

South Shore Regional Library

On July 31 the sub-headquarters office of the Regional Library was re-located in Hebbville, three miles from Bridgewater. The sub-headquarters serves as office and book storage for the seven South Shore staff members and the two Bookmobiles.

In 1974, the South Shore Regional Library showed a circulation increase of 80%, and business continues to boom. A program to have each classroom in the District of Lunenburg tour the Bookmobile has resulted in a dramatic increase in the number of children joining the library.

NEW BRUNSWICK

NBTA School Media Council

The Council, with the CSLA and APLA, is holding a fall workshop at the Memramcook Institute from Friday, October 31 through Sunday, November 2. Margaret Scott will be present along with an Acadian folk song group, and hopefully some teachers from Ontario. A special program for supervisors and superintendents is planned. Time will be allowed for business and committee meetings.

The registration fee is \$5. For further information contact Ruth Cormier, Queen Elizabeth School, 31 Lynch St., Moncton, N. B., or Terry Amis, Albert-Westmorland-Kent Regional Library, Box 708, Moncton, N. B.

NOTES FROM ALL OVER

Publications received

Canadian essay and general literature index. 1973. Compiled and edited by Andrew D. Armitage and Nancy Tudor. Toronto, University of Toronto Press, 1975. \$27.50. ISBN 0-8020-4518-9

Directory of district school library supervisors. 1975. Preliminary edition. Compiled by Sieglinde Stieda-Levasseur. Ottawa, Canadian School Library Association, 1975 (School District Library Supervisors' Committee, 151 Sparks St., Ottawa K1P 5E3)

Metropolitan Toronto Library Board news. v. 1, no. 3 (May, 1975) (Public Relations Officer, Metropolitan Toronto Library Board, 214 College St., Toronto M5T 1R3)

IFLA Conference papers

Papers from the 1974 IFLA Conference are now available from the Canadian clearinghouse on request. For a list of the papers as well as the papers themselves write the Library Documentation Centre, National Libary of Canada, 395 Wellington, Ottawa K1A 0N4.

Atlantic library annual reports

The University Library at Dalhousie is interested in developing a comprehensive collection of library annual reports in the Atlantic provinces in order to support the studies at Dalhousie School of Library Service. It would be greatly appreciated if any Atlantic Province Library issuing an annual report, and not already sending it to Dalhousie University Library, would send it to the attention of Dr. Gayle Garlock, Collections Librarian, Killam Library, Dalhousie University, Halifax, Nova Scotia B3H 4H8.

Council on library resources management interns

The Council on Library Resources (CLR) is accepting applications from and nominations of mid-career librarians of outstanding leadership potential for its 1976-77 class of up to five academic library management interns.

Aimed at the development of future managers for large research and academic libraries, the CLR program has thus far provided opportunities for two groups of five interns to spend a full academic year working closely with the directors and top administrative staff of several of the country's great academic libraries.

The internship covers a full year, with ten months spent at the host institution and one month in preparation of a report to the Council. The remaining month is considered annual leave. The Council pays the interns the basic salary and benefits (up to \$20,000) they received during the year the application was made, and also provides some assistance for costs of moving and for certain travel expenses.

Applicants must be individuals with at least five years of library experience at a professional level, under 45 years of age, and citizens of the U.S. or Canada or with resident status in either country.

Those interested in receiving an application form should send a self-addressed number 10 envelope or mailing label to: Management Intern Committee, Council on Library Resources, 1 Dupont Circle, Suite 620, Washington, D.C. 20036. To qualify for the 1976-77 internships, completed applications must be postmarked no later than January 1, 1976.

Alberta Letts Memorial Trust Fellowship

Applications are invited for the travelling fellowship set up as a memorial to Alberta Letts.

Details of the applicant's proposed travel program, with an explanation of its suitability as related to library service in Canada, and estimated costs, are to be submitted. Applicants should have at least five years experience.

The award shall not exceed \$1500 and may be withheld in any year if no suitable application is received.

Send applications before the closing date of November 30, 1975, to:

Ellen Webster, Chairperson Selection Committee, Alberta Letts Memorial Trust Fellowship c/o Halifax City Regional Library 5381 Spring Garden Road Halifax, N. S. B3J 1E9

MINUTES

36th Annual General Meeting Atlantic Provinces Library Association May 30 — June 1, 1975

First General Session: Auditorium, Edmund Casey Hall, St. Thomas University, Fredericton, N. B., May 30, 1975 7:50 p.m.

The meeting was called to order by Kate LeButt, President of the Atlantic Provinces Library Association.

Doug Vaisey, Treasurer, declared a quorum.

PRESIDENT'S REPORT

The President opened the meeting with a report to the membership concerning conference arrangements, and highlighted some of the Association's activities during the past year. She stated that the Joint APLA-CACUL workshop on the National Library, held in Halifax in October, 1974, had attracted a capacity audience, and indicated that this boded well for future efforts of a similar nature.

The Conference workshop for teacher librarians, co-sponsored by APLA and CSLA had a registration of 100 and was deemed a great success, thanks to the efforts of Eileen Wallace and the New Brunswick School Library Media Council.

This year is the first in which a special programme has been offered for library trustees, and it is hoped that response wil warrant similar programmes in the future.

The main workshop of this year's conference is to be on the subject of "Measurement of Library Services", and will be given by Ellen Altman of the University of Toronto Library School.

This year will mark the first APLA Merit Award Banquet, to be given in honor of a person or persons deemed to have given outstanding service to libraries in the Atlantic Provinces.

It will also be the first year in which on-the-floor translation will be possible during the Annual General Meeting.

The President indicated that although resolutions had been requested one month prior to the meeting, none had been presented until the morning of the meeting. It would take time to translate them and members must be patient. She explained how the resolutions would be debated and discussed by means of 'buzz sessions' and stated that discussion on the floor would be limited.

She also stressed the importance of the reports of two committees: the Committee on Aims and Objectives and the Committee on an Atlantic Provinces Bibliographic and Storage Centre. She hoped that discussion of these reports would be full but to the point and urged all members to read the reports carefully before commenting.

PROVINCIAL REPORTS

The following Provincial reports were accepted as circulated:

New Brunswick

Moved: Howard Cogswell Seconded: Eileen Travis Carried.

There is no one word to characterize library service in New Brunswick in 1974-75. For the school librarians, it was a good year for organization. The School Library — Media Council of NBTA had a strong organization under the leadership of Paschal Chisholm of Barnhill School in Saint John. Their Fall Conference at Barnhill brought together teacher librarians from all four corners of the province. One drove all the way down from Dalhousie. The group produced an informative and reasonably regular newsletter throughout the year, supplemented by memos from the executive.

Their francophone counterpart Le Conseil Pédagogique Provinciale des Bibliothèques Scolaire held an organizational meeting in Edmundston in November, with a good response.

It was a year of reorganization and staff changes for university libraries in Fredericton and Moncton. And in Bathurst the college library lost its director to the public library field—Gilles Chiasson is the new Regional Librarian for Haut-St.-Jean Regional Library.

In public libraries there are three matters making waves this year — Unions, building programs, and PPBS. The Canadian Union of Public Employees has made a bid to organize both professional librarians and library assistants and secretaries. One supposes the last word has not been said in either case. Fredericton is in the final flurries of finishing its new public library and Saint John is into the serious planning stage for a public library that will be housed in a complex that involves three levels of government. The Saint Andrews Public Library has received a substantial bequest earmarked for the construction of a new building. They have been in temporary quarters since their library was destroyed by fire in 1972.

Planned Programming Budgeting System, under its local name, Management by objective, is the wave of the future for New Brunswick Library Service and all libraries in the regional system. Soon after Agnez Hall assumed his new duties as Senior Extension Librarian, implementation of MBO became a priority item for him. All the regional libraries are gearing up for this new planning tool.

Nova Scotia

Moved: Sr. Marguerite Keenan Seconded: Diane MacQuarrie Carried.

Reports from all sectors of the Nova Scotia library system show activity, considerable development, and dominating the scene, concern as to the implementation of the recommendations of the Graham Royal Commission Report on provincial libraries of all levels.

With the release of the Report, various organizations and groups prepared briefs for submission to the Select Committee of the House of Assembly so that the case for libraries could be considered. The consensus is that libraries, particularly public libraries, received inadequate attention in the Report. In general, they are not given a well thoughtout operational structure or reasonable financial support in his recommendations.

The regional Library Boards prepared a joint Brief. The Nova Scotia Library Association, the Halifax Library Association, the Nova Scotia School Library Association through the Nova Scotia Teachers' Union Executive also each presented Briefs. General Boards submitted individual Briefs.

Nova Scotia Library Association

The NSLA has completed its first year and has given every evidence of being a viable organization. While enjoying the support of all interested in library development and welfare, it is particularly oriented to those

library staff members who have not previously participated in library associations. The resulting practical programs and overall support have been most encouraging and augur well for the future of this youthful association.

Nova Scotia School Library Association

The NSSLA annual meeting will take place September 26-27 at the Cobequid Education Centre in Truro. An invitation to attend is extended to counterpart organizations in the Atlantic Provinces as well as to the Nova Scotia Library Association.

Appointments

It is since the last APLA conference report that Mrs. Carin Somers has been appointed Provincial Librarian.

What must certainly be a first in the Atlantic Provinces library world was the election of Beverly True, Chief Librarian, Cumberland Regional Library, as president of the local Chamber of Commerce.

Margaret Ross was appointed Director of School Libraries of the Halifax City School Library System, and Diane MacQuarrie was appointed Chief Librarian of the Halifax City Regional Library.

Universities

The Bedford Institute of Oceanography, the Kellogg Health Sciences Library, the Killam Memorial Library, the National Research Council Library, the Nova Scotia Technical College Library and St. Mary's University are members of a consortium of libraries using CAN/OLE on a six-month experimental basis.

St. Mary's University hopes to have its new library completed by August 15, and opened for general use during the first week of September. It will accomodate a collection of 300,000 volumes and seat over 500. Mount St. Vincent University Library reports extensive renovation of the lower floor for better utilization of space.

Dalhousie Staff Association and the University signed the first contract covering clerical and technical staff, which includes all non-professional library staff.

The Nova Scotia Technical Library has acquired Envirofiche which provides a complete data base dealing with environmental problems.

School Libraries

The school libraries of Nova Scotia have shown steady progress. They have been very much involved with PADF grants for developing multimedia curriculum. There has been an increasing number of valuable in-service workshops in different school areas. The four summer programs for training instructional media specialists at Teachers' College have been organized by the Department of Education and will be regular at Teachers' College.

Dartmouth Regional Library reports the approval of a new Woodlawn branch which will have a computerized catalog.

Newfoundland

Moved: Pearce Penney Seconded: Barbara Cowan Carried.

Public Library Services

- -- Expansion of the services throughout the province. Last year several new libraries were opened in both regions and the Community Library Services Department.
- Presentation of brief to the Provincial Government.
- Books-by-Mail was introduced in the Central Region as a pilot project. There is every indication that this type of service is very popular and may be used in other areas of the province.
- -- Special services have been introduced in all the larger centres, such as large print books, service to shut-ins and hospitals and H. M. Penitentiary.
- -- A new bookmobile service has been introduced by the St. John's City Library.
- Multilingual services introduced through the Provincial Reference Service.
- -Indexing of the Newfoundland newspapers continues.
- Co-operative Newfoundland newspaper microfilming project with MUN, Archives.

University Library Services

- With the opening of a Regional College in Corner Brook the university will be extending its services to the west coast.
- Medical Library at MUN has moved into its new quarters located in the Health Sciences Complex. The total library will provide seating for 395 users and stacking for over 135,000 volumes.
- -- For the past year Memorial has been participating in a pilot project with the Canada Institute for Scientific and Technical Information to assess the viability of an on-line service.
- Plans for a new library at MUN are progressing and everyone is looking forward to its completion. This library will occupy an area of approximately 200,000 sq. ft. with capacity to house one million volumes and provide seating for 2,000 users.

School Library Services

- While there is still much room for improvements in the school library services, things are happening and progress is being made.
- Roman Catholic School Board for St. John's has recently established an Instructional Materials Centre to serve 42 schools administered by their Board. The centre will supervise the purchase and utilization of all instructional materials throughout the district.
- Other school board districts are making continued progress and extending their services to include all the schools with improved library services.

Special Libraries

There is a multiplicity of special libraries in the province. These are found in almost every government department, hospitals, business organizations and colleges. Since most materials in these libraries are of a special nature, the support role played by the libraries to the public is of paramount importance.

Library Clerk Course

A new course was offered by the Extension Division of the College of Trades and Technology this year, which attempts to present a comprehensive overview of library operations. It aims to explain to people who already work in, or are planning to work in, libraries, how the total operation fits together.

Newfoundland Library Association

- The Association has undertaken a number of new projects and continued others which were initiated the previous year.
- Compiling the publishing of a jackdaw to commemorate the Twenty-Fifth Anniversary of Confederation with Canada. It will include the history of Newfoundland's Confederation with Canada.
- Publication of a newsletter which it hopes to continue on a quarterly basis.
- Fublication of a library directory listing the various libraries throughout the province.

Conclusion

Library Services in Newfoundland still have a lot of catching-up to do. However, we are pleased with the progress they continue to make, The tight money situation in other parts of Canada may provide the opportunity for library services in Newfoundland to do some catching up.

The report for Prince Edward Island, as prepared by W. A. Ledwell, was read by the Secretary.

That the report of Prince Edward Island be accepted as read.

Moved: Edward Hanus Seconded: Susanne Manovill

Secretary's Report

Anne Crocker reported that there had been two meetings of the Executive Committee during the past year, the first on October 5, 1974, the second on May 29, 1975.

Treasurer's Report

Doug Vaisey reported that the accounts of the Association had been examined by H. R. Doane and Company who found them to be in order. Copies of the balance sheets from the report were distributed to all members.

Both the General Account and the Bulletin Account ran deficits due primarily to a decline in revenue from members and a short fall in sales of the Checklist. However, at year's end there was, notwithstanding the deficits, a balance of \$2,259 in the General Account and \$461 in the Bulletin Account.

A new record keeping system for both funds has been established and members were invited to examine the books at the end of the meeting if they wished.

There was a question from the floor with respect to the claiming of APLA membership fees as professional dues on income tax returns. It was the feeling of the meeting that APLA should not tackle this issue on its own and Eileen Travis suggested that CLA be approached regarding this matter. The question was taken under advisement.

Moved: Doug Vaisey Seconded: Pearce Penney That the Treasurer's Report be accepted as circulated and explained. Carried.

Auditors' Report

We have examined the statements for the General Fund, the Bulletin Fund and the Alberta Letts Memorial Fund of the Atlantic Provinces Library Association as at April 30, 1975, and have obtained all the information and explanations we have required. Our examination included a general review of the accounting procedures and such tests of accounting records and other supporting evidence as we considered necessary in the circumstances except that the examination of receipts commenced with the entries on the books and we have made no independent verification of the source of funds received.

In our opinion, with the exception stated in the preceding paragraph, these financial statements present fairly the receipts collected and disbursements made during the year ended April 30, 1975, on a basis consistent with that of the preceding year.

H. R. Doane and Company Halifax, Nova Scotia May 15, 1975

GENERAL FUND

Statement of Receipts and Disbursements

Receipts:										
Membership fee	S									\$1,065.00
Conference - r	et									284.00
Miscellaneous .		÷	. ,				٠		į,	245.00
										1,594.00

352.00
35.00
1,504.00
333.00
208.00
125.00
40.00
100.00
2,697.00
1,103.00
3,362.00
2,259.00

BULLETIN FUND

Statement of Receipts and Disbursements

Receipts:	
Advertising	\$1,792.00
Subscriptions	1,646.00
Back issues	7.00
Miscellaneous	12.00
Grant — General Fund	40.00
	3,497.00
Disbursements:	
Printing	3,238.00
Postage	207.00
Bank service charge and	
exchange	12.00
Miscellaneous	70.00
	3,527.00
Excess of disbursements over	
receipts	30.00
Cash in bank May 1, 1974	491.00
Cash in bank April 30, 1975	461.00

ALBERTA LETTS MEMORIAL FUND

Balance Sheet:	
Cash	\$1,109.00
Marketable securities	3,000.00
	4,109.00
Equity	\$4,109.00

Statement of Receipts and Disbursements

Receipts:	
Interest	
Donations	1,588.00
	1,662.00
Disbursements:	
Service charge	3.00
Excess of receipts over	
disbursements	1,659.00
Equity, April 30, 1974	2,450.00
Equity, April 30, 1975	4,109.00

Finance Committee

Doug Vaisey presented the budget as follows and indicated to the membership that a profit was expected on this year's conference.

BUDGET

GENERAL FUND

Receipts:	
Memberships	\$2,500.00
Checklist	1,500.00
Conference — net	800.00
Miscellaneous	20.00
	4,280.00
Expenditures:	
Audit and accounting services	270.00
A.P.E.C	35.00
Checklist	· ·
Office	405.00
Travel	300.00
Miscellaneous	100.00
Grant to Bulletin	725.00
Workshops	500.00
Scholarships	100.00
	2,260.00
BALANCE:	2,385.00

BULLETIN FUND

~		
RA	ceip	te.
110	CLIP	

Subscriptions	1,650.00
Advertising	1,800.00
Back Issues	20.00
Miscellaneous	15.00
Grant to Bulletin	725.00
Grant to buncom	4,210.00
Expenditures:	
Printing	3,750.00
Postage	260.00
Stationery	100.00
Bank service charges	50.00
Miscellaneous	50.00
	4,210.00
BALANCE:	

That the report of the Finance Committee be accepted.

Moved: Doug Vaisey Seconded: Pearce Penney

Carried.

Nominating Committee

Heather Harbord presented the report of the Nominating Committee with the following slate of officers for 1975-76.

Past President — Kate LeButt, Chief Librarian York Regional Library

President —

Pearce Penney, Chief Provincial Librarian Newfoundland Public Libraries Board

Vice-President (P.E.I.) and President-Elect Edward Hanus, Associate Librarian University of Prince Edward Island

Vice-President (N.S.) Sr. Marguerite Keenan

St. Patrick's High School, Halifax

Vice-President (N.B.)

Judith Aldus, Collections Department Harriet Irving Library University of New Brunswick Vice-President (Nfld.) Patricia Rahal, Chief Cataloguer Newfoundland Public Library Services

Linda Braine, School Librarian Conception Bay, Nfld.

Treasurer-

Doug Vaisey, Head of Reference St. Mary's University Library

Secretary —
Mabel Farmer, Librarian
College of Fisheries
St. John's, Nfld.

As no other nominations were forthcoming from the floor, it was moved that the report be adopted subject to a vote in one instance.

Moved: Heather Harbord Seconded: Doug Vaisey.

A vote was taken and after the ballots were counted Patricia Rahal was declared the Vice-President (Nfld.)

Publications Committee:

An informal report in the form of a letter from Eleanor Magee was read by the Secretary. The letter stated that the Committee has finally dealt with the backlog of problems related to the Checklist and awaits direction from the membership as to next year's priorities.

Moved: Anne Crocker Seconded: Doug Vaisey That the report be accepted as read. Carried.

Committee on Committees:

Moved: Pearce Penney Seconded: Lloyd Melanson

That the report of this committee be accepted as circulated.

Carried.

To assist me on this committee I co-opted two people — Patricia Rahal and Marion Ivimey, of St. John's whose help was greatly appreciated.

The attached list is hereby presented for your consideration. Letters were sent to each of the members asking whether they wished to serve on the committee to which they were assigned, with one exception the Committee on the Bibliographic and Storage Centre. With the exception of two or three everyone responded very promptly.

The membership of the Bulletin Advisory Board was changed slightly in accordance with the recommendation adopted by the Executive

in October to rotate the membership in order to give a certain continuity to the Board. Therefore, two of the members will serve a two year term and two others one year. These terms are indicated on the committee membership list.

Most committee members spend a great deal of time working on various activities and projects. It is always dangerous to single out one committee or board at the exclusion of others. However, it is fair to say that the very nature of some committees or boards demand greater involvement of its members than others.

The work carried on by the Bulletin Advisory Board, in my estimation, warrants special mention. It's a very demanding board and requires a great deal of attention. I would like to make the following recommendation: That APLA go on record as expressing its appreciation to the membership of all committees and boards for the contributions made during the past year.

Bulletin Advisory Board:

Moved: Eileen Travis Seconded: Mary Dykstra

That the report of this committee be accepted as circulated.

Carried.

The President interjected at this point to praise Barbara Hann, outgoing Chairperson, for her untiring efforts on behalf of the **Bulletin** for many years and to thank the retiring Editor, Aileen Barker, for the time and effort she spent in trying to make the **Bulletin** the professional journal it has become.

In the past year there were two meetings of the Bulletin Advisory Board in Halifax — one on Friday, May 24, 1974, and the other, Saturday, November 6, 1974.

As you may have noticed, we changed printers with the Summer 1974 issue of the APLA Bulletin. Our three editors agree that Mitchell Print is much more efficient and coperative than our previous printer. Time is now taken to explain the various printing processes and costs to our editors. However, we are recommending that a future project of the Board be to undertake a cost feasibility study on various methods of printing the Bulletin.

I presume there was no meeting of the Publications Committee this year, as I was not invited to attend; however, at our Board's November meeting, the Chairperson of the Publications Committee attended and there was much discussion on a proposed APLA Newsletter. We formulated nine recommendations on the matter to the Publications Committee and also recommended to them that there be a policy regarding complimentary copies of the Bulletin. Miss Magee was most receptive to our suggestions, but we have heard nothing further.

BAB is very concerned about continuity in the Bulletin, and on the Bulletin Advisory Board in particular. We recommended to the Executive that "three editors be invited yearly to continue serving, and that one representative from each Province be appointed to the Bulletin Advisory Board two of whom will be appointed for a one-year term and two for a two-year term in the first year of operation; thereafter two members will retire each year, and of the two remaining, one will be appointed Chairperson. All members are eligible for reappointment." The Executive came to no decision on the matter but we were assured by the President that this year's chairperson of the Committee on Committees will give it every consideration. Ms. LeButt further suggested that our recommendation be included in this report with a request that such a policy be established. I hope this can be decided on today.

The Bulletin Advisory Board further suggests that there be a written policy on procedures to follow in the appointment of new Bulletin editors, and that both BAB and the Publications Committee be involved with the Executive in the selection process.

In the past, we have found it most convenient to have regular BAB meetings, rather than just rely on correspondence to carry out the work of the Board. As BAB members come from all of the Atlantic Provinces we would request the membership of APLA to consider partial remuneration for BAB members, either through the general fund or perhaps the Bulletin fund.

I am sure the Association as a whole joins with BAB in expressing our appreciation to Aileen Barker for her untiring dedication and efficiency in her term of office as Editor of the Bulletin. Due to her excellent working relationship with the other Editors, BAB, the printers, and the membership of APLA, the Bulletin has become a publication of which we can be very proud. Indeed, it will be quite a challenge to her successor to continue her high standards of editorship.

I would also like to thank all those who helped over the past years to make this Board an active force in improving the Bulletin, especially to the members of BAB who gave freely of their time, and at their own expense attended our meetings, or offered their hospitality to us.

After five years as Chairperson of BAB I find it difficult to step down; however, revitalization is a necessary process. It has been exciting watching the Bulletin grow in stature. I can only wish my successor as much cooperation from the three Editors, the members of BAB and the new Executive as I have had in the past. It has been truly a rewarding experience.

Membership Committee:

A brief oral report was given by Clement Harrison which indicated that this committee had remained largely inactive. The committee felt it necessary to wait for the report of the Aims and

Objectives Committee before preparing the promotional material requested by the Executive Committee.

The Treasurer assisted the Membership Committee in breaking down membership figures by Province and by sex. The Chairperson recommended a new directory be produced by the Membership Committee. He also suggested that the Committee on Relations with Other Organizations investigate the possibility of APLA becoming a member of the Commonwealth Library Association.

Moved: Clement Harrison Seconded: Barbara Kincaid

That the report of the Membership Committee be accepted.

Carried.

Alberta Letts Memorial Fellowship Committee:

Moved: Shirley Elliott Seconded: Eileen Travis

That the report be accepted as circulated.

Carried.

The Alberta Letts Memorial Fellowship Trust was formally set up by a motion passed at the Annual General Meeting of the Atlantic Provinces Library Association on May 24, 1974. The Fund, which had been steadily growing since the first donation on February 3, 1974, was then approaching three thousand dollars and it became apparent that a more regular and cohesive arrangement should be made for its operation. Accordingly, with the approval of the President, the Atlantic Trust Company was approached and the Alberta Letts Memorial Trust Fund formally set up on July 24, 1974, under its trusteeship. Three thousand dollars was transferred from the Association funds and invested in two GIC securities of \$1,500 with a 10½ per cent yield.

In the meantime negotiations were initiated with the Department of National Revenue in Ottawa in reference to the Trust's registration for income tax exemption. Unfortunately, for one reason or another, the Department's decision was arrived at only after a protracted delay, but happily in time for the 1974 tax year.

In November, 1974 the Dalhousie School of Library Service graciously offered to donate the proceeds from the sale of Dr. Elizabeth Morton's lecture, "Developing public libraries in Canada, 1535-1983", published as Occasional paper 9.

An advertisement for candidates for the first award was placed in the Spring issue of the APLA Bulletin. Since the matter of the selection of candidates for the award falls outside the terms of reference of this Committee, the President has named a Selection Committee to comprise Ellen Webster, Jim MacEacheron, Jessie Mifflin, Bertha Higgins and Shirley Elliott.

The Committee wishes to emphasize that there is no time limit in regard to donations to the Fund. We would like to see it considered as an ongoing activity.

Aims and Objectives Committee (Ad Hoc):

Claude Potvin commented on the report as circulated highlighting the major recommendations: changes suggested in the objectives to coincide with what seems to be current practice; a committee to investigate the possibility of establishing a secretariat for the Association: a better defined and more active role for provincial vice-presidents; a close examination of the financial position of the Association and ways in which this can be improved in order that the needs of members may be met.

Eileen Travis questioned the role of the secretariat and the provincial vice-presidents. Mr. Potvin replied that there were many problems in the day to day operation of the Association, particularly in the area of communications, and that the idea of a secretariat should be studied with a view to overcoming these problems. To the second point Mr. Potvin replied that the committee had suggested that the provincial vice-presidents be the official representatives to the governments of their respective provinces on matters of concern to the Association.

Dorothy Cooke stated that contrary to the statement in the report libraries are not the exclusive responsibility of provincial governments. Mr. Potvin indicated that the committee would look into the matter.

Diane MacQuarrie wanted to know if the provincial associations wanted to be subdivisions of APLA and whether or not the Committee recommended any structural changes to the Association. Claude Potvin replied that opinion on this issue is divided, but that it is a possibility.

Ken Moore asked why the objectives of the Association had to be changed at all. Mr. Potvin stated that the survey indicated a general feeling that all persons interested in libraries should be able to belong. Dorothy Cooke indi-

cated that had always been true and that any interested persons were welcome in the Association. Clement Harrison, on the other hand, felt that it was important that this concept of the Association be restated, because even if it is true that others are welcome, the actual membership of the Association is almost exclusively professional.

The President put an end to the discussion at this point.

Moved: Claude Potvin Seconded: Terry Amis

That the report be accepted as circulated and that the Executive Committee take the recommendations under advisement.

Carried.

Introduction

Following a resolution passed at the May 1974 Annual Meeting of the APLA, the APLA Executive created on October 5, 1974, a Committee to study the aims and objectives of the APLA and instructed the Committee that a copy of the report should be made available one month before the 1975 Annual Meeting, so that it could be copied and circulated.

At that meeting, the APLA Executive named Claude Potvin, Regional Librarian, Albert-Westmorland-Kent Regional Library, to chair and form the Committee, and Terence Amis, Extension Librarian, Albert-Westmorland-Kent Regional Library as member at large of this Committee.

On October 18, 1974, the provincial vicepresidents of the APLA were asked to name two librarians from their province who would agree to serve on this Committee. The Director of the Dalhousie School of Library Service was also asked to name one librarian from the school.

The other members of the Committee are:

Judith Aldus, Harriet Irving Library, University of N. B., Fredericton, N. B.

Alban Arsenault, Bibliothèque Champlain, Université de Moncton, Moncton, N. B.

Mary Dykstra, Dalhousie School of Library Service, Halifax, N. S.

Ruth Hafter, St. Mary's University Library, Halifax, N. S.

Bertha Higgins, Nova Scotia Provincial Library, Halifax, N. S.

Marion Ivimey, Memorial University Library, St. John's, Newfoundland

Patricia Rahal, Newfoundland Public Library Services, St. John's, Newfoundland Sandra Taylor, Provincial Libraries, Charlottetown, P.E.I.

On November 25, 1974, the members of the Committee met in Halifax at the Dalhousie School of Library Service. At that meet-

ing, provincial sub-committees were officially formed and a questionnaire to be distributed was agreed upon.

On December 10, 1974, the final copy of the questionnaire was sent to the members of the Committee who had to distribute them during the month of January.

Meanwhile, an article to be published in the APLA Bulletin was prepared. Unfortunately, this issue was only available in February which was too late to make the members of the APLA aware in advance of this Committee and its work.

In February, the answers to the questionnaires received by each provincial sub-committee were compiled and summarized.

In March, the Chairperson and Secretary of the Committee prepared a draft copy of a report from the summaries received from each province.

On March 24, 1975, the Committee met at the Nova Scotia Provincial Library in Halifax to work on the report to be presented to the APLA Executive. The recommendations, comments and suggestions made in this report were agreed upon.

The recommendations made in this report are based on opinions of 136 members and non-members who answered the questionnaire. We were not expecting such a great response. It should be noted that 20% of the answers came from non-members and that 36% of the APLA membership answered the questionnaire.

The following table breaks down the answers:

I	Dalh.	N.B.	Nfld.	N.S.	P.E.I.	TOTAL
Questionna	ires	sent 74	50	92	20	Over 240
Questionna and retu		answe	ered			
	13	46	30	36	11	136
Non-memb	ers a	nswer 7	ring 3	4	2	28

OBJECTIVES OF THE APLA

As there is no great discrepancy with the present objectives, we then feel that we should not change them but rather expand them; they seem to correspond to the needs of the members but do not sufficiently meet the needs of an open membership.

While keeping basically the same objectives, we are nevertheless concerned with the fact that they do not seem to be met or that the means to achieve them are not properly spelled out. This is why the report will deal with means and implementations of the present objectives rather than with redefining new objectives.

The present objectives are:

- a) to promote library service throughout the provinces of New Brunswick, Nova Scotia, Prince Edward Island, and Newfoundland;
- b) to cooperate with library associations and other organizations on matters of mutual concern;

c) to serve the professional interests of librarians in the region.

The wording of these objectives will change slightly. Furthermore, we do not feel that we should start differentiating between aims and objectives in spite of the fact that there is a basic difference between the two terms.

We therefore recommend that the objectives of the APLA read as follows:

A. TO PROMOTE LIBRARY SERVICE THROUGHOUT THE ATLANTIC PROVINCES

(by means of publicity;

by consultation with appropriate government bodies and other agencies;

by preparing and disseminating standards of library services;

by the conduct of surveys and the presentation of reports and briefs to appropriate authorities;

by encouraging the sharing of information on library services and programs)

B. TO PROMOTE HIGH STANDARDS OF EXPERTISE AND CONDUCT AND SERVE THE INTERESTS OF THOSE WORKING IN LIBRARIES, AND TO SERVE AS A FOCAL POINT FOR ALL THOSE INTERESTED IN LIBRARY SERVICES IN THE ATLANTIC PROVINCES

(by means of suitable publications;

by means of workshops, conferences and other meetings necessary for continuing education and development;

by the conduct of surveys, publication of reports, and preparation of briefs concerning working conditions, salaries, etc.;

by consultation with employers, boards and government bodies)

C. TO COOPERATE WITH LIBRARY AS-SOCIATIONS AND OTHER ORGANIZA-TIONS ON MATTERS OF MUTUAL CONCERN

> (CLA: the president of the APLA is exofficio member of CLA Council by virtue of the APLA being an association affiliated with CLA;

> by means of regular reporting by the president on the activities and decisions of CLA Council and by correspondence with the president of the APLA on the part of members;

> by means of joint meetings and workshops held in cooperation with other associations and organizations;

> by means of appointing delegates to attend meetings of other associations)

Other considerations affecting the achievement of the objectives of the APLA

The response to the questionnaires sent out by the committee indicates many areas of dissatisfaction on the part of the membership, underlying all of which there was an evident feeling of frustration at being unable to participate in the affairs of the APLA in a meaningful way. The committee felt the obligation of present these concerns and suggest methods of dealing with them according to the ideas of the membership in order that the objectives of the association may be met and that a greater proportion of the membership might be actively involved. Many suggestions made here could be implemented without change in the present budget situation.

Conferences, workshops, and other meetings

Annual Conference: Comments generally indicated that many respondents had the feeling the Annual Conference has been unsatisfactory for a variety of reasons. Some felt the conference was geared to a specific group whose concerns were not their own; others felt that some conferences were poorly organized, etc. Some would like a type of library structure like CLA; others want the opposite type to counter the CLA divisional structure.

To meet these problems it would seem that a Conference Planning Committee might be formed to evaluate the needs of the various groups and to ensure a balanced program from year to year.

Workshops and other meetings: There was a general feeling that there should be some association activities between conferences. Suggestions varied from special interest group workshops to library "open house" programs and social gatherings. Due to distances and expense, it was suggested that these should be organized on a provincial or regional basis. Workshops could "travel" from one province to another as it is not always possible to attend workshops in Halifax.

Perhaps a Provincial Activities Committee could be formed to study these proposals in conjunction, where necessary, with representatives of other associations and the Dalhousie School of Library Service. Local Provincial Activities Committees could look after the arrangement in each province with the chairman ex-officio member of the APLA Provincial Activities Committee.

Many members expressed concern over the dominance of chief librarians in the association, so it is recommended that committee appointees be actively recruited from the total membership.

Publicity

Members expressed concern over the lack of "visibility" of the association. The general public, trustees, support staff, various levels of government are not aware of the association. The lack of publicity concerning events and actions of the association and general "doings" in the library field within the Atlantic Provinces renders the association impotent when matters of importance arise.

It is suggested there be more press releases concerning the activities of the association, that the association take a stand on issues of importance to the membership and publicize its stand, that it establish relations with various government bodies and agencies, the Maritime Higher Education Commission, the Council of Maritime Premiers, the Atlantic Provinces

Economic Council, publishers, and various other organizations such as Chambers of Commerce and Provincial Teachers Associations.

It is further suggested that a publicity campaign be initiated to run concurrent with the membership campaign to be covered later in this report.

It is also suggested that the association become involved in promoting literature within and concerning the Atlantic Provinces; that the Checklist and reviewing of material concerning the Atlantic Provinces become a high priority involving more of the membership.

Still another suggestion is that the APLA become a clearing house for library publicity. The ideas concerning local publicity should be shared among the membership so that library service in general may benefit from the ideas of the membership in other locations.

Communications

There appears to be a general feeling among the membership that they do not know enough about the association and what it is doing. One comment indicated that material is always coming from the CLA but very little comes from the APLA. Many people had never heard of the association.

Much of the criticism centred around the Bulletin. The frequency was the most common item mentioned. The issues are too far apart to give the feeling of a living association. Some comments indicated a feeling that the articles tend to be redundant as they deal with general matters covered in other library literature. More regional content is wanted.

The next most common suggestion was the need of a newsletter so that we follow a pattern similar to that of the CLA with its Feliciter. A newsletter could carry more current material about library happenings, positions, meetings, etc. It would also be possible to give notices and summaries of committee and executive meetings to inform the membership of such activities.

In connection with this, it is suggested there be more than one newsgatherer in each province. Perhaps the appointment of a "library correspondent" would be a useful idea that would involve many members and bring much more current material to the community. This might be especially true since there is a strong feeling that the association is dominated by chief librarians and that it is geared to serve professionals rather than "all people interested in libraries".

It has also been suggested that the APLA, through its publications, serve as a clearing house of information for all workshops and meetings of different associations. Likewise it has been suggested that briefs or reports of associations may be brought to the attention of the membership for support and action, where appropriate, by the APLA.

Various methods of communication with other library associations in the Atlantic Provinces have been suggested, ranging from the virtual disappearance of the APLA, except as an

executive body, to modes of affiliate or reciprocal membership. Most of these methods would require some change in the Constitution of the APLA. The means open under existing circumstances would appear to rest with the Executive which would have the authority to appoint delegates or observers to any meeting as it sees fit to include liaison with these associations, as has been suggested, in a redefined role of the association vice-presidents.

Of course, underlying all of these suggestions is the ever present need of suitable financial support.

Membership

The problems of membership seem to center largely around the lack of information for prospective members. There seems to be no formal method of application, no leaflets giving information about the association, and no formal method for issuing receipts. The method of issuing receipts at the same time as giving a receipt for the annual convention only seems to cause confusion. There is also no handbook available containing the Constitution and By-Laws that can be issued to new members. It is necessary to obtain a back issue or photocopy of the Bulletin to get this information. The lack of a permanent membership secretary and confusion over where to mail letters applying for membership is inhibiting.

It would appear necessary to prepare and publish membership brochures and association handbooks, to establish a permanent address to which applications can be sent, and assure that receipts will be issued and changes of address dealt with in an effective manner.

An attempt was made to do this using the Dalhousie School of Library Service, but it would appear that this has not been working effectively.

Here again, it would appear that one of the most effective methods of getting new members would be for the membership committee to have a representative in each library charged with the responsibility of approaching prospective members.

Several respondents suggested an all-out membership campaign be conducted in the near future.

Three Recommendations

In light of the foregoing, the Committee recommends the establishment of a committee with three subcommittees to study the following:

A Secretariat

It is obvious that the members of the Executive, who are generally devoted and full of enthusiasm, do not have the time and energy necessary to start repolishing the image of APLA.

If the membership really wants a new APLA, a permanent secretariat should be formed, such a secretariat being a source of dynamism for the association. Many problems raised by

the survey could eventually be solved, or at least alleviated, by such a step. If we want the APLA to be lively, to be present, to meet the needs of all, if we expect from the APLA different services, competence, support, the only way is to establish a permanent secretariat

The Role of the Vice-President

The survey has shown that the role of the provincial vice-president is unclear and misunderstood. This is an office whose responsibilities are not defined and seem to be confined exclusively to gathering information for the APLA Bulletin.

Libraries being the exclusive responsibility of provincial governments, the provincial vice-presidents should be the ones dealing with provincial matters after direct consultation with the president in all statements or actions, where they are speaking or acting on behalf of the APLA. The provincial vice-presidents should be the ones to be contacted by the membership of the province when the assistance of the APLA is needed for any reason; they should be in close contact with events in their province in order to intervene quickly if any action is needed. A vice-president speaking with provincial authorities on behalf of the association could have more weight, and more influence, and be listened to more than a president from another province.

It was also suggested that the vice-presidents be responsible for making personal visits to libraries in their province or for preparing meetings, in order to have the APLA members of their province more involved with the association.

Finances

Any organization needs money for worth-while activities. The survey has shown that a great deal is expected from the APLA, but it will not be possible unless the association is in a sound financial position. This could be accomplished through a dynamic membership drive, an increase in the membership fees, grants from provincial and federal governments, institutional memberships, etc.

Members of the association are hesitant to be on committees when they have to pay for their own expenses (some individual libraries are spending part of their funds to help pay for their staff on the APLA committees); a Newsletter would be appreciated; surveys should be financed by the association; a permanent full-time staff would solve many problems; etc. All of these suggestions and expectations will involve a great deal of money. The APLA will have to meet the expectations of the members in order to survive, or it will continue to disintegrate very slowly as it is now doing. Is this what we want?

We therefore recommend that the APLA form a committee divided into three sub-committees to study:

1 The possibility of establishing a permanent secretariat;

- 2 The role of the vice-presidents, keeping in mind the fact that libraries are the responsibility of provincial governments and the need for firm guidelines for this office;
- 3 Our financial situation, the cost of implementing new activities or programs, and ways and means of ensuring a sound financial position in the future.

We are aware that these three recommendations will probably delay the immediate introduction of some changes. But we feel that further study and analysis is necessary in order to evaluate the effects these recommendations will have on the structure and finances of the APLA.

Conclusion

The comments, suggestions, recommendations made in this report do not by any means condemn what has been done in the past. The APLA has been a good association, the social contact provided by conferences and other meetings has been beneficial to all members, it has been effective to some extent in applying pressure in government regarding pending legislation, it has published a Bulletin which has been worthwhile, and, as one respondent said "it has helped people and it's nice to know it's around when there's a job to do".

But, since provincial or specialized library associations have begun to spread, the APLA has lost a great deal of leadership and influence to the point where some librarians would like to see the APLA as an umbrella for all the associations in the Atlantic Provinces or would like to see it disappear.

The survey has shown a lot of dissatisfaction and has to be considered very seriously. The need for the APLA is now being questioned. How far it will go, nobody knows. It is now time for the APLA to reconsider itself.

The present objectives are already laudable; the ones we are suggesting are the same, except for the wording and some slight expansion. The difficulty has been to implement them. That is why we felt it necessary to show ways and means of implementing them and that is why we felt it necessary to suggest the establishment of the above committees.

Even if the APLA takes all the necessary steps to implement the objectives, they will never be achieved unless the members of the APLA really participate, accept positions on committees, and accept the necessity of being personally active.

This year should be the beginning of a new era for the APLA, if we want the APLA to be an organization meeting the needs and expectations of all members. It is now or never for the APLA.

Bibliographic and Storage Centre Committee

Eileen Travis commented on the report as circulated. She stated that the terms of reference for a working committee had been much too broad, and that the Committee had really had to limit itself to investigating the bibliographic aspect. She feels that there is a great opportunity for the Atlantic Provinces to develop a regional bibliographic centre and that there is a lot of support for the idea. She again stressed the need to keep the functions of bibliography and storage separate, to the extent that another committee should be established to deal with the latter.

There was general discussion of the concept with the general agreement of the meeting that public libraries lack technology. Eileen stated that her committee would work hard to overcome this difficulty.

Moved: Eileen Travis Seconded: Carin Somers

That the report be accepted as circulated and printed in APLA Bulletin v. 39, no. 1 (Spring 1975) and that the Executive take its recommendations under advisement.

Carried.

The President stated that the incoming Executive would advise the Committe on Committees to establish a committee which would examine the feasibility of an Atlantic Region storage centre.

Resolutions Committee:

Ian Wilson explained the procedure to be followed in discussing resolutions. Luncheon tables will be labelled as to resolutions to be discussed; observers will be present to record those opinions for and against the resolution and will bring the comments to the floor when the resolutions are presented. It is hoped that this procedure will permit full discussion of the issues yet enable the business meeting to proceed without lengthy delays. Mr. Wilson requested that those persons who had volunteered to serve as observers meet in the cafeteria five minutes before noon.

Report from Dalhousie School of

Library Service:

Norman Horrocks informed the meeting that the school has filed a letter of intent to pursue re-accreditation with the American Library Association. The

school is presently carrying out a selfstudy program, required before the visit of the accreditation team. The examination will be conducted in January of 1976 and the vote taken in June, 1976.

The school is holding enrollment to 35 full-time students in each year of the program, with five part-time students. The school feels that the projected enrollment of 100 students in the year 1980 is unrealistic.

Dr. Horrocks thanked all the librarians who had co-operated with the school in interviewing prospective candidates for the M.L.S. program. He mentioned an article in the Spring 1975 issue of the Bulletin which reaffirms the University's commitment to continuing education. He also stated that Elizabeth Morton's address on the development of libraries in the Atlantic Provinces would be for sale at the conference and all proceeds would go to the Alberta Letts Memorial Fund.

The meeting adjourned at 10:30 p.m. to reconvene at 10:00 a.m. on Sunday, June 1, 1975.

Second General Session, Auditorium, Edmund Casey Hall, St. Thomas University, June 1, 1975

The Chair called the meeting to order at 10:15 a.m.

Moved: Claude Potvin Seconded: André Guay

That the reading of resolutions in French be waived.

Carried.

Ian Wilson, Chairperson of the Resolutions Committee, thanked the translators and the York Regional Library staff for their assistance in preparing the resolutions for the meeting.

RESOLUTION 1

WHEREAS society continues to place the larger burden of childrearing and domestic responsibilities on women and fails to provide adequate childcare facilities; and

WHEREAS relatively few part-time and contract or term professional level positions are available in libraries at present; and

WHEREAS, as a result, experienced women librarians are often forced to leave the profession for extended periods early in their careers; and

WHEREAS both men and women may for various reasons wish to work less than full-time during certain periods of their careers;

THEREFORE BE IT RESOLVED THAT the APLA request the Canadian Library Association, acting through Council, to send letters to Provincial or regional library associations, library administrators, and Boards of Library Trustees recommending to them that they take positive action to develop personnel policies and job classification structures which will lead to the increased employment of professional librarians on a part-time and/or contract or term basis; and that the CLA go on record through a public statement in Feliciter as rejecting the assumption that part-time librarians are less committed to their careers or to their profession than are those working full time.

Moved By: Dorothy Broderick Seconded By: Anne Crocker

VOEU 1

ATTENDU que la société continue d'attribuer à la femme la plus grande partie des résponsabilités domestiques et familiales et n'offrent pas des services de garderie adequats;

ATTENDU qu'il y à relativement peu d'emplois à temps partiel, à contrat et temporaire de disponibles en ce moment au niveau professionnel;

ATTENDU que les bibliothécaires de sexe feminin d'expérience sont souvent contraintes de quitter la profession pendant des periodes prolongées tôt dans leur carrière;

ATTENDU que des hommes et des femmes pourraient, pour différentes raisons, être intéressés à certains moments de leur carrière à travailler à temps partiel;

IL EST RESOLU QUE L'APLA demande à la CLA par l'entremise de son Conseil, d'envoyer une lettre aux associations provinciales et regionales de bibliothèques, aux administrateurs de bibliothèque et aux Conseils de bibliothèque leur recommandant de prendre position sur de développement des politiques de personnel et des classifications d'emplois qui permettraient d'augmenter le nombre de bibliothécaires professionnels travaillant à temps partiel; à contrat ou sur une base temporaire; et que la CLA s'engage à rejeter, par une déclaration publique dans Feliciter l'idée que les bibliothécaires à temps partiel sont moins intéressés dans leur carrière ou leur profession que les bibliothécaires à temps plein.

Propose par: Dorothy Broderick Appuye par: Anne Crocker

Diane MacQuarrie, the observer for this resolution reported that members were concerned that this resolution apply to all employees not just librarians. She reaffirmed the commitment of parttime employees and suggested that a registry of persons interested in parttime and contract work be compiled by Dalhousie School of Library Service. She went on to list the benefits to libraries of short term expertise.

There was no further comment from the floor, and the Chair called for a vote.

Carried.

RESOLUTION 2

WHEREAS salary scales for part-time library employees have traditionally been lower than those for full-time employees performing the same or similar duties; and

WHEREAS fringe benefits such as sick leave, paid holidays, pension and insurance plans, etc. have been often non-existent for part-time employees;

THEREFORE BE IT RESOLVED THAT the APLA request the CLA acting through Council to place itself on record as endorsing the concept of equal salary scales and fringe benefits for both permanent part-time and full-time employees at the same level; and that, with the exception of pension and insurance benefits, the same principle apply to term employees, and that the APLA request the CLA to communicate its commitment to library administrators, unions, and staff associations on all appropriate occasions and encourage them to see to it that their libraries implement a similar policy.

Moved By: Dorothy Broderick Seconded By: Anne Crocker

VOEU 2

ATTENDU que les employés de bibliothèques à temps partiel ont traditionellement été payés selon une échelle de salaire inférieure à celle des employés permanents, tout en exécutant des tâches similaires; et

ATTENDU que les avantages sociaux tels que congés de maladie, congés avec solde, plans d'assurance et régimes de retraite, etc. ont été souvent inexistants pour cette catégorie d'employés â temps partiel;

IL EST RESOLU QUE L'APLA demande à la CLA, par l'entremise de son Conseil, de s'engager à reconnaître aux employés profesfessionels permanents à plein temps et à temps partiel, du même niveau, une échelle de salaire et les mêmes avantages sociaux; et qu'avec l'exception des régimes d'assurance et de retraite, les mêmes bénéfices soient accordés aux employés temporaires; et que l'APLA demande à la CLA de faire connaître ses engagements aux administrateurs des biblothèques, aux syndicats, et aux membres des associations à toutes les occasions appropriées et de les encourager à implanter une politique de ce genre dans leur bibliothèques.

Propose par: Dorothy Broderick Appuye par: Anne Crocker Discussion of this issue was generally favourable. The meeting felt that the benefits in question should be pro-rated and that civil service commissions should be notified of this resolution.

The Chair called for a vote.

Carried.

RESOLUTION 3

WHEREAS 80 percent of library employees are women; and

WHEREAS many insurance and pension plans discriminate against women in terms of coverage, rates, and benefits;

THEREFORE BE IT RESOLVED THAT THE APLA request the Canadian Library Association, acting through Council, to communicate to library administrators, unions, and staff associations the pressing need to insure their library's governing body or parent institution provide group insurance and pension plans which include equal coverage, rates, and benefits for both women and men where these do not now exist.

Moved By: Dorothy Broderick Seconded By: Anne Crocker

VOEU 3

ATTENDU que quatre-vingt pour cent des employés de bibliothèque sont des femmes;

ATTENDU que plusieurs plans d'assurance et régimes de retraite sont discriminatoires à l'égard des femmes quant au champ d'application, aux taux et aux avantages;

IL EST RESOLU QUE L'APLA demande à la CLA, par l'entremise de son Conseil, de faire connaître aux administrateurs de bibliothèque, aux syndicats et aux associations d'employés, le besoin urgent pour les institutionsmères d'offrir à leurs employés, des plans d'assurance-groupe, et des régimes de retraite contenant un champ d'application, des taux et des avantages qui sont les mêmes et pour les hommes et pour les femmes dans les cas où ceci n'existe pas.

Propose par: Dorothy Broderick Appuye par: Anne Crocker Carried.

RESOLUTION 4

WHEREAS both parents have an equal responsibility for the creation of the family unit; and

WHEREAS all society, including employers, has a responsibility for the nurturing of children; and

WHEREAS Employers are in a position to facilitate joint parenting;

THEREFORE BE IT RESOLVED THAT

the APLA request the Canadian Library Association, through Council, to endorse the principle of paid maternity and paternity leave, inform the Provincial or Regional Library Associations of this in letters to each one, and implement this resolution immediately in CLA offices at Headquarters.

Moved By: Dorothy Broderick Seconded By: Anne Crocker

VOEU 4

ATTENDU que les parents ont des responsabilités égales dans la création d'une famille;

ATTENDU que la société toute entière, y compris des employeurs, est responsable pour élever les enfants;

ATTENDU que les employeurs sont dans une situation qui favorise le "Joint parenting";

IL EST RESOLU QUE la CLA, par l'entremise de son Conseil, endosse le principe des conges de maternité et de paternité payés, qu'elle en informe par lettre chacune des associations provincials ou régionales et que cette résolution soit mise en oeuvre immédiatement dans les bureaux du siège social de la CLA.

Propose par: Dorothy Broderick Appuye par: Anne Crocker Carried.

RESOLUTION 5

WHEREAS other resolutions presented at this Assembly treat of administrative problems; and

WHEREAS library schools have the responsibility of teaching future administrators;

THEREFORE BE IT RESOLVED THAT the Atlantic Provinces Library Association request the Canadian Library Association, acting through Council, to recommend to all Canadian Library schools that they examine present courses in library administration to insure that these courses discuss, while not necessarily endorsing any one view relating to these topics, the following topics:

- (a) Part-time and contract positions for professional librarians;
- (b) Salary scales and fringe benefits for part-time library employees;
- (c) Pension and insurance plans for library employees.
- (d) Maternity and paternity leave.

Moved By: Dorothy Broderick Seconded By: Anne Crocker

VOEU 5

ATTENDU qle d'autres voeux soumis à cette assemblée portent sur des problèmes d'ordre administratif;

ATTENDU que les écoles de bibliothéconomie ont la responsabilité d'enseigner l'administration aux futurs bibliothécaires; IL EST RESOLU QUE L'APLA demande à la CLA, par l'entremise de son Conseil, de recommander à toutes les écoles de bibliothéconomie canadiennes d'examiner les cours présentement offerts en administration des bibliothèques dans le but de s'assurer que les cours traitent de tous les aspects des sujets suivants:

- (a) des emplois à temps partiel et à contrat pour les biblothécaires professionnels;
- (b) ces échelles de salaire et des avantages sociaux pour les employés à temps partiel de bibliothèque;
- (c) des régimes de retraite et plans d'assurance pour les employés de bibliothèque;
- (d) des congés de maternité et de paternité.

Propose par: Dorothy Broderick Appuye par: Anne Crocker

Carried.

RESOLUTION 6

WHEREAS there are at present not enough childcare centres in operation in Canada to meet the demand; and

WHEREAS childcare centres should be available to all children regardless of their parents' economic status; and

WHEREAS all libraries are parts of larger institutions, such as government, universities, or corporations;

THEREFORE BE IT RESOLVED THAT the APLA request the CLA through Council to recommend to library administrators, unions, and staff associations that they encourage their parent institutions to provide childcare facilities for the children of all employees, and that the APLA ask the CLA to file a statement of support with the appropriate Federal Ministers, and encourage Provincial or Regional Library Associations to register their support for childcare centres with their provincial cabinet members.

Moved By: Dorothy Broderick Seconded By: Anne Crocker

VOEU 6

ATTENDU qu'il n'y a présentement pas assez de garderies au Canada pour satisfaire à la demande;

ATTENDU que tous les enfants devraient avoir accès à une garderie indépendamment du statut économique de leurs parents;

ATTENDU que toutes les biblothèques sont partie intégrante d'institutions gouvernementales, universitaires ou industrielles;

IL EST RESOLU QUE L'APLA demande à la CLA, par l'entremise de son Conseil, de recommander aux administrateurs de bibliothèques, aux syndicats et aux membres des associations d'encourager les institutions-mères dans lesquelles ils travaillent à mettre sur pied des parderies your les employés, et que l'APLA demande à la CLA que la CLA passe une déclaration de principe auprès des minis-

tres fédéraux concernés, et qu'elle encourage les associations de bibliothèques provinciales ou régionales à faire des pressions auprès des membres du parlement provincial pour l'établissement de garderies.

Propose par: Dorothy Broderick Appuye par: Anne Crocker Carried.

RESOLUTION 7

WHEREAS St Mary's University has failed to recognize the academic status of Professional Librarians; and

WHEREAS St. Mary's University has made no commitment to academic or intellectual freedom for Professional Librarians; and

WHEREAS St. Mary's University's contract offer fails to provide adequately for peer evaluation, job security, any form of leave or travel allowance for professional development or participation of Librarians in Library governance:

THEREFORE BE IT RESOLVED THAT the Atlantic Provinces Library Association deplores the failure of St. Mary's University, as demonstrated in current negotiations with Professional Librarians, to recognize the academic status of professional librarians. We urge St. Mary's University to reconsider its offer and to negotiate a collective agreement that reflects the spirit of the document recently produced by the CAUT/CACUL Committee on Academic Status of Librarians and already endorsed in principle by the CAUT Council.

Moved by: Ken Moore Seconded by: Nirmal Jain

VOEU 7

ATTENDU que l'Université Saint Mary's n'a pas reconnu le statut académique des bibliothécaires professionnels;

ATTENDU que l'Université Saint Mary's n'a pris aucun engagement pour assurer la liberté academique ou intellectuelle des bibliothécaires professionnels;

ATTENDU que le contract offert par l'Université Saint Mary's ne prend pas les dispositions nécessaires pour l'évaluation des bibliothécaires entre eux, pour la sécurité d'emploi, pour des indémsités de déplacement, pour des congés de perfectionnement professionnel et pour la participation à l'administration de la bibliothèque;

IL EST RESOLU que l'APLA exprime son désaccord vis-à-vis l'Université Saint Mary's pour n'avoir pas reconnu, lors des négociations en cours, le statut académique des bibliothécaires professionnels. Nous incitons fortement l'Université Saint Mary's à reconsidérer son offre et à négocier une convention collective qui réflète l'esprit du document publié recemment par la Comité de ACPU/CACUL sur le statut académique des bibliothécaires et qui à été accepté en principe par le Conseil de ACPU.

Propose par: Ken Moore Appuye par: Nirmal Jain

There was a great deal of interest expressed in this resolution, with much discussion from the floor. Some of the points raised concerned the need for job security for academic librarians, the fact that faculty status involves sabbatical leave, tenure and participation in the government of the university, that it is necessary for institutions to recognize the professional status of librarians, and that the St. Mary's faculty supports the librarians in this issue.

Ken Moore commented on the situation at St. Mary's University. He felt that it would set a definite precedent for other universities in the Atlantic Region if faculty status for librarians were approved by St. Mary's. He also noted that this resolution will also be brought before other professional associations across the country.

Nirmal Jain encouraged the membership to adopt the resolution unanimously.

Carried.

RESOLUTION 8

BE IT RESOLVED that a parliamentarian be appointed by the President of the Atlantic Provinces Library Association for all business meetings of the Association and that the Parliamentarian be seated on the right of the President to render service as required.

Moved by: Norman Horrocks Seconded by: Diane MacQuarrie

VOEU 8

IL EST RESOLU QUE le président d'APLA nomme un parlementaire pour toutes les réunions d'affaires de l'Association et que celui-ci soit assis à la droite du président pour rentre service au besoin.

Propose par: Norman Horrocks Appuye par: Diane MacQuarrie Carried.

RESOLUTION 9

WHEREAS Delegates have appreciated the efforts of all those involved with the arrangements for this conference;

THEREFORE BE IT RESOLVED THAT this Association extends gratitude to the following; The Province of New Brunswick, The

City of Fredericton, St. Thomas University, the University of New Brunswick, Ellen Alfman, Shirley Lewis Consultants, the Canadian School Library Association, the New Brunswick School Library Media Council, Patricia Carr, Dorothy Broderick, Norman Horrocks, Libraries hosting tours, Dalhousie School of Library Service, and particularly, Katherine LeButt and the Local Arrangements Committee.

Moved by: Heather Harbord Seconded by: Don Scott

VOEU 9

ATTENDU que les congressistes ont appréciés les efforts déployés par tous ceux qui one travaillé à l'organisation de ce congrès;

IL EST RESOLU que L'Association adresse des remerciements à: la Province du Nouveau-Brunswick; la ville le Fredericton; l'Université St Thomas; l'Université de Nouveau-Brunswick; Ellen Altman, la firme d'experts-conseils Shirley Lewis; la Canadian School Library Association; le New Brunswick School Library Media Council: Patricia Carr; Dorothy Broderick, les bibliothèques qui ont rendu possible les visites, la Dalhousie School of Library Service, et plus particulièrement Katherine LeButt et le Comité local d'organisation.

Propose par: Heather Harbord Appuye par: Don Scott Carried.

The President thanked Ian Wilson and the members of the Resolutions Committee for the careful and efficient manner in which they carried out their task.

NEW BUSINESS

Paul Cook suggested that the incoming Executive of APLA co-ordinate individual efforts presently being made in the area of reviewing non-print materials. The matter was taken under advisement.

Out-going President Le Butt then introduced Pearce Penney, the new President of APLA, who requested the support and assistance of the membership and commended his predecessor for the progress the Association had made during her term as President.

The meeting adjourned at 11:20 a.m.

Respectfully submitted

Anne Crocker, Secretary

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