MULTITYPE LIBRARY BOARD

Meeting

March 30 -31, 1999

Conference Room
Provincial Library, 1352 Winnipeg Street
Regina, Saskatchewan
S4P 3V7
Telephone 306-787-2976

Minutes

Merrilee Rasmussen
Jeff Barber
Darlene Fichter
Michael Keaschuk
Valerie Laliberte
Janet Merkosky
Ernie Pappas
Beverly Scarrow
Hélène Stewart
Colleen Warren
Maureen Woods
Marilyn Jenkins, Provincial Library Support Team
Melissa Bennett, Provincial Library Support Team/Recording Secretary
Susan Neden, Facilitator

DAY ONE -- MARCH 30, 1999

1. Call to Order
   Merrilee Rasmussen, Chair of the Multitype Library Board, called the meeting to order at
   11:00 a.m.

2. Welcome and Introductions
   -- Merrilee welcomed Board Members to the first meeting of the Multitype Library
   Board.
   -- A roundtable of introductions was conducted.

3. Background
   -- Maureen Woods gave a presentation on the history/development of Multitype.
   -- Merrilee provided additional background on Multitype and outlined the objectives.
4. Roundtable Question: **What is your hope for this Board?**
   Each Board Member shared his/her hopes/expectations for the Multitype Board.

5. Adjournment for Lunch
   The Board adjourned for lunch

6. Presentation by Susan Neden
   Susan Neden, Board facilitator, provided a brief overview on how to set a foundation for a well functioning board.

7. Progress Report
   Marilyn Jenkins provided a progress report on each of the eleven strategic Multitype initiatives in *Think Globally...Search Locally: A Strategic Plan for the Implementation of a Multitype Library System in Saskatchewan*. A handout summarizing her report was provided.

8. Sector Presentations / **Facilitated by Susan Neden**
   Susan Neden facilitated sector presentations. Board Members divided into sub-groups by sector and evaluated the following questions: Who are we (as a sector)? Where is our sector healthy? Where do we see opportunity for our sector to make a contribution? and, What are the biggest challenges in our sector? The sub-groups then came together to share their perspectives on these questions.

9. Adjournment
   The Board adjourned at 4:00 pm.

**DAY TWO -- MARCH 31, 1999**

1. Call to Order
   Merrilee Rasmussen, Chair of the Multitype Library Board, called the meeting to order at 8:40 a.m.

2. Roundtable
   Susan Neden facilitated a roundtable in which Board Member shared their perspectives and concerns regarding their role as Multitype Board Members and the work of the Board.

3. Board Operations Workshop
   Susan Neden facilitated a Board Operations Workshop.
   -- Susan provided an overview of Board Operating Agreements -- what they are based on and what they address.
   -- Board members then divided into sub-groups; Susan asked each sub-group to write down issues they felt should be addressed in the Board=s Operating Agreement.
   -- Sub-groups reconvened into the larger group, pooled all of the issues, and grouped the issues into broad categories.
4. Adjournment for Lunch

5. Role of the Multitype Library Board
   -- Susan facilitated a discussion of the role/job of the Multitype Library Board.
   -- The Board determined that its role is:

   X Vision
   X Research (both background research and ongoing research)
   X Initiate Partnerships
   X Make Recommendations to the Minister, libraries, and library systems
   X Marketing (spreading the word of what Multitype is doing. Communication tied around specific actions)
   X Ear to the ground / Active representation of sectors / Two-way communication


   6.1 Priorities for the Coming Year
   The Board reached consensus on the following priority items for the coming year:

   X Prepare a backgrounder on multitype library systems in other jurisdictions.
   X Research and develop strategies for cooperation on a province-wide document delivery system for electronic materials.
   X Prepare a backgrounder on cooperatively acquiring a province-wide Gateway system.
   X Determine the role of the Multitype Library Board regarding a province-wide sustainability strategy.
   X Investigate a mechanism for the Multitype Board to handle funds.
   X Develop new approaches for province-wide database licensing projects.
   X Research and develop strategies for cooperation on implementing a universal library card for Saskatchewan.
   X Research and develop strategies for cooperation on a province-wide delivery system for print materials.
   X Investigate the practice of charging for inter-library loans and determine if there is potential cooperative solutions.
   X Research and develop draft model agreements
6.2 Meeting Dates

The Board set the following meeting dates for the next year:

- May 31 - June 1, 1999
- September 27 -28, 1999
- November 29 - 30, 1999
- February 7 - 8, 2000

6.3 Calendar and Action Items

The Board set the following action items for upcoming meetings:

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<td>Determine Board=s operating agreement</td>
<td>Gateway and Multtype backgrounder (including jurisdictional analysis) -- Darlene, Jeff, Bev, Janet and PL -- decision item</td>
<td>Funding Mechanism -- backgrounder by PL -- decision item (may be postponed to Nov. If necessary)</td>
<td>Province-wide delivery system for print -- backgrounder (Valerie, Ernie, solicit assistance from: Scott Mackenzie, Allan Johnson)</td>
<td>Model Agreements</td>
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<td>Board role &amp; priorities Following meeting: Annual Report for 1998/99</td>
<td>Sustainability -- backgrounder (PL) -- info/decision item</td>
<td>Database Licensing -- Janet, Marilyn (solicit input from Elizabeth McGee and John Edgar and Regina General Hospital), and Bev.</td>
<td>Inter-library loan fees -- backgrounder (Colleen, Merrilee, Joy, Jeff and solicit input from Lynn Kozun)</td>
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<td>Electronic doc. Delivery -- Colleen, Helene, Darlene to work on backgrounder</td>
<td>Universal Library Card -- backgrounder (Michael and Merrilee) -- information item</td>
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Additional Action Items:
-- Jeff Barber to ask Allan Johnson to work on the province-wide delivery system backgrounder.
-- Michael Keaschuk to ask Scott Mackenzie to work on the province-wide delivery system backgrounder.
7. **Communiqué**
   The Board decided that the *Communiqué* regarding this meeting would:
   -- include a list of who was present;
   -- include the consensus on the major areas to explore in the next year;
   -- indicate that the Board created an operational plan for the Board (agreements for how to operate) and a plan and schedule for next year=s work; and
   -- be installed on the PLEIS web site.

8. **Closing Roundtable**
   Board Members shared how their views of the Multitype Library Board had changed over the two-day meeting period. In addition, they shared how they anticipated this would influence their activities when they return to their respective sectors.

9. **Election of Vice-Chair**
   **MOTION:** Michael Keaschuk/Valerie Laliberte
   To nominate Colleen Warren as Vice-Chair of the Multitype Library Board.
   **CARRIED**

10. **Adjournment**
    The meeting adjourned at 4:00 p.m.