MULTITYPE LIBRARY BOARD

Meeting

February 7 – 8, 2000

Conference Room
Provincial Library, 1352 Winnipeg Street
Regina, Saskatchewan

Minutes

February 7, 2000

In attendance: Colleen Warren (Vice-Chair), Joylene Campbell, Sharon Doepker, Valerie Laliberte, Hélène Stewart, Michael Keaschuk, Jeff Barber, Janet Merkosky. Provincial Library support staff: Marilyn Jenkins, Melissa Bennett. Regrets: Merrilee Rasmussen, Darlene Fichter, Jeff Barber on February 8.

1. Welcome and Introduction

Colleen Warren called the meeting to order at 11:05 a.m.

Colleen welcomed Sharon Doepker from the Prairie Agricultural Machinery Institute (PAMI) Library who has replaced Bev Scarow as representative for special libraries. Board members introduced themselves to Sharon.

Alice Risling has been appointed to replace Ernie Pappas, representing the Sask. School Trustees’ Association; she was unable to attend the current meeting.

Agenda.

The agenda was approved as distributed.

Minutes.

Joylene Campbell noted that the November 1999 minutes did not reflect the discussion of the advisory role vs. lobbying role. The Board agreed and the minutes, amended as follows, were approved:

“The Board discussed its ministerial advisory role versus a lobbying role and indicated a preference to remain in an advisory capacity to the Minister.”

Communiqué.

The January 2000 Communiqué was approved as distributed.
2. **Update from Multitype Library Board Members – Round table**

Colleen Warren read a report on behalf of Merrilee Rasmussen, who could not attend the meeting. Merrilee has corresponded with Bill Birdsall and he has agreed to participate in one of the multitype sessions at the SLA/SLTA conference.

**Meeting with Department of Education.**

Merrilee participated in a meeting with Joylene Campbell, Marilyn Jenkins, Ernie Pappas, Delee Cameron, and Margaret Lipp, to discuss ways in which the school sector can better participate in multitype initiatives. The Department of Education does not currently have a mechanism for effectively coordinating cooperative participation. However, the Saskatchewan School Trustees Association (SSTA) has formed a committee to address this issue; Ernie Pappas will serve on the committee.

**Consortia Canada.**

An email was received from Bill Birdsall requesting that the Multitype Library Board participate in a Canada-wide consortium of libraries called “Consortia Canada.” Provincial Library coordinated Saskatchewan participation in Consortia Canada’s purchase of *Britannica Online*. Maureen Woods attended a Consortia Canada meeting. The Board agreed that the Provincial Library should represent the Board with Consortia Canada. Marilyn Jenkins will be the contact person.

**Joint Venture Agreements.**

Joylene Campbell reported that the town of Outlook has developed a joint-venture library. Their agreement includes a commitment to interlibrary loan and reciprocal borrowing. Copies of the agreement are available if Board members are interested.

**Task Force on Municipal Renewal.**

The possibilities of altering the number of municipalities in Saskatchewan and coterminous boundaries, as discussed at the SUMA convention, is significant for the public library community, but it may also have an impact on other types of libraries. The chair of the Multitype Board will be invited to attend a meeting with Joe Garceau (Chair of the Task Force), the Public Library Board Chairs and Directors, and the SLTA President at 9:30 a.m. on May 4, 2000 in Moose Jaw.

**Gateway Project.**

An interim report, due at the end of February, will identify the changes required to public libraries’ catalogues in order to meet Z39.50 conformance levels and the costs of those changes. The Board requested that a copy of the target conformance levels be provided to Colleen before Wednesday, February 9th for use at a meeting of the post-secondary education library sector. In addition, the Board determined that the
Provincial Librarian should write to the University of Regina Library (Bob Foley) and the University of Saskatchewan Library (Ken Ladd) to advise them of the targets public libraries have set and to address the objectives of developing interoperability between library systems.

School Libraries.

Janet Merkosky discussed mechanisms for organizing cooperative activities among schools. She explained the role of resource-based learning consultants and their relationship to the Department of Education. She noted that resource-based learning consultants could provide recommendations to their school boards.

Joint Venture Libraries.

Michael Keaschuk reported that a community in his library region is exploring the possibility of a joint venture library, which may become more common as rural communities become smaller and shared facilities become more necessary. Model agreements for joint venture libraries would be very useful. The Board will recommend to the Minister that commitment to the principles of resource sharing as identified in the Public Libraries Act (union catalogue, ILL, reciprocal borrowing) be added to the terms and conditions for joint venture libraries listed in section 29 of the Public Libraries Regulations, 1996.

Collections Review and Ask Us.

The public library sector has formed a province-wide collections review committee and its work may eventually have multitype implications. Seven of the ten public libraries launched a pilot project (Saskatchewan Libraries: Ask Us!) to provide reference service via the Internet. There may also be potential for multitype involvement in this project.

Northern and Aboriginal Representation.

Valerie Laliberte provided an overview of the various groups she must communicate with in her role as representative of residents of Northern Saskatchewan and aboriginal people. Provincial Library has been directed to address public library service to Indian bands with Intergovernmental and Aboriginal Affairs. They may have advice on how to set up a consultation process that may also inform and assist Valerie to communicate with her sector more effectively.

Post-Secondary Libraries.

Colleen Warren reported that she is moving SIAST libraries into their new location. SIAST is working with the University of Regina to build a searchable serials database using Dublin Core. SIAST is also working on home access database authentication for distance education.
Communication.

After a brief discussion, Board members agreed unanimously that the roundtable is a useful part of the meeting and should be continued. Ideas were generated for ways to communicate with, and obtain feedback from, sectors:

- Communication with the post-secondary sector is through an established listserv. Provincial Library could create a listserv for any sector.
- Sectors could prepare lists of contact people. Indian bands might have email addresses. Eleanor Matz at the Department of Education has an email list of all resource-based learning consultants in the province. Janet Merkosky agreed to find out if LEADS has an email list.
- Each sector could provide a report in the Multitype Board *Communiqué*.

The Board decided that an hour should be set aside at the next meeting in which the Board will break up into small groups (based on sector) and brainstorm more effective ways of communicating with their sectors.

3. Report of the Promotion Committee

A Promotion Committee report was distributed, along with the Multitype Library Board brochure, the revised Communications Strategy, and the SLA/SLTA Conference program.

Logo.

The Board recommended that the Promotion Committee explore what can be done to create a more tasteful multi-colour electronic logo.

SUMA and SARM Convention.

Hélène Stewart, event chair for the SUMA Convention, reported that the Multitype booth at SUMA was well received, but that there were problems with the visuals and the computer was not working properly.

The Board discussed strategies for improving on its visuals and presentation:

- Use a computer and data line that work properly.
- Work with the Communications Unit to acquire an appropriate booth facility. If this is not possible when sharing a booth with Municipal Affairs, the Board may wish to determine if it needs a separate booth.
- Improve demos by promoting them more actively, showing sites that are interesting and eye-catching (e.g. newspaper sites, agriculture sites, etc.).
- Keep the demos fresh so that they are not the same as the previous year.
Hélène reported that the SARM Convention will be held at the beginning of March.

**Event with MLAs.**

Municipal Affairs has recommended that the event be postponed until December 2000 so that an all-party event can be prepared and proper protocols can be followed. The event will have to be approved by Executive Council. It was noted that a December date may not be as effective since the Legislature is usually not in session then and MLAs may not be in town. The Board referred the event back to the Promotion Committee to continue with its strategy.

**SSLA Conference.**

Janet Merkosky noted that the SSLA Conference this year is the national teacher-librarians conference. A multitype presence would give the Board good exposure. Michael Keaschuk may be able to help at a Multitype booth. Janet will contact Marian Perry to see if she could help. Ernie might also be willing to help.

**Brochure**

The following editing changes were recommended for the next print run:
- Add names of Board members and contact information to the last page.
- Amend the first sentence page four to read: “For more information about multitype projects, please contact the Multitype Library Board or your sector representative.”
- The large print statement on page three should be changed and replaced with a key message from the Strategy that has been adapted for the intended audience.
- The introductory statement on page 1 should read: “Libraries in Saskatchewan are working together to provide better services to Saskatchewan residents.”

**Communications Strategy.**

The strategy was revised to reflect the work that needs to be done with many sectors, rather than just the public library sector. The activities surrounding specific events have also been fleshed out. Board members were asked to review the document and provide feedback at tomorrow’s meeting.

Janet Merkosky volunteered to replace Ernie on the Promotion Committee.

**4. Report of the Database Licensing Committee**

Hélène Stewart distributed the minutes from the first meeting of the Database Licensing Committee. The Committee determined which responsibilities should take priority. License renewals is the number one priority. Mechanisms for product
selection, training, standards for participation, and sector coordination were also given a high priority. The next meeting is February 15, 2000. Hélène agreed to act as the liaison to the Committee.

A pilot project in is being established in Chinook Regional Library to provide home access to InfoTrac databases. Workshops and instructional handouts are being developed to train library staff. Workshops will be held in March and May/June. The pilot project will begin in June. Patron authentication will be achieved by providing the patron barcode sequence for Chinook library cards to the vendor. Patrons whose branch is not automated will need a barcoded library card from Chinook headquarters to get home access.

Accomplishing authentication through source IP address was questioned and the answer was that it is preferable to authenticate patrons through their library card to reinforce to that the service is provided through the library.

The Board recommended that the Multitype logo be used on the InfoTrac and CBCA databases.

The meeting adjourned at 4:20 p.m.

**February 8, 2000**

Colleen Warren called the meeting to order at 9:05 a.m.

**Communications Strategy**

Editing changes to the Communications Strategy were recommended as follows:

- The first goal on page 3 was changed to read: “increase library community and decision makers’ awareness and understanding of the multitype library system concept and potential.”
- The second key message on page 3 was changed to read: “The multitype library system increases access to information through the sharing of resources among different kinds of libraries.” (the word “users” was deleted)
- A new key message expressing the concept that multitype is not about cost-savings but about leveraging the dollars that libraries have (i.e. about sharing resources to get what libraries cannot get individually) should be created.
- The fourth key message on page 3 was changed to read: “Libraries strengthen communities in Saskatchewan by giving residents access to the information they need for development and education and building community.”
- The following addition was made to the section “Communications Approach” on page 4: “Uniquely structured approaches for other decision makers (such as LEADS, university presidents and boards of governors, Department of Education, SIAST, Indian Federated College, deputy ministers, and others) will be created.”
5. **Board Structure**

Melissa Bennett presented the Provincial Library’s research on structural options for the Multitype Library Board as per the handout distributed with the meeting packages.

Marilyn Jenkins facilitated a brainstorming session in which the Board discussed what type of future structure would best fulfill the Board’s needs.

Discussion focused on key areas such as: governance, membership, relationship with government, roles and services, relationship to Provincial Library, funding, and accountability.

**The Board discussed the question:**

What kind of structure would address the long-term needs of the Multitype Board?

**The following points were brainstormed:**

**Governance/Board Structure**

- Combination of elected and appointed directors.
- Equal representation from the four library sectors.
- Representation also from FSIN (Education officer), SSTA, SLTA, SLA
- Libraries hold balance of power on the board (core interests)
- Should have representation for libraries of aboriginal people.
- Levels of government – municipal, provincial, FSIN and Metis Nation, federal
- Other people we have a relationship with.

**Membership**

- Organizations affiliated with libraries.
- No individuals; only organizations.
- Another class of members: vendors, information providers, library consultants.

**Accountability**

- Accountable to membership and government.

**Relationship with Government**

- Retain advisory role.
- Advocacy role on behalf of libraries; like SaskFILM where other members of the organization can lobby but the organization itself does not.
Advise the Minister of Municipal Affairs, Culture and Housing, Minister of Education, Minister of Post-Secondary Education, Minister of Economic Development (in regard to the to Information Technology Office at Economic Development), Minister of Northern Affairs, Minister of Intergovernmental and Aboriginal Affairs, Minister responsible for Saskatchewan Property Management Corporation.

Lobbying by individual members.

Roles and Services

- Facilitate the delivery of programs.
- Deliver programs only if necessary.
- Facilitate program development and arrange for program delivery by most appropriate mechanism (economical, infrastructure, staffing).
- Policy development for library cooperation.
- Encourage support for library cooperation among library community.

Relationship with Provincial Library

- Deliver programs as appropriate (e.g. database licensing)
- Secretariat
- Research and development support.
- Roles identified in the Multitype Strategic Plan and in *The Libraries Co-operation Act*.
- PLEIS network.

Funding

- Receive funds from: private corporations, provincial government, federal government, local government, members, non-members, lotteries, donations, First Nations.

Next Steps

Board members discussed the options and needs. There was some discomfort with the notion of substantive change. The following observations were made:

- The concept of multitype is in its infancy and it is more important to familiarize the public and library community with the concept before changing the entire entity.
- One of multitype’s greatest responsibilities is to establish credibility with its partners and changing its structure may confuse partners.
- Two or three interim solutions may deal with the key needs while retaining the advisory Board structure, which is working well otherwise.
- Minimal change is preferable at this time.
- Contracting with SLA as an interim solution was the preferred option.
The Board agreed that the following steps should be taken:

- The Provincial Library should open discussions with the Saskatchewan Library Association to create a contract through which SLA will administer agreements and funds on behalf of the Multitype Library Board.

- The Multitype Library Board will recommend to the Department of Municipal Affairs, Culture and Housing that Provincial Library budget up to $20,000 to pay the SLA for contractual work performed on behalf of the Board.

- Provincial Library should look into amendments to The Libraries Co-operation Act to enable the Multitype Library Board to advise the Ministers responsible for: Municipal Affairs; Education; Post-Secondary Education; Information Technology Office; Northern Affairs; Intergovernmental and Aboriginal Affairs; Saskatchewan Property Management Corporation.

- The Board recognizes that the Minister of Municipal Affairs, Culture and Housing will still administer the Act.

**Process for Input from the Library Community**

Board members agreed that it is important to inform the library community that the Board is exploring changing its structure. Communication to the library community can take place through the Communiqué and at SLA. Communications should emphasize that the Board has identified three key issues (handling funds, entering into agreements, advising more than one minister) and has come up with an interim solution by working with SLA.

**6. Electronic Document Delivery**

**Demonstrations**

The GODOT demo was postponed until a later date.

**CISTI**

Hélène Stewart gave a demonstration of the document delivery service available through CISTI (Canada Institute for Scientific and Technical Information). She also distributed documentation about the service.

CISTI is reliable, usually delivers quickly and is receptive to consortia pricing. Libraries receive their own user ID and password. Invoices can be broken down by library. COPPUL finds CISTI’s bulk rates very cheap; it is their first choice. Home
access is possible, but it’s necessary to predict the number of users. CISTI is not good at informing the library if it cannot supply a document.

UnCover

Florence Duesterbeck gave a demonstration of document delivery services available through UnCover. She also distributed a handout with information about the service. Libraries can load their journals list into the UnCover system so that patrons cannot order journal articles if the library has the journal in their collection. Searching the UnCover database is free. Libraries pay only to order items. Copyright fees are added on to the cost of each article; fees vary and can be expensive. UnCover indexes many journals and has a smaller collection of full text articles. The University of Saskatchewan does not use UnCover much because the full text collection is too small.

Northern Lights

Florence Duesterbeck gave a demonstration of the document delivery service available through Northern Lights and distributed a handout about the service.

Review of EDD Survey Findings

Melissa referred members to the document “Usage of Electronic Document Delivery Services in Saskatchewan Libraries” which had been distributed. More information should be obtained on the specific services listed on page 3 of the document.

What is Needed to Involve the Library Community?

Greater awareness of EDD services is needed in the public library sector. Demos of EDD services could be provided at the next meeting of the inter-library loans group.

The Board reviewed statistics that show the number of periodical photocopy requests sent by all sectors to Provincial Library between April 1998 and March 1999. It is difficult to separate out the periodical requests for material from the Library Science collection. Provincial Library will see if a clearer statistical breakdown is available.

Pilot Project

The Board created a new committee, to be coordinated by Hélène Stewart, to set up a pilot project for EDD. The role of the EDD committee is to work out details for a pilot, explore options, and bring back recommendations to the Board. Board members agreed to nominate two sector representatives for the committee and to submit names to Hélène by February 29th.
7. Meeting Dates for Upcoming Year

The Board will meet on Thursdays and Fridays. Meetings will start at 9:00 a.m. on Thursday and adjourn at 1:00 or 2:00 p.m. on Friday. The following meeting dates were chosen:

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<tr>
<th>Date Range</th>
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<tr>
<td>June 1 – 2, 2000</td>
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<td>September 28 – 29, 2000</td>
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<tr>
<td>December 14 – 15, 2000</td>
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<td>March 22 – 23, 2001</td>
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8. Other Business

Provincial Library was asked to prepare a draft annual report for 1999-2000.

The meeting adjourned at 4:20 p.m.