MULTITYPE LIBRARY BOARD MEETING MINUTES

February 1, 2002

Conference Room
Provincial Library, 1352 Winnipeg Street, Regina

Friday, February 1, 2002

In attendance: Merrilee Rasmussen (Chair), David Fox, Bob Foley, Susan Powelson, Audrey Mark, Janet Merkosky, Hélène Stewart, Brenda Kondra, Joylene Campbell, Carol Shepstone, Marilyn Jenkins (Provincial Library support staff), Melissa Bennett (Provincial Library support staff).

Regrets: Sharon Doepker, Valerie Laliberte.

1. AGENDA, MINUTES, COMMUNIQUÉ, CORRESPONDENCE

Agenda -- The agenda was approved as distributed. Joylene advised that Frank Winter, Director of the University of Saskatchewan Libraries, had been invited to join the board for agenda item 5 (province-wide digitization).

Merrilee reviewed the objectives of the meeting:
- finalize the discussion paper;
- discuss the potential for province-wide digitization initiatives;
- receive a report from the board's Business Plan Committee;
- plan the next board meeting in La Ronge; and
- share information from the library sectors.

Minutes -- November 9, 2001 meeting minutes were approved as distributed.

Communiqué -- The Communiqué was accepted as distributed.

Correspondence --

The chair advised the board that she received a letter from the Director of Regina Public Library asking the Multitype Library Board to consider some concerns of municipal libraries regarding The Public Libraries Act. She advised that she will send him a response indicating that the Multitype Library Board is created by the Minister to address the development of co-operative library services across sectors, and that the Board does not get involved in issues pertaining to only one sector. The Board agreed.

The chair advised that she received a letter from the Honourable Ron Osika regarding the Board's request for a meeting with several Ministers. The letter confirms the direction the Board received from Provincial Library at the previous meeting.
2. DISCUSSION PAPER

The Board provided feedback on the revised Discussion Paper. A general comment made was that several of the recommendations get away from the intent of multitype in that they do not target all library sectors in the solution.

The following revisions were requested:

**Issues And Recommendations**

**Education**

Put Education back into the issue section. The title for the issue should be "Support for School Libraries." The issue statement should be "support for schools to achieve the Department of Education's standards for resource-based learning." The background should indicate why support for school libraries is reasonable. The background should include the importance of the Database Licensing Program. It should also highlight the standards provided in the document "Learning Resource Centres in Saskatchewan."

The recommendation proposed by Brenda was revised and agreed upon as follows:

"The Multitype Library Board recognizes that resource-based learning is a key component of the core curriculum. As part of the Province's support for resource-based learning, the Province is encouraged to support education and training for resource centre staff; support appropriate learning materials, including online learning materials and courses of study; and support resource centre facilities as a component of capital funding programs."

In the general discussion of the education issue, it was noted that SSTA had some concerns about citing the studies from Alaska, Colorado and Pennsylvania because they were wondering if other studies were examined as well. It was mentioned that the authors of the three-state studies are looking for a Canadian province to study and that B.C. has already acted on the studies by putting teacher librarians back into their school system. Diane Oberg in Alberta has done some research that confirms the results of the Alaska, Colorado and Pennsylvania studies.

**Information Management in Government**

In the background and recommendation, we need to recognize the good work that the government is doing; i.e. that there are now four librarians at the Information Technology Office devoted to information management in government, and that Saskatchewan developed the Information Management Framework. In the recommendation, say that we should "involve the library community in the development of information management policies for government" rather than "involve librarians".
- **Professional Competencies**

As is, this recommendation sounds like we are targeting government only. The original intent was to promote professional competencies in all library sectors (especially special libraries). The focus should be broadened beyond government. Indicate that we are asking the government to adopt professional competencies for information professionals both for the benefit of government and as a model that will benefit all library sectors. We should ensure to convey: 1) that these competency standards are not new; 2) that Economic and Co-operative Development has highlighted the need for these competencies to support e-government; 3) that the new level of service delivery required by e-government drives the need to adopt competency standards; and 4) that if the government implements the competency standards, other library and information sectors can follow its example. Note that while it is important to establish that there are competency standards for information professionals, we do not need to go into excessive detail about them.

- **CommunityNet**

Change "the Board will write letters" to "the Board has written letters". Articulate that CommunityNet will bring cost savings, speed improvement, and equitable Internet access for all residents regardless of geographic location.

It was noted that the school sector is starting to use CommunityNet but it is not working as they thought. There are some difficulties, particularly in the north. The SSTA is conducting an in-house study of the problems. Brenda will share the results with the Multitype Library Board.

- **Recruiting Professional Librarians for Saskatchewan**

As is, the recommendation makes it sound like the bursary would be awarded to only one person and that only Saskatchewan residents would be eligible. We may want to award more than one per year. We may want to allow non-Saskatchewan residents to apply, although the primary purpose remains to encourage Saskatchewan residents to apply and the criteria to return to Saskatchewan also remains.

Revise the first paragraph of the recommendation to say: "The Multitype Library Board recommends the establishment of a library science bursary program to encourage Saskatchewan residents to obtain a Master of Library Science outside of the province upon condition that they take employment in Saskatchewan upon completion of the degree."

- **Stabilizing Multitype Database Licensing**

Change the first sentence of the recommendation to "We recommend that the Department of Finance and Municipal Affairs and Housing work with the Multitype Library Board…" Change the last sentence of the recommendation to: "The Board recommends that Municipal Affairs and Housing…" Add statistical data showing the 30-40% usage increase. State that this program connects with the government's agenda to close the digital divide.
- **Tax Exemptions for Libraries' Electronic Subscriptions**

Change the first sentence of the recommendation to: "We recommend that the Department of Finance exempt…"

**Sector Profiles**

- **Education**

Change the first sentence from "The keystone of education" to "A pillar of education".

- **Rural Revitalization**

Third paragraph, remove the sentence "It does not take much."

- **Aboriginal Affairs / Northern Affairs**

The Aboriginal Affairs and Northern Affairs pieces are too similar. The page on Northern Affairs focuses on aboriginal people excessively. Information on the impact of libraries on trade, tourism, and business should be included in the Northern Affairs piece. Use an example, such as the library helping the local wild rice business. Check with Audrey Mark for specific examples. In the Northern Affairs Keys to Success, change "professional staff" in the first bullet to "staff".

- **Finance**

Change the last sentence of the second paragraph to "Expenditures touched 300 communities in both rural and urban areas". Change the first sentence of the fourth paragraph to "Libraries have undergone strain due to budget cuts." In the bulleted section under "Libraries are a strategic investment", remove bullet 3.

**Next Steps**

Melissa will revise the discussion paper. An email will be sent to the Board when the memos are sent to the departments.

3. **Report from the Multitype Business Plan Committee**

Bob Foley, acting chair of the Committee, provided a report to the Board.

- The committee was established to address concerns brought forward by the Multitype Database Licensing Committee regarding administration of licenses for province-wide databases. The mandate before the Business Plan Committee is to look at how we can change the way we do this business and to build a set of structures that will allow us to do what we want in the future. This will entail building an entity to do what we want and to build a relationship between this entity and the board.
Work to date:

- Met three times (minutes available).
- Conducted research and reviewed planning documents from previous board research. This helped formulate questions and identify the territory.
- Reviewed models of other consortia.
- Examined pros and cons of several models. The range of models available: government entity solution (find a mechanism for Provincial Library to administer licenses); arms length government entity (e.g. Heritage Foundation); and non-profit corporation (e.g. COPPUL).
- Obtained information from Department of Justice regarding the ability to tweak The Libraries Co-operation Act to meet our needs.
- Created a "Library Cooperation" matrix that provides a snapshot of existing cooperative library activity in Saskatchewan and notes potential for future cooperation. It is intended as a tool for our business planning process to help us build an organizational structure that is capable of doing what is asked of it in the future.

Upcoming work:

- Obtain information from Finance regarding ability to manage resources within the existing structures of government (should receive this information by April or May).
- The Committee's report may take some time because it requires resolving legal questions and questions with Treasury Board.
- March 8, 2002 Database Licensing Annual General Meeting and opportunity for consultation.

Discussion of Matrix:

The committee created the matrix as a tool to consult within sectors and for multitype business planning. It provides the type of library cooperation that the board is taking into consideration. It should enable the board to evaluate if the goals of the business plan are in line with what the library community wants in the future. People with whom the board consults may not have the same understanding of what is happening regarding cooperation, so it will also inform the community.

Questions to the Board: Is this a good tool for consultation? Should we pursue consultation? Are there errors or omissions?

Suggested revisions:
- Change the heading from "Cooperative Potential" to "Cooperative Activities."
- Add "recruitment" and "mentoring" to training and staff development.
- Use "E" for "established" in place of "C" for "Currently."
- Add a column for other information providers.
- Add "at a glance" to title.
- Use boldface on indicators if they are province-wide cooperation across all library sectors.
- Create an attachment that has examples of the cooperative activities.
General feedback:
- Good idea
- Very useful tool for consultation
- First time that we have had such a representation of library cooperation in Saskatchewan.
- Great stuff --- validates the Information Management Framework at a national level.
- Prevents us from re-inventing the wheel.
- Helpful for showing the possibilities.

4. DATABASE LICENSING

Marilyn provided an overview of Database Licensing developments:

- The last meeting of the Database Licensing Committee focused on the results of province-wide evaluations of the database products.
- There are no automatic database renewals for 2002-2003.
- A recommendation for database purchases will be brought forward at the Annual General Meeting on March 8th. The AGM will be key in deciding products.
- Existing database products are meeting targeted use and, in fact, has increased 30-40%.
- Banker arrangements will be viable for another year.

A board member noted that statistics of database use by library sectors would be very useful. It may help resolve sharing issues. The absence of this data simply serves to reinforce misconceptions of usage.

Annual General Meeting

All Multitype Library Board members are invited to attend the Database Licensing Annual General Meeting on March 8th in Regina (tentative location: Provincial Library).

Marilyn reviewed the rough agenda for the AGM:

- The committee wants to go into the meeting with recommendations for purchase.
- People coming to the AGM should have decision-making authority.
- Would like either a decision with contribution commitments at the meeting or a decision and a process for determining contributions.
- Plan to provide an overview of the funding process by explaining how we got contributions when the program started. Generate big picture discussion.
- Introduce the Library Cooperation Matrix and provide a mechanism for later feedback.

Board feedback:
- Will likely need a full day session to cover the agenda.
- Chair of the Multitype Library Board should chair the AGM.
- Annual Report should indicate clearly the objectives of the program, particularly the province-wide sharing of each product (perhaps use background from the discussion paper).
5. SASKATCHEWAN ELECTRONIC TEXT INITIATIVE (SETI)

Joy provided some background information. The 6+1 Group discussed digitization in a meeting held last May. It determined that libraries should work cooperatively on digitization. Subsequently, Provincial Library sent a staff person (Brett Waytuck) to attend a digitization course at the University of New Brunswick Electronic Text Centre Summer Institute (Carol Shepstone also attended this course). Brett Waytuck prepared Saskatchewan Electronic Text Initiative: A Discussion Paper as an outcome of this process.

The 6+1 Group will review the discussion paper at a teleconference next week. (Provincial Library originally intended to give the discussion paper to the Multitype Library Board only after the 6+1 Group had an opportunity to review it; however, but it was not possible to get a 6+1 meeting prior to the MLB meeting.)

Discussion:

- The University of Regina will need to have internal discussions.
- Need to look at how we proceed to liaise with national level initiatives.
- Good paper that frames the issues.
- Idea of a coordinated effort makes sense.
- This is another area where we can work together. May take some time to develop who does what.
- University of Saskatchewan has renewed interest in digitization but not much money.
- Public library directors, at their recent meeting, felt it was an appropriate role for public libraries to assist with securing copyright permissions, particularly in regard to local histories.
- The intent is not to stop any library's digitization projects but to enhance what libraries are already doing.
- Aboriginal communities in the north are concerned that older formats such as cassette interviews with elders will be lost if the formats are not updated. This needs to be done.
- Cooperation will prevent us from re-inventing the wheel.
- Similar with cooperation on database licensing. Digitization requires a large investment in technology (high hardware and disk space requirements).
- Cannot decide the role of the Multitype Library Board yet.
- Provincial Library could play a coordinating role: promoting standards, clearing copyright permissions, promoting what has been done in the province, coordinating grant proposals, and centralizing on the Saskatchewan Libraries web site all the resources that have been digitized.
- Like the idea of a centre of excellence and access to shared hardware. Makes sense to share those costs. Could become an education centre, and an organizing body with a centralized inventory.
- Building digital libraries is very complex to do well. There is a strong need for training and promoting how to create digital libraries well. A lot of thinking beforehand is required. Setting standards will be important. Hybrid library systems running both print and digital resources side by side involve integration of library technical standards and digital technical standards. Lots of opportunity for coordination.
- How much room is there in Canada for electronic text centres along the UNB model? Don't see establishing a high end digitization centre here.
- Pick content that is important for the people of Saskatchewan. Lots of Saskatchewan content.
- University of Saskatchewan will be promoting digitization of homestead records.
- The Multitype Library Board and the Provincial Library would be appropriately involved in facilitation of the coordination: identifying projects that are multitype in character, encouraging partners from various sectors, training, education, standards development, and bringing people together.
- An inventory of the digitization projects that have been done in Saskatchewan would be useful.

**Next Steps:**

There was consensus that it makes a lot of sense for the Board to take on digitization in some manner.

- The first step should be preparing an inventory of digitization initiatives in Saskatchewan. Include new initiatives as well as completed projects. Include other information providers -- genealogy, archives, museums, etc. The Board asked Provincial Library to take on this task.
- Second step: receive updates on outcomes of other SETI consultations.
- Third step: add a discussion of SETI to the agenda of the SLA AGM.

**6. PLANNING FOR MAY 30-31, 2002 BOARD MEETING IN LA RONGE**

**Date and Time:**
Melissa reviewed flight times available. On Thursday, May 30th, a flight leaves Regina at 8:05 am and arrives in La Ronge at 10:45 am. This would allow for a luncheon, activities in the afternoon and evening. The only return flight out of La Ronge on May 31st is at 3:00 pm; this would allow for a morning session. Some board members indicated that they may prefer to drive rather than fly.

It was noted that the date might be problematic for some board members. Therefore, Provincial Library will poll for attendance and, if necessary, determine an alternate date.

**Agenda:**
The Board briefly discussed having a session on consensus decision making; however, it was decided that such a session would be best in the fall at the time of board changeover.

Add to the agenda a discussion of the report of the Minister's Advisory Committee on Library Services to Saskatchewan Aboriginal People.

**7. MULTITYPE PUBLIC RELATIONS COMMITTEE PROGRESS REPORT**

Audrey Mark presented a written report to the Board from the committee.
The committee is working on an action plan to achieve goals established after discussions with sector libraries. The committee plans to set up an online bulletin board system so that it can conduct its work online between meetings.

Intensive work has gone into developing action plans to achieve the goal "to develop a pool of qualified applicants for each job." In putting together this action plan, the committee has identified that libraries in Saskatchewan are having serious problems finding qualified applicants for library jobs. The committee would like to hire a researcher to study this issue.

Audrey presented the committee's recommendation:

*We would like to recommend the recruitment of a librarian to verify our assumptions by gathering appropriate statistics in the areas of job opportunities, qualified applicants and the success of various programs, such as work placement.*

**Discussion:**

A discussion ensued including questions about the timeline, methodology, and funding for the research. It was noted that Provincial Library provides the funding for the Multitype Board and one option would be for Provincial Library to put forward a request to the department for a summer student. Contributions from library associations may also be appropriate for this research.

**Decision:**

The consensus was that the recommendation is supported in principle but before proceeding, the Board requests that the committee prepare a detailed plan that defines the project, how long it will take, and estimated cost.

Board members also indicated that an online bulletin board system is a good idea. It was noted that it might be useful to engage a broader audience of Saskatchewan libraries in some of the discussions. Once established, an online bulletin board system could have other multitype applications.

**8. BURSARY PROGRAM PROGRESS REPORT**

Carol Shepstone reported on the progress of the bursary program. A joint SLA/Multitype committee has been established to create the bursary program. Carol Shepstone, Michelle Splitter (SLA vice-president), Judith Silverthorne (SLA executive director), and Marilyn Jenkins are on the committee. The committee is currently working on guidelines. They will be working quickly so that the funds set aside by Provincial Library for the bursary can be granted to the SLA before the end of March.

The board requested that the committee e-mail board members with the bursary guidelines when they are drafted.

**9. PUBLIC RELATION**
Update on Multitype Session at the SLA Conference

The multitype session "Democracy and Libraries: The Public Good and Public Rights -- Who Decides?" is slotted for 1:30 - 3:00 on Saturday, April 13th. Dr. Jill Spelliscy is confirmed as speaker. Merrilee Rasmussen, Bob Foley, and Karen Adams will provide panel discussion.

It was noted that Provincial Library will cover the cost of the multitype session.

Association for Media and Technology in Canada (AMTEC) Conference

Melissa advised the Board that Mary Reddyk, Department of Education and member of the Database Licensing Committee, will be giving a presentation on the Multitype Database Licensing Program at the AMTEC Conference May 29 - June 1, 2002.

The board suggested that Provincial Library provide Mary with the objectives of the program.

Library Promotion Power Point Presentation Available

Provincial Library has prepared a power point presentation that promotes Saskatchewan libraries. It was prepared for display at the Municipal Affairs and Housing trade show booth at the SUMA convention. Board members were welcomed to view the presentation and make use of it, if desired.

Report on Digital Divide Training Project Logo Adaptation

Melissa distributed to the board a copy of the adaptation of the multitype logo for the Digital Divide Training project. Board members noted that the sub-title font of the adapted logo does not match the sub-title font of the original multitype logo. Melissa reported that the Communications Unit at MAH is willing to do all logo adaptations in-house at no cost to the Multitype Library Board; however, they do not have access to the same sub-title font that the graphic design firm used for the original logo. After a discussion, the board determined that this solution would be permissible as long as all adaptations use the same font.

10. COMMUNIQUÉ

The communiqué for this board meeting should highlight:

- Discussion paper
- Matrix
- DBL annual meeting
- SETI -- role of the Board in preparing an inventory as a starting point
- Public relations -- board supports research initiative in principle
- Next meeting
11. ROUNDTABLE

The remainder of the meeting was used for roundtable discussion.

Public libraries

The public libraries have picked Epixtech RSS and RPA software. Funding for the purchase will come from Government Online funding through the Department of Economic Development. Implementation is the next step. Functionality between the Regina Public Library system and the Provincial Library will be achieved by March 31, 2002. Implementation with the remaining library systems will follow. As implementation proceeds, public libraries will be working through policy issues such as implications of the new system for physical delivery systems. This project may have long term multitype implications.

Special libraries

Participation in the Saskatchewan special libraries e-mail discussion list has grown from 13 to 31 people. The workshop on PDA (personal digital assistants) is going to be held at the University of Saskatchewan main library on February 6th. It will be videotaped and then can be replayed in other provincial locations. Susan will look into adding a copy of the video to the library science collection at Provincial Library.

School libraries

The National Library is developing a "national report card" for school libraries. The SSLA is looking at hiring people to help do the surveying required to participate in the report card. It will be interesting to see the results and how Saskatchewan ranks.

Saskatchewan School Trustees Association (SSTA)

The SSTA is planning for the future. It has arranged for the Faculty of Administration at the University of Regina to conduct a review of governance, communication, and members' services. Resolutions from the November convention have been sent to the government.

Saskatchewan Library Association (SLA)

Carol has been working with the SLA and the bursary committee to develop the bursary guidelines. In addition, she has arranged the multitype session for the SLA conference. She will be attending the Northern Exposure to Leadership Institute in February.

Provincial Library

Provincial Library is hoping to launch the final Gateway software at the SLA conference in April. SIAST has expressed an interest in being on the Gateway. David Fox indicated that the U of S will also be interested in having their catalogue on the Gateway.
Provincial Library received a request from the consulting firm conducting the Library Book Rate survey and study. The request is for mailing labels for Saskatchewan libraries from our library directory. Joylene asked the Board if they would approve sending labels for the purpose of the book rate survey. The Board said yes.

Provincial Library is working with the federal government and public libraries to implement sustainability funding for public libraries.

The report of the Minister's Advisory Committee on Library Services for Saskatchewan Aboriginal People will be released on February 13th. There will be a media release and an event at the Albert Library with the co-chairs of the committee.

**Post-secondary education libraries**

It is a good idea to revisit the potential of multitype involvement in the Gateway. Now that Jeff Barber is on staff at the University of Saskatchewan, he would be a good contact person with whom to discuss the University's involvement.

COPPUL is in the process of building a prototype of "The Research Assistant" software that will build onto the GODOT system. It is being called the "Google" for academic resources. COPPUL sponsored a road show to demo the software and there was universal positive feedback. COPPUL is also interested in pursuing some virtual reference initiatives.

The University of Saskatchewan Libraries, University of Regina Libraries, and SIAST Libraries are developing a joint Information Literacy Project for funding through Technology Enhanced Learning (TEL).

The University of Saskatchewan has renewed interest in digitization. It is building an Aboriginal Portal that will include digitized source documents.

St. Thomas More has asked to move their catalogue to the catalogue system used by the U of S Libraries.

U of S Libraries are also in the process of looking for and ILL system.

**12. NEXT MEETING**

The next board meeting will be held in La Ronge. Provincial Library will poll members in the next week to determine the best date.