MULTITYPE LIBRARY BOARD MEETING MINUTES

November 9, 2001

Conference Room
Provincial Library, 1352 Winnipeg Street, Regina

Friday, November 9, 2001

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

1. WELCOME AND INTRODUCTIONS

Merrilee Rasmussen called the meeting to order. She welcomed Carol Shepstone, new board member representing the Saskatchewan Library Association, to her first meeting. A round table of introductions was conducted.

2. APPROVAL OF AGENDA, MINUTES, COMMUNIQUÉ

Agenda -- May/June 2002 was added under agenda item #10 "Meeting Dates for 2002". The agenda was approved as amended.

Minutes -- The minutes were approved as distributed.

Communiqué -- The communiqué for the September 27th board meeting will be combined with the communiqué for the current meeting, due to the fact that the September meeting focused largely on revisions to the Ministers' Brief and information about the Ministers' Meeting strategy had been provided in the August communiqué.

Objectives -- Merrilee reviewed the objectives for the meeting:
- Re-define the strategy around the Joint Ministers' Meeting.
- Share information, issues and feedback from sectors.
- Receive updates about on-going business concerning the Public Relations Committee, the Business Plan Committee, and the multitype session at the 2002 SLA Conference.
- Address some new business items.
- Receive a presentation on the Provincial Library's strategic plan.
3. UPDATE FROM MULTITYPE LIBRARY BOARD MEMBERS (ROUNDTABLE)

Public Libraries

Public libraries continue to work on the Digital Training program. It is going very well. Saskatoon Public Library has a mockup of their introductory training program on CD. Cree and Dene translators are working on translating the program. There is word that Industry Canada may be offering sustainability funding to public libraries with CAP (Community Access Program) sites.

Saskatchewan Library Trustees Association (SLTA)

SLTA's executive met at the end of September. They have requested increased provincial funding to support e-library services. SLTA believes that developing electronic public library services is an important investment for our province's future and for community development. Public libraries may need to press MLAs and Cabinet to support e-library services in public libraries.

Post-secondary Education Libraries

COPPUL directors have approved funding for the development of "Reference Assistant" library software. It is a search tool that takes citations from various search products and integrates them into a bibliographic utility. The approval of this funding expands the role of COPPUL beyond database licensing and into library application development. COPPUL will be doing a traveling road show in order to get feedback on the Reference Assistant product.

Six proposals have been prepared for submission to Technology Enhanced Learning (TEL). There is one joint proposal between University of Regina and University of Saskatoon to develop a web portal of resources for Aboriginal Studies. Some other projects underway at the University of Saskatchewan are: expanding the e-commons as well as the e-book and e-reference collections; research project concerning harvesting and archiving digital information on the web that has no print counterpart; and a project on document delivery. The University of Saskatchewan is interested in the Provincial Library and public library systems' initiative to purchase interlibrary loan software.

School Libraries

The Saskatchewan School Libraries Association (SCLA) recently hosted a Swedish delegation (that included their Director for Libraries and Director for Education) in Saskatchewan to learn about school libraries. Sweden does not currently have school libraries. They chose to visit Saskatchewan because they are impressed with our system. This event included a meeting with education faculty at the University of Saskatchewan to discuss what teacher-librarianship offers to their graduates. As a
result of this meeting, SSLA has offered to contribute to coursework in the education faculty and they are hoping to do similar work with the University of Regina.

The Willow Award is now the official Young Readers' Choice Award for Saskatchewan. The first gala will be in the spring of 2003.

SSLA is interested in having a representative from their executive be the representative on the Multitype Library Board.

Saskatchewan School Trustees Association (SSTA)

SSTA is gearing up for its convention in November, entitled "Making a Difference: Leadership for the Future." The President and Vice-President of SSTA will be elected at the convention. Brenda is still representing East-Central. There was an interagency retreat at the end of October that included Saskatchewan Education, LEADS, STF and other partners. There was also a Catholic sector convention in October.

Special Libraries

Demands on special library staff--especially in one-person libraries--make it difficult to join groups and attend board meetings. The Special Libraries Network, which has an email discussion list and organizes meetings, is making some difference, but it is still difficult for many special librarians to get to meetings.

Special libraries in rural areas are experiencing recruitment difficulties. Many staff in these libraries have been employed for a long time and there is concern about replacing them when they retire.

Susan has been encouraging all special libraries to join the new special libraries email discussion list and use it for information sharing. The special library community would find it very useful to have access to H.W. Wilson's Library Literature -- a database index to library science literature.

The Saskatchewan Health Libraries Association is looking at sponsoring a teleconference workshop on palm pilots through SIAST in February 2002. This workshop would be open to other types of libraries in Saskatchewan.

Northern and Native Residents

Valerie is working in a new band school. They have a good library facility but no librarian. She is working to connect them to the services of Pahkisimon Nuye:\ah Library System. Isolation and getting people connected is the primary challenge.
Information Providers

Cabinet has given the Government of Saskatchewan Information Technology Office the mandate to implement the Information Management Framework by September 2003. Government Online projects continue to progress.

There is a committee comprised of the ITO, Queen's Printer, and the Legislative Library that is looking at creating a storefront publication process to distribute government publications to the public.

The ITO has communicated competency standards for information resource management specialists to the Public Service Commission and it hopes to start discussions with them concerning this issue.

On February 7, 2002, there will be an Information Management Conference in Regina with SCN links to other areas of the province. There will be both private and public sector speakers. The Government of Saskatchewan Information Management Framework will be presented.

Saskatchewan Library Association (SLA)

Carol will be attending the next SLA Board meeting on November 23, 2001. SLA is looking for volunteers for a Pay Equity Task Force, as well as a 60th Anniversary Committee. They are also interested in follow up on the bursary program that the Multitype Library Board has proposed.

Provincial Library

Joylene Campbell has been appointed the Provincial Librarian.

Joylene attended a LibraryNet board meeting in Ottawa recently. At this meeting it was announced that federal funding would be forthcoming from Industry Canada to support sustainability of Internet connections for CAP sites in public libraries. Matching provincial and local dollars are not required.

Joylene also attended a National Library meeting. The federal government is re-evaluating the Library Book Rate program--the program in which Heritage subsidizes Canada Post so that libraries can pay a reduced rate to interlibrary loan books through the postal system. The program expires on March 31, 2002. National Library is trying to get an extension for 12 months. Heritage plans to survey libraries in order to update the policy basis for the program. Response of libraries to this survey will be crucial.

The GOL project to purchase interlibrary loan and remote patron authentication software is progressing. Joylene noted that ILL is a multitype activity in Saskatchewan. People from various types of libraries have been involved in the working group, including representatives from SIAST Libraries, University of Regina.
Libraries, Saskatchewan Education Resource Centre, and the Board of Education Library. The Request for Proposal has been posted with a submission deadline of November 26th. Analysis and demonstrations will be underway by December. The intent is to purchase a system by the end of December.

_Six Plus One_ (includes the heads of Saskatoon Public Library, Regina Public Library, University of Regina Libraries, University of Saskatchewan Libraries, Legislative Library, Provincial Library and the Archives) is aware of the need for a cooperative approach to digitization. Provincial Library's key staff person on digitization, Brett Waytuck, has accepted a position as manager of Saskatchewan Health Resource Centre.

4. **Ministers' Brief**

Merrilee noted that following the previous board meeting, she sent a letter to the Minister of Municipal Affairs and Housing requesting a Joint Ministers' Meeting. Subsequently, the Minister has met with Joylene and the Department to discuss the matter.

**Process Recommended by Municipal Affairs and Housing**

Joylene advised the Board that it is very difficult to get enough Ministers together to hold a joint meeting. The Deputy Ministers of Municipal Affairs and Housing is anxious to address the Board's issues; therefore, has suggested that memos go from our Deputy Minister to the Deputy Ministers of the respective departments requesting meetings to open dialogue about the issues the Board has raised. This strategy will initiate a process in which we can involve appropriate people in those departments in the discussions. The Minister is willing to meet with the Board to discuss the issues as well.

A discussion ensued.
- It was noted that this process would enable the Board to resolve issues by working with departmental officials. Issues that cannot be resolved through this process could then be referred to the Ministerial level. This process also ensures that department officials are thoroughly briefed on the issues.
- The strategy will be to send each respective Deputy our Discussion Paper attached to a memo from our Deputy Minister. The memo will request that the Deputy identify staff with whom the Provincial Library staff should meet.
- It would be useful to have the Minister of Municipal Affairs and Housing meet with the Board after we have had discussions with the departments because at that time the Board will know if any issues need to be elevated to the Ministerial level.
- This process creates the opportunity to generate more ideas for solutions and gives Board members the opportunity to take the Discussion Paper to their sectors for more feedback and ideas.
DECISION:
Agreement to adopt the strategy. The Board asked Provincial Library to proceed with drafting the Deputy to Deputy memos and a revised Discussion Paper. Updates should be provided to the Board and compiled for the future meeting with the Minister.

Review of Briefing Document

The Board reviewed the 3rd draft of the Discussion Paper. It was noted that any editorial revisions should be given to Melissa Bennett (bennett@prov.lib.sk.ca; 787-2355). Other discussions were as follows:

Executive Summary (pp. 3-5)
- Change the recommendations to reflect revisions made at this meeting.

Overall
- In terms of overall emphasis, we need to create a better emphasis on both traditional print collections and electronic collections/services. The document does not capture the value of the traditional library. We have very rich collections collectively among our province's libraries. Our electronic resources complement these collections.

Ecology of Libraries in Saskatchewan (p. 9)
- Mention the priority of libraries in the early history of Saskatchewan.
- Libraries engage in activities that complement one another.
- A policy or decision in one library sector has impact on other library sectors.
- Libraries, regardless of sector, are a result of significant public investment.
- Emphasize the role of post-secondary education libraries and special libraries on research, development, and innovation in Saskatchewan. It would be useful to highlight libraries such as the National Research Council library, Saskatchewan Research Council library, PAMI, etc. These libraries have an impact on the overall research capacity and infrastructure in Saskatchewan. (Add to post-secondary education and skills training, p. 17 also.)
- PAMI could be used as an example by indicating the amount of library research time that goes into the success of a PAMI project proposal.
- Make the "productivity" argument; i.e. a sound information infrastructure creates better productivity.
- Highlight the role of special libraries in the provision of health care.
- Highlight the role of libraries in providing information that informs government decision-making.

Economic and Co-operative Development (p. 13)
- Too general and public library oriented. Add material on the role of academic and special libraries on research, development, and innovation. Include the productivity argument. Highlight libraries such as PAMI, NRC, and SRC that provide an information infrastructure for innovation and research.
Information Highway (p. 14)
- Note that traditional collections increase the value of our e-library development.
- Refer to the federal initiatives to develop e-commerce.
- Highlight that the Information Highway is creating an information rich environment that Saskatchewan residents are using. Consequently, demand for traditional information resources is increasing as well. Get circulation statistics for Regina Public Library and Saskatoon Public Library.
- Rise of the Internet has increased book sales. Publishers may have statistics.
- Add a section entitled "Rural Revitalization" that highlights the way in which libraries support rural initiatives. CommunityNet could also be mentioned.

Education (p. 19)
- Take out the sentence "Teacher-librarians work with teachers to plan learning situations that integrate information discovery, processing, and sharing with the learning process."
- See additional discussion regarding "Support for School Libraries."

Promoting Our Libraries (p. 20)
- Mention the establishment of libraries in Saskatchewan's early history.
- Highlight the value of the conventional library and traditional collections.
- Recommendation is fuzzy. Take out the sentence "Links to Ask Us! could be installed on these sites." The third sentence of the recommendation should be changed to the active voice; i.e. "We recommend that ECD and Tourism place this information on their web site." Use active voice for the second sentence also.

Information Management in Government (p. 21)
- Need more specificity in the recommendation.
- Ask that library staff be involved in the process for developing information management (speak to the process and not just the end result).
- Speak to the library piece of delivering government information.
- Recommend that government consult with libraries on how to design their information and present it.
- Recommend that government consult and partner with libraries and librarians to deliver government information to the people of Saskatchewan and emphasize that the Multitype Library Board is a good conduit for achieving this.
- Recommend that government ensure that when information sites are set up that they include linkages to other information provider sites, such as library sites.
- First sentence change to "The Government of Saskatchewan is developing…"
- First sentence in the Recommendation change to "Libraries are skilled at organizing…"

Professional Competencies to Support E-Government
- Recommend that PSC implement educational standards and the ALARM competencies and partner with libraries to provide proper training on implementation of the competencies.
- Recommend that PSC advise government departments regarding ALARM competencies so that they will be used when hiring.
- Recommend that PSC hire a librarian to provide guidance on the hiring of librarians.
- Refer to "employing competency standards" rather than "developing competency standards".

**CommunityNet**
- The Board will write letters to Rick Laliberte and Ralph Goodale urging that public libraries be included in CommunityNet.
- Change first sentence of recommendation to "wants to continue to work with Municipal Affairs and Housing and Economic and Co-operative Development to urge the federal government to include public libraries in CommunityNet and to address making special libraries a part of CommunityNet."

**Recruiting Professional Librarians for Saskatchewan**
- We should start the bursary as soon as possible, providing the funds we have on a year to year basis, rather than waiting for a large fund to accumulate.
- We will need to remind departments to make donations on a year by year basis.
- Delete the last sentence of the recommendation and replace it with: "$10,000 per year will ensure the skills we need."
- The program could get more exposure if it were presented every year at the SLA Conference.

**Stabilizing Multitype Database Licensing**
- Remove the last paragraph in the Background.
- Add that growth of the DBL program is desirable.
- Focus on how the libraries are not mandated to administer the program.
- Emphasize that in the movement from a pilot project to permanent program a permanent solution is needed.
- Highlight that Saskatchewan is the only jurisdiction in Canada that is licensing electronic library resources for province-wide access for every resident of the province regardless of the library used.
- Change recommendation to: "The Department's of Finance and Municipal Affairs and Housing are urged to work with the Multitype Library Board to find a mechanism to handle the fund administration of the program."

**Tax Exemptions**
- Okay as is, except find out what other provinces are doing, Quebec particularly.

**Support for School Libraries**

Brenda reported back that the SSTA cannot support the recommendation for this issue. SSTA's position is that teachers can implement resource-based learning and
that they are trained for this in their educational training. SSTA does not believe that teacher-librarians are affordable under the current funding situation and that any increased funding should be directed towards additional materials. There is more of a need to develop electronic resources for resource-based learning, but this work is being done by Saskatchewan Education.

- A discussion ensued. It was noted that what is happening in schools affects communities and that where schools do not support libraries the public library has to fill that gap. It was apparent that a consensus could not be reached and that there is disagreement within the sector on this question. It is not the role of the Multitype Library Board to intervene when there are conflicting views within a sector. It was also noted that the ability of SSTA to participate as a member of the Multitype Library Board is at issue if they do not recognize the role of library professionals for schools. The idea was put forward that perhaps SSTA is an organization that the Multitype Library Board needs to lobby on behalf of school libraries.

DECISION: Take "Support for School Libraries" out of the Discussion Paper since it is apparent that there is Board cannot reach consensus. Keep in the page on impact of libraries on education (p. 19), but soften language about teacher-librarians where it appears in the document. The question of how school libraries should be represented was raised, given that the Multitype Board table exists to facilitate cooperation among libraries. This needs to be discussed again at a future meeting.

Process for Proceeding with Discussion Paper

Revise the Discussion Paper and email it to the Board. If there are major changes requested, bring it back to the Board for approval. If there are minimal changes, proceed with it as is. Once the re-draft is prepared, Board members can take it to their sectors for feedback and discussion and Provincial Library can proceed to prepare the Deputy to Deputy memos. Focus on the departments identified for now; at a later date we can disseminate the document more broadly if desired.

5. Update from Business Plan Committee

Susan provided an update. The committee held its first meeting on November 5, 2001. It established the name of the committee as "Business Plan Committee". It established its mandate:
- To build an entity to implement multitype projects. This entity should be capable of financial responsibility and decision-making. It should also be responsible for operational and regulatory matters surrounding multitype projects.
- To define the relationship between the Multitype Library Board and the new entity.

The committee also defined its work, which includes:
- Conduct a literature search on other multitype/consortial entities.
- Identify a checklist of governance matters that must be addressed, based on research gathered. Adapt checklist to Saskatchewan context.
- Work with the Multitype Database Licensing Committee in order to maintain the status quo for next year's licensing projects. Discuss ways to make the transition in the future from the status quo to the new entity.
- Develop recommendations for the Multitype Library Board.

The committee will consult with the Multitype Database Licensing Committee prior to March 2002. It will consult with all participants at the Annual General Meeting in March. It will give a recommendation to the Board by spring 2002.

An update will be provided at the February Board meeting.

6. National Library Facility

The National Librarian is putting forward concerns about the National Library's facility. Many library materials have been damaged as a result of faulty facilities. The Board looked at photos and a presentation distributed by the National Library. It was noted that Libraries Advance Canada is supporting the campaign for a new National Library facility. Sample letters of support and a background document are available. Letters of support may be sent to the Minister for Heritage as well as local MPs.

DECISION: The Board supports the campaign for a new National Library facility and will send a letter of support.

7. Promotion/Awareness

Update on Multitype Session at SLA Conference 2002

Carol contacted Greg Salmers and booked a time slot for the multitype session on the Saturday of the conference. Carol will email the Board with the exact time when it is confirmed.

Bob and Merrilee reported that a speaker has not yet been determined. The Director of the Journalism School at the University of Regina has suggested that their current visiting scholar would be a good choice. It was also noted that we could have a featured speaker with designated "responders" to create a lively discussion. The room could be set up in a roundtable fashion and speakers could be interspersed throughout the crowd.

Possible title: "Democracy and Libraries" (note: do not use freedom of information, as many people associate this with other contexts).
Update from Public Relations Committee

Audrey distributed her written report, noting that the committee is in the process of developing the goals, objectives and actions for addressing the public relations issues identified.

Various cooperative library projects have asked the Public Relations Committee if they can adapt the Multitype logo ("Saskatchewan Libraries") for use by their programs. The Committee believes that the logo should be available for use among cooperating libraries as widely as possible, but that the Board should establish policies within which logo adaptation can take place.

DECISION: The Board came to consensus that the "Saskatchewan Libraries" logo should be the "brand" behind library cooperation. It decided that any project or program that involves cooperation by two or more libraries can adapt the logo within the following strict guidelines:
- The Saskatchewan Libraries text and the flower/book graphic cannot be altered, including colour.
- The sub-heading "Sharing knowledge in a multitype system" may be removed and replaced with the name of the cooperative library project or program. In this case, the name must be printed using the font style, size, and alignment prescribed by the graphic designer. There may be a set number of permissible characters on the line as well, if determined by the graphic designer.
- It was requested that the Provincial Library work with the Communications section of Municipal Affairs and Housing to create adaptation policies, and that the Provincial Library should communicate the Board's decision to the library projects/programs wishing to use the logo.

8. Referral from SLA: Highway Signs for Libraries

Carol advised the Board that the Saskatchewan Library Association referred an issue around highway signs for libraries to the Board. There is currently a Saskatchewan centenary program available for purchasing highways signs. The library community is interested in this program; however, there is currently no highway sign symbol for libraries in use in Saskatchewan. Research indicates that there is an international library symbol. Albert and Manitoba use this symbol on their highway signs.

DECISION: The Board came to consensus that it is desirable for Saskatchewan to adopt the international library symbol as a symbol for highway signs in our province. The Board asked the Provincial Library to work with Saskatchewan Highways to achieve this end, and it noted the issue is addressed in the Discussion Paper.

9. Provincial Library Strategic Plan
Joylene provided an overview of the Provincial Library’s new strategic plan. The plan has been presented to all public library systems at their annual general meetings. It has received positive feedback, particularly regarding the multitype strategies with respect to the bursary program and promotion of libraries.

10. Meeting Dates for 2002

February 1, 2002, Regina
May 31, 2002, La Ronge
September 20, 2002
November 22, 2002

The Board is invited to attend the Multitype Database Licensing Annual General Meeting on March 8, 2002.