MULTITYPE LIBRARY BOARD MEETING MINUTES

September 27, 2001

Conference Room
Provincial Library, 1352 Winnipeg Street, Regina

Thursday, September 27, 2001

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

1. WELCOME AND INTRODUCTIONS

Merrilee Rasmussen called the meeting to order and asked Board members to introduce themselves.

Merrilee reviewed some changes to the composition of the Board.

A welcome was extended to the Board’s two new members:
- Susan Powelson, Director of Regina Health District Library, who replaces Hélène Stewart as representative for Directors of Special Libraries; and
- Carol Shepstone, Librarian/Research Officer for the Centre for the Study of Cooperatives, University of Saskatchewan, who replaces Jeff Barber as representative for the Saskatchewan Library Association.

Several Board member terms have been renewed:
- Bob Foley, representative for Directors of Post-Secondary Education Libraries;
- Hélène Stewart, representative for Information Providers;
- Joylene Campbell, Provincial Librarian representative on the Board; and
- Merrilee Rasmussen, representative for Saskatchewan Library Trustees Association.

Merrilee reviewed consensus-style decision-making.

2. APPROVAL OF AGENDA, MINUTES, COMMUNIQUÉ

Agenda

The agenda was approved with the following amendments:

Item 6 on the agenda was moved to follow Item 4.
Public Relations Committee Report was added to Item 7. 
Item 7, "SLA Conference 2001" should be "SLA Conference 2002"

**Minutes** -- The minutes were approved as distributed.

**Communiqué** -- The communiqué was approved as distributed.

**Objectives** -- Merrilee reviewed the objectives for the meeting:

- Review and revise the draft Joint Ministers' Meeting brief.
- Share information, issues and feedback from sectors.
- Review crucial issues around the Database Licensing program and make a decision on strategies for addressing these issues.
- Receive a presentation on a new library initiative to purchase interlibrary loan and remote patron authentication software for the public library Gateway and determine how multitype can be involved in the initiative.
- Determine a multitype session for the 2002 SLA Conference and changes needed to the Multitype brochure.

3. **UPDATE FROM MULTITYPE LIBRARY BOARD MEMBERS (ROUNDTABLE)**

**Post-secondary Education Libraries**

There are some personnel and organizational changes at the Council of Prairie and Pacific University Libraries (COPPUL). Sandy Slade is the new Executive Director. He is well known for his expertise in distance education library services. COPPUL is now an incorporated body. Board members will be elected and there will be more fiscal control and reporting structures. COPPUL is evaluating the potential involvement in library software development; for example, extending the capabilities of GODOT.

The Canadian National Site Licensing group is looking at its potential for the future.

Recruitment is an issue in post-secondary education libraries, particularly at the entry level.

**Public Libraries**

Digital Divide Training projects are underway. To support these initiatives, Saskatoon Public Library is creating a CD of Internet training materials that all projects can use. The CD will be written at an adult basic English level. Pahkisimon Nuye-âh Library System will translate the CD into Cree and Dene. Southeast Regional Library and Palliser Regional Library are developing mobile training labs.
Public libraries have still not heard if they will be included in CommunityNet. Infrastructure installation is currently underway in many communities. As a result, many public libraries are concerned that their installations will cost more if they cannot do installations at the same time as other local players.

Audrey Mark distributed an e-mail she received from a Saskatchewan public library stakeholder expressing concern around the management of joint province-wide projects and programs. Concerns centered on the need for more information and clarity regarding:

- Targeted clear goals and outcomes of province-wide projects;
- Criteria to help participants determine when a province-wide project is completed;
- Timelines or processes that indicate when an initiative changes from the project phase to the program phase;
- Timelines or processes that indicate when the management of the project may transfer from the responsibility of a province-wide project committee to individual participants, i.e. libraries.
- Mechanisms or processes for addressing and resolving problems and for generally improving and evolving province-wide programs.
- Do we truly have consensus, or are people agreeing when they really don't care?
- Do we need to reconsider the vision?

**Saskatchewan Library Trustees Association (SLTA)**

A brief to the Minister of Municipal Affairs and Housing, The Hon. Ron Osika, was presented by SLTA on July 11, 2001. SLTA asked the Province for $1 million to support e-library services. SLTA reinforced that this funding is necessary to maintain and enhance the existing investment in e-library services made by municipal, provincial, and federal governments. All ten library systems formally support the brief and hope for something in the next budget.

**Saskatchewan School Trustees Association (SSTA)**

SSTA has conducted a five-year review. Issues identified include the vision for public education, loss of students (last year there were 4,000 fewer students in the system), equitable education in rural areas, finance policy and a code of ethics.

CommunityNet installations in schools are progressing well.

SSTA met with the Deputy Minister of Education to discuss *The Role of the School: Final Report*. SSTA has found that implementation of community schools is much more costly than provided for by the provincial budget. Brenda agreed to provide a copy of the Code of Ethics for the Multitype Board once it is approved.

**Information Providers**
The Saskatchewan Archives Board has received $1 million to deal with the 5-year backlog of government records.

Within the Government of Saskatchewan, the ITO has been providing "Government Online" funding to departments in order to put government services online. This initiative has operated for one cycle. The ITO is now looking at a strategic plan that will provide more consistent approaches to processes around Government Online programs. The ITO is also turning its attention to the sharing of information within government, handling of electronic information, and the training and competencies required for delivering online government services.

**Provincial Library**

The Minister's Advisory Committee on Library Services to Aboriginal People has completed its work and drafted a final report that has been put forward to the Minister of Municipal Affairs and Housing. The Minister will determine if and when to release the report.

In mid-September, Provincial Library organized an E-Library planning session for public libraries that brought together systems support staff from the public library sector. The session identified that several public library systems are struggling to maintain appropriate systems support.

4. **DATABASE LICENSING REPORT AND DISCUSSION**

Hélène Stewart, Marilyn Jenkins and Brett Waytuck advised the Board that the Multitype Database Licensing Committee has identified a number of pressing issues that need to be addressed by the Board. The issues are on a policy level and concern partner relations, program and fund administration and provincial sales tax.

A background document, prepared by the Provincial Library, outlining the issues was distributed to the Board. It was indicated that the issues are serious enough that they must be addressed if the Board wishes for the program to continue.

A discussion of database licensing issues ensued.

**DECISION:**

The issues of fund administration and taxation will be addressed in the Brief to the Ministers.

A standing committee on governance issues was established with the mandate to examine the type of issues identified by the Multitype Database Licensing Committee and to develop a Business Plan to address these issues.
The Business Plan should describe broad principles and governance issues including such topics as: cost-sharing structures, decision-making, partner relations, bylaws for conducting business, participation standards, and guiding principles. Options will be offered for establishing these structures. The Business Plan should be prepared in such a way that it can be implemented under any type of overarching governance structure—whether it be a non-profit corporation, government-based, etc.

Membership on the committee will be:
- Bob Foley or David Fox
- Susan Powelson
- Merrilee Rasmussen
- Brenda Kondra
- Department of Education representative
- Any additional library staffs who Committee members believe are required.

5. **GATEWAY PHASE TWO: "One Stop Access and Retrieval to Saskatchewan Library Resources"

Calvin Sadowski, Provincial Library Systems Librarian, joined the group and provided an overview of a new Provincial Library initiative to obtain province-wide interlibrary loan and remote patron authentication software. A background document was distributed.

The project is funded by the Government of Saskatchewan through *The Government On-Line Fund*, created to help departments achieve the targets contained in the E-Government Strategy.

The project must be up and running in Provincial Library and at least one public library system by March 31, 2002. A working group is doing the bulk of the work around choosing a system. This is happening in October - December 2001. ILL, circulation, and technical support staff are providing expertise. Representatives from multitype partners have part in the brainstorm session and serve on the working group. The first planning meeting will be held on October 3, 2001.

A discussion regarding the potential role of Multitype in the project ensued.

**DECISION:**
- The Multitype Library Board wishes the project well.
- No particular Multitype Library Board involvement is required to go forward at this time.
- The cooperative structures and policies developed by the partner library systems as a result of this project will serve as a good model to the new library partners.
- It would be useful if the product chosen meets industry standards so that the necessary hooks are in place to link up the system with systems in other sectors should this become desirable in the future.
6. **MINISTERS' BRIEF**

The Board reviewed the 2nd draft briefing document and provided extensive revisions. Detailed amendments were noted within the briefing document. Brenda Kondra clarified that SSTA cannot support the recommendation on page 32 regarding targeted funding. The Board decided to remove any references to the mechanism by which additional funding should be provided.

Format:
- Front Page
- Table of Contents
- Executive Summary (one page)
- Setting of the Context -- in this section drive home the holistic and cross-sector impact of the library sector on Saskatchewan quality of life. Set the context for asking all Ministers to support libraries within their sectors.
- Purpose
- Agenda
- Mandate and role of the Multitype Library Board
- Value of libraries in each sector
- Issues
- Bibliography

The format of page 17 will be used as a formatting guideline for all of the issues pages. Statements in the "Keys to Success" section will use the same language and phrases as the recommendations wherever possible.

7. **PROMOTION/AWARENESS**

**Multitype Session at SLA Conference 2002**

The Board chose the following topic for the multitype session:

Freedom of information issues and libraries -- possibly presented by a journalism professional.

Merrilee Rasmussen and Bob Foley will discuss potential presenters with the Director of the School of Journalism at the U of R. The speaker should be determined by November.

Carol Shepstone, Board representative for SLA, will communicate the conference session topic to the SLA Conference Programming Committee.

**Revisions to Multitype Library Board Brochure**
The Board decided to create brochures customized with key messages for different audience groups, as follows:

Key message #3 for the Saskatchewan School Trustees.
Key message #2 for the Information Management Conference in February 2002.
Key message #1 for the Joint Ministers meeting.
Other audience groups for which representatives may wish to use brochures:
Saskatchewan Library Association, Saskatchewan School Libraries Association, and SUMA.

**Promotion Committee Report**

Audrey Mark distributed a written report from the Public Relations Committee. She asked the Board to consider paying expenses incurred by sub-committee members to attend meetings. The Board requested Provincial Library to find a way to pay the expenses of committee members at current government rates.

8. **REVIEW MEETING DATES**

It was stressed that it is very important for as many Board members as possible to attend the meetings.

Several Board members indicated that it is difficult to attend a two-day meeting. A longer one-day meeting is more manageable.

Attending via teleconference is also an option for Board members who cannot travel to Regina for a meeting.

It was suggested that the Board make an effort to meet in a variety of locations around the province for educational purposes.

Meeting dates for the remainder of 2002 will be set at the next meeting.

**Next Meeting Date: Friday, November 9, 2001 (ONE DAY ONLY)**