MULTITYPE LIBRARY BOARD MEETING MINUTES Revised

June 24 – 25, 2002

Pahkisimon Nuye:áh Library System
La Ronge, Saskatchewan

Monday, June 24, 2002

In Attendance:
Merrilee Rasmussen (Chair), Brenda Kondra, Sharon Doepker, David Fox, Joylene Campbell, Audrey Mark, Marilyn Jenkins (Provincial Library support staff), Melissa Bennett (Provincial Library support staff).

1. WELCOME AND INTRODUCTION

Agenda -- The agenda was approved as distributed.

Merrilee reviewed the objectives of the meeting:

• Strategically plan activities for this year:
  - Ideas for working with Saskatchewan Learning
  - Next cycle of board appointments
  - Business plan for this year, including tasks, timelines, and meeting dates

• Build a better understanding with libraries in northern Saskatchewan and share information about the Multitype Library Board.

• Receive updates on:
  - Advancement of the discussion paper
  - Work of the Multitype Public Relations Committee
  - Library portfolio in the Department of Learning
  - Sector updates

Minutes -- The February 1, 2002 meeting minutes were approved as distributed; however, the following clarifications were noted:

▪ On page 4 under “Next Steps” the intent was that an email copy of the discussion paper would be sent to the Board when revisions to the paper were completed. This was done.
▪ The digitization issues recorded on page 8 should be taken to the Digitization Working Group.
Correspondence –

Merrilee reported that the Board received a response from the Office of the Minister of Canadian Heritage regarding the National Library of Canada facilities. The letter was passed around for board members to read. The letter thanks the Board for advising the Minister of its concerns and states that “the Department of Canadian Heritage continues to work with the National Library and the Department of Public Works and Government Services to alleviate the immediate challenges faced by the National Library in safeguarding its collections. In addition, options are being explored to resolve its long-term accommodation needs.” It was noted that according to the Canadian Library Association, 73 letters have been sent to the Minister of Canadian Heritage about this issue.

Action: Board members should encourage their library sectors to advocate for appropriate accommodations for the National Library by sending letters to the Minister of Canadian Heritage. In addition, encouragement to send letters should be mentioned in our next communiqué. It might be useful to set up listservs for each library sector so that board members can easily communicate with their sectors via e-mail.

2. LIBRARY PORTFOLIO IN DEPARTMENT OF LEARNING

On March 26th, the Government of Saskatchewan was re-structured and the Provincial Library and the Multitype Library Board were moved into the new Department of Learning, which includes K-12 education, post-secondary education, and early childhood development programs.

Joy briefed the Board on the library portfolio within the Department of Learning.

The Honourable Jim Melenchuk is the Board’s new Minister. Craig Dotson is the Deputy Minister. Provincial Library reports to Lily Stonehouse, Assistant Deputy Minister. Effective integration of the department’s areas is a high priority. The department has held several dialogue forums on topics such as grants, information technology, and Aboriginal people in order for staff from across the department to learn about the department and identify areas for future co-operation.

Provincial Library has been well supported in its new department. The Deputy Minister is very interested in the Multitype Library Board’s work and the way in which it models co-operation across sectors.

A discussion ensued in which it was noted that, in the past, people from a variety of sectors would get together to talk about issues in the north. It would be very useful for the department to renew these kinds of discussions.
3. ADVANCING THE DISCUSSION PAPER

At the previous meeting the Board made final revisions to the discussion paper. The copy e-mailed to the Board last week was hoped to be a final copy. Provincial Library has been working with Department of Learning and received advice to develop strategies for advancing the issues identified in the discussion paper. Merrilee asked Joy to report on the strategies.

Tax Exemptions for Libraries’ Electronic Subscriptions

Saskatchewan Learning is prepared to discuss this issue with Finance. However, further information and supporting document is required. Documentation should indicate what other provinces in Canada are doing on this issue and the estimated dollar impact that this change would have on the treasury. This involves identifying the amount of money libraries are spending on electronic information products beyond the Board's database licensing program. Saskatchewan Learning is interested in the implications of this recommendation on the government charging tax on individuals’ (private citizens) electronic subscriptions.

A board discussion ensued:

- It was noted that Prairie Agricultural Machinery Institute Library alone spends $20,000 on electronic databases.
- The University of Saskatchewan Libraries spent $1 million on electronic products (this included products purchased through the Canadian National Site Licensing Project) over the last year.
- We are really looking at creating a new concept – one that captures this new “book/software” content but recognizes the book philosophy as its basis.
- Board members were asked how we should gather the data on the current cost of libraries’ electronic subscriptions. Responses indicated that it would be feasible to gather this information in public, post-secondary education and special library sectors. Methods for gathering data from the school districts will need to be determined.

Action: Melissa will draft a description of what information is needed and why. She will e-mail it to the Board to prompt them to contact their sectors to gather the information.

Stabilizing Multitype Database Licensing

The Finance and Administration section of Saskatchewan Learning is researching financial mechanisms within government for administering the Multitype Database Licensing Program. They want to have a decision by February 2003. The Board will still want to look at its long-term needs. For example, the K-12 sector is developing a consortium so that they have the flexibility to accept funding from outside government.
Promoting Our Libraries

One of the most urgent aspects of this recommendation is to ask the Department of Highways to establish a highway sign symbol for libraries. It is urgent because the funding program to purchase highway signs will end next year. The Deputy Minister of Learning supports this initiative and has signed and sent a memo to the Deputy Minister of Highways.

Supporting School Libraries

School libraries have become an issue at the national level. There have been many media reports on the demise of school libraries. The Council of Ministers of Education and Libraries Advance Canada are very concerned. A strategy for the Board to advance its recommendation on supporting school libraries is to initiate a dialogue with the Saskatchewan School Libraries Association and to encourage dialogue that focuses on ways to overcome the barriers, such as find best practices in school libraries and to develop creative ways to motivate schools to adopt these practices. For example, a school library award of merit could be created. Provincial Library will report progress to Saskatchewan Learning in the fall.

Recruiting Professional Librarians

Saskatchewan Library Association is very far along in establishing the bursary program. Provincial Library will investigate promoting the bursary.

Information Management in Government

Saskatchewan Learning supports this recommendation.

Hiring Standards for Information Management Professionals

Saskatchewan Learning is supportive of a strategy to initiate a working group comprised of representatives of the Public Service Commission, Information Technology Office, and information management professionals in government in order to determine how the ALARM competency standards can be integrated into the government’s human resource processes.

Summary

A board discussion ensued. The chair expressed appreciation for Saskatchewan Learning's support. Board members all agreed that we should finalize the discussion paper as soon as possible so that it can be distributed and so that we can proceed to initiate the strategies.

Some editing corrections were suggested.
**Action:**
- Make the editing changes.
- Put discussion paper in PDF format on the Saskatchewan Libraries web site. Invite feedback.
- Melissa to send the Board an email when discussion paper is on the web site.
- Refer the discussion paper to the Public Relations Committee to consider how to use it for promotion. May want to consider removing the issue pieces and using pages 1-23 as a promotional document.
- Communiqué should include an attached electronic version of the discussion paper and an announcement that the discussion paper is available for distribution.
- Sector plans:
  - Post-secondary education library sector -- distribute link to PDF file.
  - Public library trustees -- give Merrilee the title of the document and web site address where it will be published for publication in the SLTA newsletter. Take paper copies to the SLTA Executive meeting in September 2002 (Joy could speak to it since she will be attending). Merrilee to provide an estimated number of copies needed by September.
  - Public libraries -- Audrey would like to send to several people in the north. Also, could make it an agenda item for the fall public library directors’ meeting.
  - School library trustees -- Brenda can distribute the discussion paper to the SSTA executive at their September meeting. Branch meetings occur in October and could be an agenda item then as well. Should brief the executive director of SSTA as well.
  - School libraries -- Distribute it through Saskatchewan School Libraries Association (SSLA) and the teacher-librarian subject council of Saskatchewan Teachers' Federation.
  - Special libraries -- Distribute the PDF file location to the e-mail list of special libraries created by the special library community in Saskatoon.
  - Saskatchewan Library Association -- prepare a special communiqué about the release of the discussion paper (separate from the communiqué for this meeting). Publish this communiqué in SLA’s newsletter *Forum*.
  - Provincial Library -- send copies to the Minister, staff, and all departments mentioned.
  - Board members are encouraged to contact Provincial Library for assistance with distribution.

4. **STRATEGIC PLANNING**

Merrilee noted that the Board is three months into the 2002/03 fiscal year and needs to do some strategic planning for the year ahead. Big picture planning that needs to happen includes:
- developing a strategic planning process with library sectors around the *Library Co-operation Matrix*;
board member appointments in December 2002; and
- discussing the possibility of holding a board annual general meeting similar to last year's database licensing AGM.

**Library Strategic Planning**

Merrilee asked Joy to update the Board about strategic planning developments with the Department of Learning.

Joy advised that strategic planning is a high priority for the Department of Learning; this presents several opportunities for the Multitype Library Board in the area of strategic planning:

- The Department of Learning develops its strategic plan by determining goals, objectives, and performance measures in consultation with its learning communities.

- Now that the library portfolio is part of the Department of Learning, we need to ensure that priorities for developing the library community are reflected in the departmental strategic plan.

- The Board has already identified the need to consult with the library community about priorities for developing multitype library co-operation (using the *Library Co-operation Matrix* as a consultation tool). This process may be an opportunity to develop a strategic planning consultation process with the library community.

  The purpose of the consultation would be to create awareness of the Board and its capacity to facilitate and lead co-operative initiatives; to promote library co-operation and thinking about library co-operation; and to gather feedback on sector needs and ideas for actions they believe should be pursued by the Multitype Library Board in the next 3 to 5 years.

Joy distributed a short form of the Department of Learning's draft strategic plan (libraries were reflected in Goal 1, Objective 3) and suggested that the Board discuss strategic planning with Department of Learning officials at the September board meeting.

A discussion ensued in which board members discussed their thoughts for how to consult with their sectors using the *Library Co-operation Matrix*.

There was consensus that:

- One useful way to consult with all library sectors is to hold a Multitype Annual General Meeting. This meeting would be similar to the Database Licensing AGM held last year, but it would be broader and database licensing would be only one agenda item.

- There may be other opportunities within each library sector to consult as well. For public libraries, consultations could occur at the fall public library directors' meeting and libraries' fall board meetings.
• Need to develop a presentation package for the co-operation matrix that board members can use for consultation.
• Could hold a session at the SLA AGM.
• Consultation with the library community should be ongoing.

**Action:**
• Schedule an agenda item for strategic planning and discussion with Department of Learning officials for the September meeting.
• Board members should think about ways in which library planning should be reflected in the Department of Learning strategic plan and come prepared to discuss this at the September meeting.
• Board members should also come prepared to discuss the consultation plan at the September meeting.
• Prepare background information on last year's database licensing AGM -- how it was conducted, what went well, etc. -- and bring it to the September meeting.
• Melissa will prepare a presentation package for the Library Co-operation Matrix.

**Board Appointments in December 2002**

A board member appointments schedule was distributed. Brenda noted that the schedule incorrectly stated that she had served one full and one partial term; in fact, she has served on partial term (completing the term of Alice Risling). The correction was so noted and Melissa advised that the document would be corrected.

The chair noted that several board members' terms expire in December: Janet, Valerie, Sharon, Brenda, Audrey, and David. Bob Foley (post-secondary education library directors) has also indicated the need to resign from the Board this December.

Under the Libraries-Co-operation Act, board members are allowed to serve two consecutive terms. Board members who have served two terms already will need to be replaced (Janet-school library directors; Sharon-special library employees; Valerie-northern and native residents). Board members who have served one term may allow their name to stand for re-appointment (Audrey-public library directors; Brenda-SSTA; David-post-secondary education library employees).

Joy reviewed the process for appointments:

Provincial Library puts forward three nominations for each open position on the Board. The Minister makes the decision.

Provincial Library is seeking the Board's advice on names. This includes advice on names of possible candidates and the process to get names, as well as indicating if you wish to let your name stand for re-appointment. Provincial Library also seeks advice from the sectors themselves in ways that are appropriate to the sector. For example:
- K-12 sector -- consult with SSLA, the department responsible for K-12, and others that are identified.
- Public library sector -- consult with public library directors.
- Special library sector -- consult with special library associations.
- SSTA -- process is to invite the association to nominate their representatives (same for SLA and SLTA).

It may be appropriate during this round of appointments to consider additional seats on the Board, in the category of "one or two others". Ideas are:
- Aboriginal
- Northern
- Archives

A board discussion ensued. It was noted that SSTA would likely be in a position to identify appropriate people on its new executive in January or February.

**Action:**
Board members were encouraged to consult with their sectors about nominees for vacant positions and invited to suggest names to Provincial Library.

**Meeting Dates for 2002**

Two meeting dates are set for this fall: Friday, September 20th and Friday, November 22nd. Melissa will email all board members asking them to advise if these dates are still workable. Meeting dates for the remainder of the fiscal year will be set at the September meeting.

**5. DRAFT BOARD BUSINESS PLAN 2002-2003**

Melissa distributed copies of the draft board business plan for 2002-2003. She advised that it covers the period April 1, 2002 to March 31, 2003 and includes activities carried over from the board's business plan for the previous year, as well as activities that the Board and its committees have identified that they would like to achieve.

The Board reviewed the business plan. The following comments were noted:
- Would be useful in the future to develop the draft business plan as a board activity.
- Under "Key Action--Board Meetings," slot a board meeting for late January and the AGM for late February.
- Under "Key Action--Business Plan Committee," move "take model to AGM" to February.
- Under "Key Action--Determine Potential for Multitype Co-operation," indicate that the investigation of multitype involvement in virtual reference should occur through the Library Co-operation Matrix consultation.
- Add report from Marilyn on physical delivery system under "Key Action--Determine Potential for Multitype Co-operation."
- In "Items not carried over from last work plan" add: electronic document delivery (EDD), Saskatchewan Libraries: Ask Us demonstration; investigate the potential for charging for interlibrary loans.

6. PUBLIC RELATIONS COMMITTEE REPORT

Audrey provided a written and verbal report on the work of the Public Relations Committee to date. She reviewed that the committee was established to plan a broader promotional approach that included marketing the value of libraries. Members of the committee (who are from each library sector) polled their library sectors to identify their promotional needs.

The main issues that were common to all sectors were recruitment and retention of staff, as well as promoting libraries to clients, the internal library community and the global library community. The committee has been working on action plans to address these issues. Action plans for recruitment and retention are now completed and action plans for promotion are under development. Action plans may be viewed on the Internet through a collaborative bulletin board system that the committee has been using to facilitate its work (see: http://www.quicktopic.com/share?x=7Evg).

One of the strategies in the recruitment and retention action plans is to develop a recruitment section on the Saskatchewan Libraries web site that promotes careers in Saskatchewan's libraries. Provincial Library has hired a summer student (through the Centennial Summer Student program) to work on material for the recruitment web pages.

The committee is meeting again on August 7th and will flesh out the promotion action plans at this time. The committee will provide a full report in the fall.

Tuesday, June 25, 2002

In Attendance:
David Fox (Vice-Chair), Brenda Kondra, Sharon Doepker, Joylene Campbell, Audrey Mark, Marilyn Jenkins (Provincial Library support staff), Melissa Bennett (Provincial Library support staff).

1. Pahkisimon Nuye.getSource{áh Library System as a Multitype Library System

Audrey gave a presentation on Pahkisimon Nuye.getSource{áh Library System (PNLS) and the situation of libraries in the north highlighting the ways in which PNLS is a multitype library system.
2. **Library Tours**

Board members received tours of La Ronge Public Library, the Lac La Ronge First Nation's Senator Myles Venne School/Public Library, NORTEP/NORPAC Library, and PNLS. Board members commented on how valuable the tours were for deepening their understanding of multitype and library service in the north.

3. **Draft Annual Report**

Melissa distributed a draft outline of the 2001-2002 Multitype Library Board annual report for board review and input.

This annual report represents the first time that the Board has published its own annual report, as all previous years' reports were part of the Department of Municipal Affairs and Housing Annual Reports. Saskatchewan Learning is helping the Board to prepare the report and the Minister of Learning will table it before the Legislature.

Timelines are:
- Board needs to submit annual report to the Minister on or before July 29th.
- Minister will table report with the legislature by August 28th.

The intent of the annual report is to be accountable for our activities by reporting on our goals, objectives, and accomplishments.

The Board reviewed the draft and provided editing changes. It was noted that future annual reports should be drafted earlier in the year so that the Board has more time to provide input.

**Action:**
- Melissa to make revisions provided and to send out the report via email to all board members for further input.

4. **Round Table Updates from Board Members**

The Board agreed to add a new method to the round table, that is, recording "issues arising" from each report. Only issues arising will be reported in the minutes.

**Public libraries -- issues arising:**
- Public library funding is significantly strained. There have been very few increases in grants to public libraries during the last decade, yet the public library sector has absorbed increased costs due to pension plans, minimum wage increases, and e-library services. SLTA made a presentation to the Minister requesting $1 million in funding to offset the estimated $4-5 million investment of municipalities in e-library services.
- CommunityNet has been approved for half of the province's public libraries.
- Implementation of the Gateway software for searching all public library catalogues in Saskatchewan and the Resource Sharing System (RSS) software to operate the interlibrary loans system is underway. Both system implementations are creating policy issues that the public library directors will be looking at in the fall.

**School library sector -- issues arising:**
- Schools have been disappointed in CommunityNet. It had been their expectation that all communities would get high-speed lines, but the reality is that some have received high speed and others have received satellite access.
- SSTA is not convinced of the impact and value of school libraries, as reported on in the United States studies (Pennsylvania, Colorado, Alaska).

**Special libraries -- issues arising:**
- Communication with one another and the broader library community is still an issue.

**Post-secondary education libraries -- issues arising:**
- The University of Saskatchewan Library is developing an Aboriginal portal to full text resources on Aboriginal people. Board members recommended that the university approach the aboriginal community to find out what has already been done in this area and establish partnerships.
- The University of Saskatchewan Library is researching best standards for archiving government publications born digital. They are hoping to get funding from the provincial government for a digital government publications repository. The Board recommended that Andrew Hubbertz (main contact for this initiative at University of Saskatchewan Library) talk with the Multitype Library Board and the 6+1 Digitization Working Group about this initiative.
- University of Saskatchewan Library is developing an archiving project for digital theses and dissertations.

**Provincial Library -- issues arising:**
- Provincial Library staff are stretched very thin. Provincial Library is creating a human resources plan to provide information to the Department of Learning.
- Provincial Library is phasing in a re-organization. Melissa will assume management responsibility for the multitype section. Marilyn Jenkins will continue to be responsible for the database licensing program. Resources in the multitype unit are Melissa and administrative support staff; therefore, activities will need to be paced accordingly.

The meeting adjourned at 2:30 p.m.

**The next board meeting will be held Friday, September 20, 2002 in Regina.**