MULTITYPE LIBRARY BOARD MEETING MINUTES

Friday, September 20, 2002

Provincial Library
Conference Room

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

Regrets: Carol Shepstone, Valerie Laliberte, Janet Merkosky.

1. WELCOME AND INTRODUCTION

Agenda -- The agenda was approved as distributed.

Merrilee reviewed the objectives of the meeting:

- Meet with the Deputy Minister of Saskatchewan Learning, our first opportunity since we became part of the Department of Learning.

- Address several issues related to strategic planning:
  - Decide how we wish to use the Library Co-operation Matrix to consult with library sectors.
  - Decide the processes that we should use to create yearly business plans and to re-visit our long term strategic plan.
  - Meet with Linda Smith, Policy and Evaluation Unit, Saskatchewan Learning, to discuss ways to ensure that the goals of multitype are reflected in Saskatchewan Learning’s strategic plan.

- Discuss the report Information is for Everyone: Final Report of the Minister’s Advisory Committee on Libraries Services for Aboriginal People and determine if there is a role for multitype in advancing the recommendations.

- Receive updates:
  - Status of recommendations in our discussion paper.
  - Work of Public Relations Committee
  - Important issues from our sectors.
Minutes, June 24 – 25, 2002

- Amendment: on page five, remove "created by Susan" in the bullet regarding the special libraries e-mail discussion list and replace it with "created by the special library community."
- The minutes were approved as amended.

Communiqués

September communiqué – The communiqué was received as distributed. In regard to lobbying for improved National Library of Canada facilities, a board member pointed out that pressure might be better placed on a variety of Members of Parliament, rather than the Minister of Heritage. COPPUL has created a number of letters that Bob is willing to share with the board.

Bursary News Release – Joy noted that the bursary news release helped to raise awareness within the Department of Learning about labour force issues in libraries. David noted that in regard to the bursary, while $5000 is a good start, it would be good to increase this amount over time. Continued provincial government funding is highly desirable.

Discussion Paper Communiqué – Melissa noted that the Discussion Paper Communiqué was sent to the distribution list and several people have expressed interest.

Correspondence

Minister Melenchuk sent the board a thank you letter for sending him a copy of the discussion paper. The letter indicates that he found the paper informative and enlightening. A copy of the letter was passed around to board members.

2. DISCUSSION PAPER STATUS OF RECOMMENDATIONS

Stabilizing Multitype Database Licensing Program Recommendation

Merrilee reported that Saskatchewan Learning has established a BOI account that enables Provincial Library to handle funds for the Multitype Database Licensing Program. The BOI account can hold funds for over one year and can accumulate interest. Provincial Library can now sign MDLP license agreements on behalf of participating libraries, collect funds from participating libraries, and pay vendors. Since the provincial government is exempt from paying GST, GST will no longer be applied to the licenses. Marilyn Jenkins will advise the MDLP Committee about the new account at their next meeting, in October. Marilyn noted that this new financial management mechanism
offers an opportunity for better financial control and for standardizing the license agreements.

This development impacts the Multitype Business Plan Committee. It removes some of the pressure to find an alternative governance model. Governance issues and participation standards are still important but the board has time to consult with the library community regarding future needs for multitype governance. The Library Cooperation Matrix is a good tool for these consultations. It has been well received by the Department of Learning as a model of sector strategic planning.

The board suggested that we advise the library community about the new financial administration arrangement in a special communiqué. Audrey noted that the board should write letters of thanks to the Department of Learning and to the libraries who acted as bankers for MDLP to date.

**Highway Signs for Libraries Recommendation**

Merrilee reported progress on establishment of a highway sign symbol for libraries. The Deputy Minister of Learning sent a letter to the Deputy Minister of Highways requesting establishment of a highway sign symbol for libraries. The Department of Highways has decided to adopt the international library symbol as a highway sign symbol in Saskatchewan.

Provincial Library has worked with Highways to establish policies regarding who can use the symbol and under what conditions. The policy can be changed and amended any time. At this time, the policy uses the definition of a library from *The Public Libraries Act*. Marilyn asked board members if the public library definition is adequate or if other types of libraries should be included. Board members indicated that the public library definition is appropriate.

Provincial Library will be working with Highways to distribute information and application forms for the Centenary Enhanced Tourism Signing program to the public library systems, so that they can apply for discounted highway signs.

Audrey thanked the provincial government because this is something libraries have wanted for a long time.

**Tax Exemptions on Electronic Subscriptions Recommendation**

Melissa reported that the process for proceeding to address this issue is for libraries to gather ballpark data on the amount of PST currently expended on electronic subscriptions. Melissa sent an e-mail reminder to board members asking them to gather this data for their sectors. Not all of the data has come in yet.

Board members expressed concern about the excessive amount of detail requested and indicated that this is partial cause for the delay in gathering the information. Provincial
Library clarified that it is looking for an amalgamated estimated total expenditure on PST for electronic subscriptions; i.e. "Saskatchewan libraries are currently paying an estimated xx dollars in PST." Provincial Library will send out an email to board members retracting the previous request and clarifying the nature of data required.

**Bursary Program Recommendation**

A news release about the new Libraries Education Bursary was issued September 13th. The Saskatchewan Library Association (SLA) is administering the bursary and is accepting applications until September 30th. SLA will be sending a thank you letter to MLB.

**Support for School Libraries Recommendation**

A meeting was held on September 19th to discuss support for school libraries and ways that school libraries could increase co-operation with the broader library community.

Attendees included: Brenda Kondra (Multitype Library Board representative for the Saskatchewan School Trustees Association), Judy Nicholson (President, Saskatchewan School Library Association; teacher-librarian, Pilot Butte School), Janet Merkosky (Multitype Library Board representative for school libraries; resource-based learning consultant), Delee Cameron (Director, Instructional Resources Unit, Learning), Mary Reddyk (Instructional Resources Unit, Learning), Ray Robertson (Instructional Resources Unit, Learning), Audrey Mark (Multitype Library Board member for public library directors and director of Pahkisimon Nuye’sāh Library System); and Provincial Library staff.

The group reviewed the Library Co-operation Matrix and discussed ideas for collaboration such as sharing cataloguing records. All participants said the meeting was productive; Delee Cameron will continue to organize meetings of this group.

It was noted that Roch Carrier, National Librarian, is willing to speak with media in your jurisdiction (if he is in the area) regarding the school library issue.

**Information Management Recommendation**

Melissa reported that the strategy to address the information management recommendation would be initiated soon. Helene reported that a committee has been looking at all of the components of the information management strategy for government. Working groups will be created to address development of policies, guidelines and standards on each particular area.

**Competency Standards Recommendation**

Melissa reported that the strategy to address competency standards would be initiated soon.
Merrilee noted that updates on the status of discussion paper recommendations could be a regular feature of Multitype Library Board meetings, where applicable.

3. PUBLIC RELATIONS

Public Relations (PR) Committee Report

Merrilee asked Audrey to provide an update on the work of the Multitype Public Relations Committee.

Audrey reported that the final report of the committee will be presented at the November 22nd board meeting.

Developments since the last meeting include a project throughout the summer to develop a Library Careers web space to promote careers in libraries. Provincial Library and the committee worked with a summer student, James Skelton, to develop the content for the web space. Melissa and Audrey commended James for his work. The end of November is the target date for making the Library Careers web space publicly available on the Saskatchewan Libraries web site.

Melissa and Audrey provided a demonstration of the Library Careers web space. Feedback from board members included:
- Use the term “specialized library” rather than “special library,” at least in the introductory sections.
- Find a guidance counselor who is willing to review the pages to get their perspective.
- Ensure that we publicize the web space effectively and develop links with other Saskatchewan career and job sites.
- Load the web pages on the web server so that board members can review the pages more carefully and provide detailed feedback. (see www.lib.sk.ca/careers/)
- Career and guidance counselors should be made aware of the materials.

Audrey noted that the PR Committee had originally hoped to gather data on the status of the library labour in Saskatchewan; however, this research was beyond the scope of the committee's summer work. Joy encouraged the committee to think about its needs for a summer student next year.

Audrey reported that the committee has used various methods to collaborate online to get its work completed. It is challenging to meet when committee members are in different locations. The committee has used MSN chat as well as an online bulletin board for exchanging and collaborating on documents. It has worked relatively well but there is a need for a more advanced tool for online meetings, such as Learn Link software, that includes the capacity for a moderator to manage meetings. If there is any way to tap into
this kind of software, it would be very useful for multitype. Learn Link is just one example (it is used in the Saskatchewan educational community).

The committee will complete its work by developing strategies to address province-wide library promotion.

The committee reviewed the board's discussion paper, *Saskatchewan Libraries Working Together*, and believes that it has potential as a promotion tool. There will be a place for it in the broader promotion strategy the committee is developing.

Audrey noted that committee members have been superb: Julie McKenna, Carol Shepstone, Colette Fischer, Julie Arie, and Melissa Bennett. Audrey thanked Provincial Library staff Julie Arie and Melissa for the support they have provided to the committee's work.

**Saskatchewan Library Association (SLA) Annual General Meeting and Spring Workshops**

Merrilee noted that in Carol's absence, Melissa would provide a report from SLA regarding their upcoming AGM and Spring Workshops.

Melissa reported that SLA is not having a formal conference this year. Instead, on Friday, April 11, 2003 they will hold an AGM, the Mary Donaldson lecture, and a couple of workshops. The workshops would be held in the morning, the AGM at lunch, and the lecture following lunch. SLA would like to know if Multitype Library Board would like to host a workshop.

A discussion ensued. It was noted that SLTA is looking at doing a workshop the day before the conference. Board members agreed that the roundtable format of last year’s multitype session was good (lots of good comments received), and that it might be useful to hold another workshop this year. Freedom of information and protection of privacy is a possible topic. Many libraries need advice; there have been three incidents in Saskatchewan in the last 12 months (that we are aware of) of challenges to FOI and protection of patron privacy.

The board decided to form a committee to work with SLA's Continuing Education Committee: Audrey Mark, Hélène Stewart, and Carol. The committee should talk with SLA before the next Multitype Library Board meeting.
4. INFORMATION IS FOR EVERYONE REPORT

Merrilee noted that the report of the Minister's Advisory Committee on Library Services for Aboriginal People, Information is for Everyone, was distributed to board members in advance of the June meeting for discussion at this meeting.

The report makes 46 recommendations on how to improve library services to Aboriginal people in Saskatchewan. Recommendations 28-34 and 43 are ones that may have the most multitype potential.

A discussion ensued about the board's roles in advancing the recommendations. Ideas included:
- Representation from Aboriginal libraries would be useful on the board.
- Skills training for Aboriginal library workers is a key objective that crosses all library sectors.
- Need to find a way to integrate the issues into the board's discussion paper. Need a dynamic way to get it into our current issues list. Aboriginal issues are in the discussion paper background but not in the recommendations; this is an oversight. Need a process for keeping the discussion paper current.
- Recommendations 18-19, regarding collections, preservation of Aboriginal resources, and digitization of materials also cross all library sectors. The University of Saskatchewan’s Aboriginal Portal is a key initiative for preserving and digitizing Aboriginal source materials.
- There isn’t representation from the Aboriginal community on 6 + 1. Joy suggested that we email the 6 + 1 group suggesting that we address this.
- The Saskatchewan Library Trustees Association (SLTA) decided to make an offer to FSIN to work with them to advance the recommendations of the report.
- It is important to ensure that we involve the Aboriginal community.

**Action Items:**

- The board's next communiqué should indicate that the Board reviewed the report and will be preparing to act on it.
- In the discussion paper, add a piece on Aboriginal skills training to the recruitment section, and address issues around acquisition, preservation, and digitization of Aboriginal materials.

The board agreed it was important to acknowledge that the discussion paper is constantly evolving and discussed mechanisms to accomplish this. Ideas included:

- Keep master document of discussion paper as part of the Business Plan.
- Chart progress on addressing issues by adding an “Accountability Appendix” or a “Checklist/Report Card” at beginning.
- Talk about solutions we have found to previous issues/recommendations and how we got there. Give credit to the agencies and people who helped us find solutions.
- Add list of board positions, not names but roles and sectors represented.
- Is the discussion paper becoming our strategic plan? Who is the audience? Is it still intended for the Minister and for identifying cross-departmental initiatives? Is it a supplementary document to our business plan? The board will have to consider these questions as the discussion paper continues to evolve.

5. BOARD STRATEGIC PLANNING

Merrilee reviewed that at the June meeting the board drafted a business plan for the year. The process used was that Melissa reviewed the board business plan from the previous year, transferred outstanding items to the new plan, and brought it to the board for review. The business plan and the document *Think Globally…Search Locally* (our long term strategic plan) form our key strategic planning documents.

Merrilee asked the board to consider if there are enough linkages between the action items in our yearly business plan and the broad goals and objectives of our long term strategic plan. In the past the board has done some visioning with the assistance of facilitators. Should we be doing this on a regular basis?

A discussion ensued:
- Not in favour of intense strategic planning sessions. If we do anything, it should be in consultations with the library community.
- For the Business Plan Committee the primary issue that remains is governance.
- Link the action plan items in the yearly business plans to broader goals in *Think Globally…Search Locally*, so that we have an understanding of how every action supports achievement of the board's vision.
- Set up a 1 day taking stock activity at the beginning of each fiscal year in conjunction with a board meeting. Use this time to re-visit the broad goals outlined in Think Globally…Search Locally. Doing so will give the board an opportunity to reflect on the road map we gave ourselves when we started on this path and re-connect it with where we are at and what we are hearing from the library community.

*Action Items:*
- Hold the Multitype AGM in February to consult with the library community. Susan Powelson and Merrilee volunteered to form an AGM Planning Committee. Brenda will ask the school library group to consider who should come from school library sector. Bob can identify senior people who might be useful to identify from post-secondary education library sector.
- Adjust the format of business plan to include linkages of action items to the broader goals of multitype. Bob offered to provide a sample business plan format.
Library Co-operation Matrix

The board discussed how it should use the Library Co-operation Matrix to consult with library sectors. Melissa suggested some ideas for preparing a power point presentation that could be used to introduce the matrix.

A discussion ensued:
- The Multitype AGM in February is the board's primary opportunity to consult with the library community.
- Within each sector there may be some introductory preparation or brainstorming that would be useful.
- Include the matrix in orientation kits for new board members.
- Both the annual report and the matrix should be distributed to stakeholders and people invited to the AGM. Provincial Library will coordinate mailing.
- In the power point presentation, add concrete examples of how the matrix can be used by libraries to inform their planning and development of cooperative activities.

6. LIBRARY PORTFOLIO IN SASKATCHEWAN LEARNING

Merrilee welcomed people joining the meeting:

- Craig Dotson, Deputy Minister, Saskatchewan Learning
- Linda Smith, Executive Director, Policy and Evaluation Branch, Saskatchewan Learning
- June Rincker, Director of Library Planning and Administration, Provincial Library, and Provincial Library liaison to Saskatchewan Learning's Strategic Planning Committee

Comments from Deputy Minister

Roundtable introductions were conducted. The Deputy Minister spoke to the board.

He commended the Multitype Library Board as a model for how learning sectors can come together to collaborate. He noted that the formation of the Department of Learning is recognition of the existence and importance of a learning sector and is also an acknowledgement of the pre-existing inter-relationships between institutions and partners in the learning and library sectors.

Libraries have been a longstanding and important part of the public service. Celebrate as much and as loudly as you can your accomplishments through the MLB. What you have accomplished is exceptional in public service.

The Multitype Library Board has the unequivocal enthusiastic support of the department.
The department has no intention of amalgamating autonomous libraries or integrating library sectors. Each library sector has a proud history, marked by accomplishments.

Tremendous opportunities can be leveraged as a result of being in one department, including taking advantage of broad support and expertise. As areas of the department and the sector get to know one another, opportunities to collaborate will emerge.

The board may wish to consider renaming itself, because many people do not understand what the word "multitype" means.

A discussion with the Deputy Minister ensued.
- Merrilee thanked Mr. Dotson.
- Audrey Mark showcased the Tools for Today CD-ROM and noted that a partnership made it possible.
- David Fox thanked the Deputy Minister for supporting the Multitype Database Licensing Program and supporting Provincial Library in obtaining a B01 account. David noted that MDLP has helped many libraries in the province.

Merrilee thanked Mr. Dotson for joining this portion of the meeting.

**Linking Multitype to Saskatchewan Learning's Strategic Plan**

Merrilee welcomed Linda Smith to give the board some information on how to link multitype to Saskatchewan Learning’s strategic plan.

Linda explained that the Government of Saskatchewan has adopted a new government-wide accountability framework, which places a renewed emphasis on department's creating strategic plans. The accountability framework has three components: planning, performance measurement, and reporting.

The Department of Learning's approach to developing its strategic plan is to bring together people in the learning sector and work with them to identify the value of the learning sector, common objectives, planning and policy issues, and possible performance measures.

Linda referred the board to a handout summarizing a draft version of Learning's strategic plan, including vision, principles, goals and objectives. The plan is a work in progress and is still in its early stages of development. It will be gradually developed to incorporate planning, measuring and reporting components that are supported by the learning sectors.

Learning is having a meeting on November 6, 2002 to bring together stakeholders from the learning sector. The Multitype Library Board is invited to provide a representative to attend this meeting.
Institutions and sub-sectors within the learning sector have their own strategic plans; the role of the Learning strategic plan is to bring together common objectives. At this point, the goal is to ensure that the broad language of the plan reflects all learning partners in an appropriate way and recognizes their role in achieving the vision of the learning sector.

Questions to think about are: What do you think of the plan? Do you see yourself reflected in the plan? Is this what should be achieved through the Learning sector? What is an appropriate process for moving forward? How does the plan relate to your own planning processes?

Comments and questions may be directed to June or Linda any time.

Merrilee thanked Linda for joining this portion of the meeting.

**Board Discussion**

Questions, concerns, and ideas expressed about the strategic planning process for the learning sector included:
- What is the possibility for linking government funding to components of the plan?
- How does the Multitype Library Board fit into the Learning strategic planning framework, given that others in the consultation are more formally involved in the government’s resourcing/budgeting processes?
- A role of MLB is to identify and articulate the value of the library sector.
- Provincial Library’s role may be to identify the funding needed to advance multitype initiatives; e.g. the need for more resources for Multitype Database Licensing Program, etc.
- This has helped the board to think about how it relates to the department and learning sector.

*Action Items:*
- Merrilee will find a board member to attend the meeting on November 6th if she is unable to attend. Bob, Susan, and Sharon are possible candidates.
- The board delegated the Multitype Public Relations Committee to consider the suggestion to change the board’s name.

**7. ROUNDTABLE OF IMPORTANT ISSUES FROM LIBRARY SECTORS**

A roundtable was conducted in which board members updated one another on developments in their sectors and identified issues.

**Issues Arising**

- Saskatchewan libraries that specialize in health information are exploring better ways to work together. They have formed a Saskatchewan Academic Health Sciences
Network. Susan will provide updates to the board on their activities and potential implications for multitype.

- The public and school library communities have been concerned about discussions in the Saskatchewan legislature concerning integration of school and public library facilities. The Minister of Learning has clarified that he is not encouraging school libraries and public libraries to merge facilities, but he encourages them to explore ways to cooperate. The Public Libraries Act provides guidelines on the procedures that should be followed if communities, schools, and libraries wish to explore joint facilities. Provincial Library has prepared a handout describing these procedures. Provincial Library will send copies to board members. The Saskatchewan Library Trustees Association has a document about public library/school library cooperation; it is available on their web site at www.lib.sk.ca/slta.

- The public library Gateway Project has been proceeding but struggling. Provincial Library is currently working with the gateway vendor to get the software functioning. There is potential for multitype co-operation in the Gateway, once it is fully implemented. Provincial Library will keep the board updated on developments and will provide a demonstration when possible.

- The Saskatchewan Library Trustees Association (SLTA) plans to hold a workshop on "Library Contributions to Your Community" the day before the SLA AGM. Multitype board members may be interested in attending.

- SLTA has a new web site that board members may wish to check out at www.lib.sk.ca/slta/

- The recent Role of the School Report (Schools Plus) focuses on encouraging schools to involve community activities around the school. Since it encourages school partnerships with other social agencies, it may be useful for the Multitype Library Board to review. Provincial Library will forward a copy of the report to board members.

- COPPUL is embarking on a consortia digital reference project. MLB may wish to monitor developments in this area.

- Provincial Library is investigating ways to get libraries on the radar screen of groups looking at Saskatchewan's labour market issues. It will keep the board updated.

8. MEETING DATES

The next board meeting will be Friday, November 22, 2002. The AGM Committee will recommend a date for the AGM. Other meeting dates will be discussed at the next meeting.