MULTITYPE LIBRARY BOARD MEETING MINUTES

February 11, 2004

Provincial Library, 1352 Winnipeg Street, Regina, SK
Conference Room

Wednesday, February 11, 2004

Present: Frank Winter (Chair), Rian Misfeldt, Joylene Campbell, Audrey Mark, Susan Powelson, Lalita Marfeld, Carol Shepstone, Amy Rankin (Provincial Library support staff); Afternoon: Joanne Beltramini, Patricia Caldwell, Rosemary Oddie, Delee Cameron, Naomi Kral, Charlene Kramer, Brett Waytuck (by phone), Jack Ma, Marilyn Jenkins, Marie Sakon, June Rincker (Provincial Library staff).

Regrets: Cheryl Avery, Merrilee Rasmussen, Brenda Kondra, Helene Stewart, Stephanie Olson, Phyllis Lerat; Afternoon: Diana Kichuk, Beverley Brooks, Ray Robertson, Angela Battiste, Pat Kolesar, Jane Blackett.

1. Welcome

Frank welcomed everyone.

Agenda -- The agenda was approved with the following amendment:

- Discussion of a contingency plan for the AGM, in case people are not able to attend because of the weather was added to the Multitype Database Licensing Program discussion at 1:00 p.m.

Objectives -- Frank reviewed the meeting objectives:

- To meet with the Multitype Database Licensing Committee
- To review the action plan, the Discussion paper and correspondence

Minutes -- The minutes from the November 22, 2002 board meeting were approved as distributed.

2. Correspondence

Cuelenaere Public Library

John M. Cuelenaere Public Library suggest that the Multitype Library Board sponsor workshops on confidentiality issues for staff in all types of libraries. They state that although there would be costs involved, these workshops would raise awareness and be more cost effective than if individual libraries attempted to get up-to-date information on these issues.

Frank mentioned the Saskatchewan Library Association (SLA) session that is being presented by Merrilee Rasmussen on privacy at the SLA conference in May. He also mentioned that Gary Dickson is giving sessions about the municipal side of privacy issues, although these are more for public libraries. Frank then opened this issue up for discussion.
It was agreed that privacy is an issue that affects all sectors, but it was agreed that a general session would not be specific enough to effectively address the needs of all sectors.

Frank mentioned that we had received a response from the Canadian Heritage Minister about the Library Book Rate letter that the Board sent dated January 19, 2004. There has been no reply from Mr. Ingles regarding the Board’s letter regarding the 8Rs report of January 8, 2004.

Decisions:

It was decided that we will inform the Cuelenaere Public Library of the SLA privacy session and let them know that we would like to hear from them after the session. The Board will send Eleanor Acorn an official letter announcing the SLA session on Privacy and Joy will also call her regarding this event. The Board would like to ask SLA to include questions on the session evaluation form, including: “What additional information would be useful? and What type of library do you represent?” Carol, on behalf of SLA, will ask Merrilee if she would allow the session to be videotaped for future reference. The Board would like to be advised by Gary Dickson of future dates of the “Ready or Not…Privacy legislation compliance in Saskatchewan” sessions.

3. Revised Action Plan

Frank reviewed the changes to the action plan, which included the change in timeline for the Digitization Forum and the addition of “MLB involvement with the Promotion Steering Committee”. Joy provided an update on the Digitization Advisory Committee. The Committee has decided to work with SLA, who will be providing a half-day educational session on standards. The Digitization session will now be called the Digitization Forum and will be where we would consult with the sectors and seek buy-in into an alliance and strategy. The Committee has decided to invite a broad spectrum of potential partners, including archives, museums, etc. Finally, the Digitization Advisory Group has decided that it would be helpful to send out a survey with an introduction and some context, so that they may be better able to plan and design the Forum.

The first meeting of the Digitization Advisory Committee was a two-hour teleconference with a main site in Regina and a main site in Saskatoon. The members of the Committee are Cheryl Avery, Frank Winter, Naomi Kral, Helene Stewart, Joylene Campbell (Chair) and Amy Rankin. SLA has changed the dates for the Forum to September 23 and 24, 2004.

Frank mentioned Liz Bishoff's article in the January 2004 LibraryJournal (http://www.libraryjournal.com/article/CA371048?display=FeaturesNews&industry=Features &industryid=1987&verticalid=151) titled The Collaboration Imperative, which discusses the Colorado Digital Alliance, which has the same types of partners that we are looking for. He mentioned Liz Bishoff as a possible speaker at the Forum.

Decisions:

Amy will forward Liz Bishoff’s article to the Board and will change the Action Plan to reflect the dates confirmed by the SLA for the Digitization Forum.
4. Multitype Database Licensing Program (MDLP)

Frank introduced the discussion by stating that the Multitype Database Licensing Program (MDLP) is the flagship program of the Multitype Library Board. He mentioned that the Board decided to invite the MDLP to the February Board meeting to discuss common areas of interest and communication strategies. Marilyn provided a report of the MDLP and many of their areas of interest. This was followed by a Round Table, which included an introduction of the members and their sectors, followed by a discussion of their areas of concern, which were identified on flipcharts (see appendix). Frank affirmed that the MLB works by consensus by legislation and also stated that, if necessary, we would take more time at another date to ensure complete discussion.

Marilyn’s summary included a description of the questions that arose out of the issues of decision-making and accountability. These included: “What is done by the Committee? By the AGM? By the partners?” although they recognize that the partners make the buying/financial decisions. There were also questions surrounding communication and the role of the Board and the Committee in relation to their sectors. Should the Committee use the Communiqué format? The Committee had three main questions in the Future Directions area, including status quo, growth and expansion, or change to meet needs. This area brought up the area of roles. Although MDLP started before the MLB, they developed in parallel. The MDLP Committee has a successful program and they have power because of it. Since MLB is a legislated Board, they have the power to influence and persuade. The MDLP Committee has ideas on how to move forward, but would like support from the Board.

After Marilyn’s summary, the group introduced themselves and spoke about their concerns. Please see the appendix for the transcriptions of the flipcharts. Frank then reviewed the flipcharts and identified consensus in these areas:

**Communication and Decision-making:** Frank noted that there seemed to be a lot of concern surrounding communication and decision-making. It was decided that the Committee should remain organic in composition, with a core of representatives from each sector. Each committee member is responsible for communicating with his/her sector. The Committee will let the greater community know how people can join the MDLP table.

It was agreed that the partners did not need the minutes from the MDLP meetings, but that MDLP should send out regular Communiqués in the style of MLB’s detailing the key issues. This communiqué will be written by Marilyn and Jack and will be sent to the listserv and will then be forwarded on by the members and partners. It was decided that this communiqué should not simply go to the Directors, but to library staff who are directly affected by this work. The MDLP communiqué should be posted to the MLB Communiqué listserv and it should also go to the Virtual Reference group. Two separate communiqués will be produced: one from the MLB and one from MDLP. It was also agreed that the second page of the MDLP communiqué would be a contact page so that we may have two-way communication.

**Future Directions/Growth of program:** Several people were interested in a sector/subject specific approach, which means more time by Jack and Marilyn. There is a question of capacity. There needs to be a process to deal with this. This issue was not fully discussed and will be put on the agenda for another meeting between the MLB and the MDLP Committee.
In general, people were interested in seeing the program grow, but with some reservations. It was agreed that this would be discussed at the AGM the following day.

**Roles and Accountability:** It was decided that the organic model of the MDLP committee was acceptable, but there should be a core group with representation from each of the sectors. The MDLP committee will report periodically to MLB with a list of committee members, especially when there is change.

We will continue using the AGM as a place to consult with the sectors and to make financial and other decisions for a few cycles to see if this will work. The AGM is also the place to report unspent funds or other issues and achievements of the program. It was mentioned that the Committee should have the authority to decide on a product replacement if it is a situation like the legal database replacement or the newspaper product.

The Committee’s role with the partners is to communicate with them and the sectors about new products, changes and other committee information.

**Decision:** Review roles and accountability in two to three years. A note of this review will be included in the action plan.

**Other:** Many issues and concerns appeared under the “Other” heading, including an emphasis on training and promotion. Some suggestions under this heading include the use of a discussion board and posting an FAQ on decision-making and the history. It was also mentioned that training and information sessions would allow the MDLP committee an opportunity for getting feedback. It was noted that the agreement with the partners identifies the product as databases and does not mention training. This is a possible place for expansion to be discussed for inclusion in a future agreement. This issue will be put on the agenda for another meeting between the MLB and the MDLP.

**Decision:** Add a meeting between the MLB and the MDLP Committee to the action plan for June or the fall.

5. **Contingency plan for the AGM**

Because of the bad weather, there was concern that there may be lower attendance than expected at the AGM. It is necessary to decide “How do we move forward?” at the AGM. It was decided to wait to see if there were enough people at the AGM to make decisions and if there wasn’t, then a decision on how to proceed would be made then.

6. **Discussion Paper Changes**

After having a brief review of the Discussion paper, it was decided to move this discussion to the next meeting. The Board decided that there was a possibility for a number of changes, and decided that more attention to this was needed.

**Decision:**

Amy is to revise the Discussion paper based on Helene’s comments, send it to the Board and the Board is asked to provide Amy with their comments on the Discussion Paper in preparation for a discussion at the next meeting.
7. **Round Table – sector by sector**

**Saskatchewan Library Association (SLA)**- Carol provided an update

Carol reviewed the program for the SLA conference, which is in its final edit. She mentioned that Brett and Susan will be offering a session on health, wellness and the Cochrane database. Since Jane Stewart was unable to offer an interoperability session, it was suggested that the Multitype Library Board could sponsor a training session on the databases, with handouts, including a handout brochure about the Multitype Library Board and the Multitype Database Licensing Committee.

**Special Libraries** – Susan and Lalita provided an update

Susan mentioned that the Academic Health Sciences Database network is proceeding, although a trial is waiting on staffing. The province-wide roll-out is expected to occur in 2005. She was also nominated by her staff and received an award that is normally given to direct health care workers.

Lalita mentioned that her colleagues were interested in getting more information on the MDLP and on how to use it. This relates to a communication issue. She also mentioned that she has been doing research on accessibility and web sites and will give a presentation at the next meeting.

**Public Libraries** – Audrey provided an update

Audrey mentioned that this was a busy time of year for all public libraries and also indicated that Lakeland is overwhelmed by the lack of applications for their Library Director. She also mentioned the interest in privacy issues. The public libraries have completed the Industry Canada Community Access Program (CAP) grant. Industry Canada is now looking at what kind of program should follow CAP. She also mentioned that the PNLS bursary was reinstated, which is to be used for someone who wants to study library science.

**Aboriginal Libraries** – Audrey provided an update on behalf of Phyllis

The first storytelling week organized by the Library Services for Saskatchewan Aboriginal Peoples (LSSAP) committee was the week of February 9, 2004 and three communities in Audrey’s area are participating. LSSAP is co-hosting the Fourth International Indigenous Librarians Forum in 2005. The Prince Albert Grand Council is looking at school libraries. The Peter Ballantyne Band has put a great deal of money into their school libraries. The Meadow Lake Tribal council is investing $7500 into each of their school libraries for collections. She also mentioned that LSSAP is hosting a pre-conference on Elder protocol and Aboriginal Cultural Awareness at the 2004 SLA conference.

**Saskatchewan Library Trustees Association (SLTA)**– Joy provided an update

Joy reported on the most recent SLTA meeting in Merrilee’s absence. The Minister has expressed his pleasure that this is a province where there is little rural/urban split with respect to access to information. It was also mentioned that there was need to bring spending in line with expenditures, which means that there will be cuts to the public service. This will impact what the province can do. SLTA focused their attention on the need for more funding. They wanted assurances that the funding for Aboriginal services be
maintained. They wanted the Minister to support the Library Book Rate. There was also a mention of pay equity.

**Post-Secondary Libraries** – Frank provided an update

Frank reported that the University of Regina is expanding their information commons. SIAST libraries are in transition, but this is going well. University of Saskatchewan (U of S) has just finished their budget planning cycle. He briefly mentioned that there has been a big reaction in the United States against bundled journal subscriptions. Frank mentioned that the Health Sciences Library Initiative is going well and is attracting interest from Alberta and British Columbia. He also discussed the proposal for the Resource Knowledge Network, which is the son of Canadian National Site Licensing Program (CNSLP). He ended with a description of pay equity at the University of Saskatchewan (U of S). The U of S awarded CUPE Library Assistants a 6% pay increase as a result of an extensive study of pay equity issues on campus. Frank will follow up on what is going on at the University of Regina in terms of pay equity.

8. **Wrap-up**

The AGM is on February 12, 1004 at the Travelodge hotel. The next Board meeting is May 31-June 1, 2004, in Regina.

Communiqué – highlight the meeting with MDLP; announce the Digitization Forum; announce the SLA session; Northern Library bursary; Strategic plan published on the web, library book rate; announce the new Board members.

The meeting adjourned.
Appendix – Flipchart Transcriptions
MDLP meeting with MLB

Concerns
The ✓ represents more than one person.

Communication and Decision-Making
- Communicate MDLP to special library and public library sectors ✓
- Communicate with partners and sectors
- Communicate within libraries and with library staff
- Communiqué to be used by MDLP and who to send it to
- Funding structure: if certain sectors want to go forward and one sector does not want to participate, what happens? How is this managed?
- Schools – networking meetings
- How to send/communicate efficiently and effectively
- How to receive/get information from the sectors – what channels to use to collect information? --Sector Rep
- How much information? Do we want to send minutes or a communiqué?
- Decision-making – on funding
- The surplus has to be dealt with and there could be issues.

Future Directions/Growth of Program
- Want to see the program grow ✓
- Sector/subject approach to database or subject specific databases licensing - e.g. Cochrane collaboration; 3 libraries – not cable TV model ✓✓✓
  - Role of MLB and Provincial Library (PL) – implications for PL staff – capacity, flexibility
- New products – will we have funding?
- Use of RPA to make it work for MDLP
- As funding gets tighter – need to know we have the right product

Roles and Accountability
- Role of MDLP members with partners
- Bring interests of regional libraries to the table
- Reporting on unspent funds
  - At the AGM
- MDLP – how are appointments made? Should remain organic with a core group with representation of all sectors and report this to the Board
- Review model agreement after 2 years

Other
- How to promote databases to the public ✓✓
- Marketing – logo, identity for P.W. program
- Training staff and public/users – identifying needs ✓✓
- Promote database licensing to more libraries✓
- When licensing products, try for more Canadian products, to reflect Canadian spelling
- Paying twice for the same electronic database
- Benchmarking usage – rural libraries, special libraries | comparison with other provinces
- New interface has helped with training
- Post-secondary libraries belong to a number of overlapping consortia – how does multitype fit? - Saskatchewan program speaks to funders
  - Changing environment of licensing
- How do we describe the real value – e.g. usage statistics
- Time