# MULTITYPE LIBRARY BOARD MEETING MINUTES

September 30, 2005

Saskatchewan Learning
4635 Wascana Parkway – Room 1A

**Friday, September 30, 2005**

Present: Carol Shepstone (Chair), Rian Misfeldt, Zenon Zuzak, Phyllis Lerat, Isabelle Butters, Mark Vajčner, Barbara McNeil, Lois Smandych, Joylene Campbell, Melissa Bennett (Provincial Library Support Staff), Amy Rankin (Provincial Library Support Staff)

**Regrets: Lalita Martfeld**

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<th>Agenda Item</th>
<th>Discussion</th>
<th>Action</th>
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<td><strong>Welcome</strong></td>
<td>The agenda was approved with the following amendment:</td>
<td>Publish May minutes on the Saskatchewan Libraries Web site.</td>
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<td>- Introductions</td>
<td>Discussion of the annual report, correspondence and the school libraries brief.</td>
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<td>- Approval of agenda and minutes</td>
<td>The minutes were approved with the following amendment: Loraine Salt, recipient of the Saskatchewan Libraries Education Bursary, is now employed at the Centre for the Study of Cooperatives (page 7).</td>
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<td><strong>Correspondence</strong></td>
<td>The Multitype Library Board received a letter from the Palliser Regional Library Board and sent a response.</td>
<td>Lois Smandych to call James Taylor, Palliser Board Chair, to explain that school divisions do, in fact, contribute to the database licensing program through Foundation Operating Grant.</td>
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<td>The Board would like to ensure that Palliser realizes that the funding from schools for the Multitype Database Licensing Program (MDLP) comes from the Foundation Operating Grant (FOG), which is the funding that goes to the school divisions, before the grants go to the school divisions.</td>
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<td><strong>Annual Report</strong></td>
<td>The Multitype Library Board’s annual report was tabled in July, with 40 copies tabled with the legislature. The annual report was distributed at the General Meeting.</td>
<td>Send email to people asking them to request a good copy of the report if they had received a misprinted copy.</td>
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<td>The Board was asked to review the distribution list. The Saskatchewan School Board’s Association was added to the list.</td>
<td>Distribute to list of recipients.</td>
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<td>It was noted that there was a printing problem with a few of the annual reports. These need to be reviewed before they are distributed.</td>
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Meet with MDLP - debrief

The Board and the Multitype Database Licensing Committee met to discuss the results of the September 29, 2005 General Meeting and to plan for the upcoming year. The main results from the General meeting included:

- Add a general meeting in late August to the MDLP cycle.
- At February meeting, the group will brainstorm ideas for the upcoming year (new products, evaluation of current products, etc.)
- The February meeting will also be a decision-making meeting based on the previous year’s brainstorming and the Committee’s options.
- Screening of suggested new products will occur in the spring with library staff and MDLP committee members.
- The Fall meeting will discuss a strategic planning process for the upcoming July. The meeting will also receive ballpark figures for the database purchases for the following July. This will enable partners time to budget and prepare for the February meeting.
- The Fall meeting would be followed by a more extensive testing period of potential new products if necessary.

Contribution model

There seemed to be general satisfaction for the contribution model, but it may need some minor alterations. The General meeting asked the Multitype Library Board to consider this issue. The Board decided that the sectors should have a discussion about the contribution model in their sectors and report back to the Board for further discussion and action.

The partners would like to have some guidelines and a rationale for funding the program. The Board could include this in their discussion.

The Board is also interested in having a document that describes the history of the current contributions of each sector. It was suggested that the sectors could draft this for the Board.

Planning for the future

It was decided that we need to ensure that we are creating a culture where a sector or a library can say that they cannot contribute more. If this happens with a library, it needs to be dealt with by the sector. If this happens with a sector, it needs to be dealt with by the larger group.

Board to hear back from the sectors for their discussion of the contribution models.

Sectors to submit the history of their contributions.

Create a chart detailing the roles and functions of the meetings, the committee and the board.

Have a report back from the Committee at the November Board meeting.

Send out a communiqué with the decisions from the September 29 meeting.
If a sector has a product that is of particular interest to that sector – the whole group can pursue this with that sector contributing more. Or they can pursue this as a group.

The Committee was asked to take three options forward at the February meeting:

1. Status Quo with possible increase from vendors.
2. Review current package to drop off one or more products to reduce the cost.
3. Add new products to the list according to the September 2005 general meeting.

The Post-secondary library sector requested a mechanism be in place to evaluate the databases offered by the program.

It was agreed that since the public library sector did not have consensus in their discussion of the contribution method, public library directors need to revisit this and bring their consensus to the Board.

It was suggested that the public library group needs to have a discussion about the contribution model to take back some decisions/recommendations to the Board for their consideration.

The General meeting discussed mini-consortia as a potential area of interest. More discussion needs to be done to identify how this would work. It was decided that this was a potential area of discussion for the Annual General Meeting. There was some discussion about what would need to be done for this to be effectively managed, including a discussion about roles, responsibilities and functions.

Training was also mentioned as a current issue in the program, although this is mainly in the school library and public library sectors.

Suggestions to address this included:

- Train the trainer
- Designate a provincial trainer
- Submit a proposal for grant funding for school-public library cooperation through the FOG grant, which could be done as a province-wide initiative
- Specialist training (have specialists designated across the province)

The Committee was asked to distribute a communiqué after each committee meeting to help address any potential communication issue.

It was noted that the key areas of focus are: the perception that the internet replaces libraries, support for school libraries and the promotion of libraries.  

It was noted that it is urgent to circulate the Discussion Paper. The Discussion Paper should be sent to the Minister and a meeting between the board and the Minister should be requested. A communiqué presenting the Discussion Paper should then be distributed. The Discussion Paper should also be distributed to other relevant provincial departments.  

Following the distribution to the Minister, the Board should be advised that board members can distribute the Discussion Paper more widely. For instance, the Discussion Paper should go to the Regional Directors of education. | Send Discussion Paper with cover letter to the Minister.  
Request a meeting with the Minister.  
Distribute the paper to other government departments.  
Advise the Board of when the paper can be more widely distributed. |
| **School Libraries Brief** | Provincial Library received a request from the Regina Public school board for a brief about school libraries. The Board discussed potential information to include in this letter:  
- Information about the Discussion Paper and the recommendations about school libraries.  
- Make reference to the Haycock report.  
- There should be mention of the potential FOG funding for joint projects between school libraries and public libraries. | Provincial Library to respond to the request from the Regina Public School Board. |
| **Board Member Appointments** | Frank Winter and Dianne Pammett have both resigned from the Board. The Board members suggested several possibilities for replacements for the Minister's consideration. The process for reappointments is underway. |  |
| **Digitization** | The report: Digitization in Saskatchewan and Critical Issues in its Continuing Development written by Tanya Rogoschewsky is comprehensive. The Board appreciated the report and liked the idea of having an advisory council. There was also a need expressed for expertise in digital copyright.  

It was decided that the report should be sent to Library and Archives Canada (LAC) and a request should be made to start a dialogue with LAC about this report and digitization. The Board discussed what to include in the cover letter:  
- Interest in digital copyright expertise at LAC  
- CHIN mentioned as a possible funding | Thank Tanya Rogoschewsky for her work in creating the report.  
Make the changes to the digitization report.  
Send a copy of the digitization report to the Minister separate from the Discussion paper. |
opportunity

- Suggest new funding be for joint projects, while pointing out the richness of the digitization projects developed by the archives thanks to current funding.
- Summary of the background of digitization in Saskatchewan and the inventory report. There is a need to move forward with digitization in Saskatchewan.

The Board would like to add an executive summary to the report. The executive summary should be included on the Saskatchewan Libraries web site as an introduction to the full document that will be made available on the web site.

It was suggested that a searchable database of the information collected by Tanya should be included on the Saskatchewan Libraries web site.

The Board discussed how to proceed with the recommendations in the report. The Board could create an advisory group to build the appropriate core of the alliance that would have its own term of reference and could operate independently.

Possible terms of reference for the advisory group could include:

- Write terms of reference for a Saskatchewan Digital Alliance [Create the permanent terms of reference of the Alliance – to come from a broader audience].
- [Increase public knowledge of digital resources available in Saskatchewan to guarantee that those existing digital projects are used to their full potential.]
- Review the functions mentioned on page 12 of the report and prioritize.
- Review values proposed by MLB – access, interoperability (page 47 of the report).
- Create a digitization planning document (best practices framework).
- Recommend criteria for funding pilot projects.

If a pilot project is to be undertaken, the Board suggested a need for selection criteria and principles, including:

- Collaborative project
- Saskatchewan content
- Interoperability
- Search function – accessibility for all

The Board suggested the following areas for possible involvement on the advisory council:

Send the digitization report to LAC.

Send a copy of the report to Culture, Youth and Recreation to let them know what was achieved with the funding for a summer student.

Publish the report on the Saskatchewan Libraries web site.

Karen Der to create metadata for each of the entries to include in a searchable database.

Send a copy of the report to those that participated in the inventory survey.

Board members to review the recommendations with various communities.

Revisit this discussion at the November Board meeting.
The Board agreed that Tanya Rogoschewsky should present this report at the Saskatchewan Library Association Conference in May 2006. It was suggested that a board member could be present to answer questions about the steps that had been undertaken since the report.

It was also suggested that Wendy Newman could offer a session at the conference on the results of the 8Rs report.

**Multitype Unit Report**

Amy Rankin provided a report from the Promotion Implementation Working Group.

Joylene Campbell provided a report on the Department of Learning’s ongoing organizational assessment.

Provincial Library has been working with the Public Service Commission and other library staff to develop a competency profile for librarians. This is a result of a recommendation from the Recruitment and Retention issue in the Discussion Paper.

Melissa Bennett began a new position at Provincial Library as Director, Library Planning and Administration.

The current staff of the Multitype Unit are:

- Karen Der, Webmaster
- Jack Ma, Information Resources Management Specialist (Collections)
- Amy Rankin, Coordinator, Multitype Library Services and Acting Manager, Multitype Library Development

The unit is currently short-staffed.
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<th><strong>Round Table reports</strong></th>
<th>The Round Table reports were postponed until the November Board meeting.</th>
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<tr>
<td><strong>Communiqué</strong></td>
<td>Include:</td>
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<td>• Note about annual report;</td>
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<td>• Statement about the Discussion Paper;</td>
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<td>• Digitization inventory work and draft report;</td>
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<td>• Promotion during library week;</td>
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<td>• Staff changes in the unit;</td>
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<td>• MDLP discussion about yesterday’s meeting;</td>
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<td>• Date of next board meeting; and</td>
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<td>• Board appointments update.</td>
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<td><strong>Next meeting</strong></td>
<td>The next meeting is November 17-18 in Saskatoon.</td>
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<td>[The date was subsequently amended to November 18.]</td>
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<td>Discuss AGM at November Board meeting.</td>
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