**MULTI-TYPE LIBRARY BOARD MEETING MINUTES**

**June 21-22, 2007**  
**Bothwell Branch−**  
**Regina**

**Thursday, June 21, 2007**

Present: Julie McKenna (vice-Chair); Joanne Beltramini; Mary Chipanshi; Joan Martin; Isabelle Butters (P.M.); Charlene Sorensen; Heather West; Mark Vajčner; Bryan Wilson (A.M); Joylene Campbell; (Brett Waytuck; Jack Ma; Elgin Bunston, Provincial Library Support Staff)

Regrets: Zenon Zuzak (Chair), Bev Siebert, Joan Martin, Wendy Sinclair−Sparvier,

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<tr>
<th>Agenda Item</th>
<th>Discussion</th>
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| Welcome & Introductions  
- Approval of agenda  
- Approval of March minutes | The agenda was approved after the following changes were made: add Bill C-458 to the correspondence section; move the closure of the Resource Centre to Friday at 9:30 along with a new item “Questions for the ADM”; begin Friday with the appointment of the Board chair and vice chair. The minutes were approved as amended. | Publish March ’07 minutes on the Saskatchewan Libraries website (Multitype Unit). |
| Correspondence | The Board sent a letter to the Minister of Learning making recommendations for the Digitization Pilot Project Grant. The Minister’s response letter indicated that that “Expressions of Saskatchewan Aboriginal Life” and “Culture and Heritage Image Bank of Southwest Saskatchewan” would receive $20,000 and $5000 respectively, as recommended by the Board.  
The Board sent a letter to the Mayor of Regina explaining the potential impact on archival services if City Archivist position is eliminated. The Mayor’s Office responded with information about the Finance and Administration Committee meeting on this issue. Two weeks later, another letter was received by the Board outlining the changes to archival services including the elimination of the City Archivist position.  
The Board received the Saskatchewan Library Association (SLA) Report on the Libraries Education Bursary Program. Provincial Library has given $5000 to SLA this year in support of the bursary and additional funding is possible. SLA is working on a fundraising campaign as discussed at the March Board meeting. | |
| Business Arising | Mervin Tweed, Member of Parliament for Brandon Souris has introduced a private member’s bill, Bill C-458, that would guarantee the continuation of Canada Post’s Library Book Rate and expand the program to cover non-print library materials. This bill | Board members should send letters to local MPs on behalf of their institutions in support of Bill C-458 |
has passed first reading.

At the last Board meeting, it was suggested that a future meeting should include some First Nations groups and possibly the First Nations and Métis Relations Branch. Provincial Library will provide the Board with a background paper on promoting a representative workforce before the Board takes this step.

The Board agreed that it is appropriate to have three Provincial Library staff members at the table in addition to the Provincial Librarian (Provincial Library staff were excused while this discussion took place).

It was decided that the Board does not need representation on the Saskatchewan Libraries Week Committee since it has no programs in conjunction with Saskatchewan Libraries Week this year.

MLB Logo Use Policy
Several suggestions were made to improve the logo policy document from word changes to specifying the font style. This document will be added to the web site after it has been updated and it should also become part of a future Multitype Library Board policy manual.

2005 Promotion Campaign
This process was informed by a section of the Board’s first strategic plan called “the way forward” that states that a multitype system is the best option for addressing challenges faced by Saskatchewan libraries. However, Amy Rankin, who led the campaign, found that the primary beneficiaries of the promotion campaign were public libraries and school libraries. The Board had no objections to these sectors proceeding with promotion without MLB involvement. High speed connectivity has not been set up in every school yet, so promotion will need to be ongoing as schools continue to be connected.

Saskatchewan Library Trustees Association (SLTA) is concerned that much of the public does not understand e-library services. SLTA has asked the public library directors to use $10,000 for the promotion of public libraries. A committee of three people, including a professional public relations person from Saskatoon Public Library, is to create the promotion plan.

Provincial Library is in the process of creating a new position that will include promotion and e-library training for public libraries.

this summer. A template letter will be provided for all Saskatchewan libraries who want to join in this campaign. (Multitype Unit will provide the template.)

Provincial Library will prepare a briefing note for the Minister requesting that the Department of Learning send letters to the Prime Minister, Bev Oda and Lawrence Cannon. (Elgin)

Forward LAC’s report to the Provincial and Territorial Public Library Council to the Board. (Joylene)

Add updated logo use guidelines to the Sask Libraries Web site. (Multitype Unit)

Investigate trade marking the MBL logo. (Multitype Unit)
| Library 2.0 Presentation (including Mary’s Wiki) | Elgin showed the group his My Yahoo page to demonstrate an RSS feed reader. The group was shown an example of a blog and the Saskatchewan Digital Alliance’s position statement on AlouetteCanada, created using Google Docs, was used to demonstrate that application. Mary then demonstrated the wiki that she created for a journal club for healthcare professionals. She used a free service that allows point and click editing called Peanut Butter Wiki. Some other wiki applications may be downloaded and hosted on an organization’s own servers. | Prepare an ITO service request to find out what social software is appropriate for a Minister’s advisory board. (Multitype Unit) |
| Saskatchewan Libraries Website Strategic Directions | Assessment Report  

**History**  
Provincial Library initiated a web site for the library community in 1995 that included public documents and the library directory. In 1996, the *Libraries Co-operation Act* mandated the inclusion of information for public libraries, post-secondary education libraries, school libraries and special libraries. In 1999, it became the official web site of the Board and was redesigned with the help of Darlene Fichter. Since that time, the site has aggregated library information resources and staff tools from many disparate sources to make it a starting point for searching for library staff and trustees. Public users also find information, including the archive of Peter Griffiths’ columns. The site provides links to library web sites and catalogue systems in Saskatchewan, library announcements, staff tools, reports and documents relating to libraries, and links to electronic information resources and e-library service promotion site (http://www.mylibrary.sk.ca).  

*Mylibrary* was designed to promote e-library services provided by libraries and redirect individual library patrons to their local library for access. It also hosts promotional tools for library staff to download and use.  

**Changes**  
In 2006, a decision was made to redesign and streamline the site to make it easier for the web master to maintain.  

The Board suggested that the Sask Libraries site and the Mylibrary site be more clearly separated. Web 2.0 software should be used to provide better and more interactive services for users. The Sask Libraries site needs to foster sector to sector discussion between Board meetings. Serials Solutions should go on both sites to make journal searching easier. |
**Purpose and audience**
The Board wants the web site to reflect its primary audience. People who work for libraries and other information providers or memory institutions should be the focus of the site. The Board would like the site support sector to sector communication or foster discussion between Board meetings.

The Board will bring the following questions to the September General Meeting:
1. What is the role of the Saskatchewan Libraries website?
2. Given the audience and purpose of the site, what existing content should be retained and what is missing?
3. What communication technologies do you want to see on the Saskatchewan Libraries website?
4. How do you want to communicate with the Board and among partners between two general meetings?

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**Friday, June 22, 2007**

Present: Zenon Zuzak (Chair); Julie McKenna (vice-Chair); Joanne Beltramini; Mary Chipanshi; Joan Martin; Isabelle Butters (P.M.); Heather West; Mark Vajčner; Joylene Campbell; (Jack Ma; Elgin Bunston, Provincial Library Support Staff)

Regrets: Bev Siebert; Joan Martin; Wendy Sinclair-Sparvier, Brett Waytuck

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<tr>
<th>Confirmation of Chair and Vice Chair</th>
<th>The Board confirmed Zenon Zuzak and Julie McKenna as the chair and vice chair respectively. Their terms will continue until the June 2008 meeting.</th>
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<td>Discussion on Information Literacy Session at SLA</td>
<td>Julie handed out a report from SLA’s <em>Forum</em>. The panel discussion at SLA was intended to bring the Department of Learning and the Education Faculties into contact with school librarians to discuss the promotion of information literacy. The panelists saw possibilities for collaboration with libraries. The challenge is to continue the discussion among the Department of Learning, educators and teacher librarians. University of Regina’s education program has an information literacy focus and University of Saskatchewan is moving in that direction. Teachers want students to learn to ask questions to develop information literacy, while public libraries tend to provide answers. Some coordination needs to take place between these sectors.</td>
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Rural students can receive class instruction their schools via technology, so integrating information literacy into the schools will be crucial. Librarians must remind teachers that information literacy must go beyond the walls of the library.

One of the challenges of promoting information literacy is that teachers responsible for school libraries rarely have library qualifications. The Board agreed that all teachers in training need to be taught information literacy. The Board could consider advocating for the reinstatement of the Curriculum Actualization Consultant role held by Judy Nicholson. That position could help ensure that the Department of Learning includes information literacy in school curricula.

The Board can recommend that Saskatchewan universities include more library studies, especially for teachers. Education degrees used offer a major in Library Science. One option for improving d should advocate for a B.A. program in library science.

Some joint public-school libraries have been successful and this might be a way for more schools to meet the legislated requirement to provide library services. Small rural schools currently struggle to provide mandated programs such as music and physical education and library services do not receive targeted funding.

The Learning Sector Advisory Committee meeting was attended by Zenon and other library representatives, early childhood education advocates, First Nations groups and others. Tom Chell and ADM Darren McKee both expressed a belief in the value literacy and the role of libraries in promoting literacy. The Department of Learning was interested in feedback from various stakeholders for their strategic planning. A “womb to tomb” approach to learning was discussed, which is even more fitting for libraries as a sector than for the department.

The Board needs to consider how to help universities to include information literacy for teachers so they learn how to assess information, websites, etc. What strategies can the Board develop? There is a need to increase overall literacy in the province for its economic development all sectors can play a role. K-12 libraries are crucial in the beginning stages of literacy. Other provinces, including Ontario and Manitoba have information literacy plans that include “scope and sequence” statements. The Board should look for ways the Department of Learning can embed literacy and information literacy into its

Julie will provide contacts at University of Regina regarding library-related programming.

Bring the pages on libraries from the Continuous Improvement document to the next meeting (Joylene) [November]

Bring the document related to international policy on information and technology. (Joylene) [November]

Invite Jane Thurgood-Sagal to a future


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<th>Discussion for future meeting: Strategic initiatives; womb to tomb information literacy partnerships; information literacy as a Multitype Library Board strategic direction; other important types of literacy (i.e. health literacy, visual literacy as described as museums).</th>
<th>meeting to discuss information literacy in schools. (Joylene) [Possibly November]</th>
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<td><strong>Ideas for Board to discuss with ADM</strong></td>
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--Resource Centre closure.  
--Learning sector advisory meetings that ADM was involved with.  
--Extending grants for community partnerships program for future years.  
--Beginning a pilot project for lifelong learning that includes partners beyond public and school libraries. (i.e. Health libraries, universities and others). |
| **Closure of the Sask Learning Resource Centre** | The alternative format collection is now with the policy branch responsible for children’s services. Alternative formats are to remain on the catalogue and the holdings information will identify the new locations. Some materials are going to the departments that purchased them. Legislative Library will receive some of the collection, as will the universities. Since the dispersal includes collections that had been part of the interlibrary loan system, some Board members suggested that the result will be less equitable access. Learning has identified literacy as a priority and now the government has a competency profile that outlines the roles of librarians in government. Some Board members expressed their surprise that the Department of Learning would choose to eliminate the resource centre and limit the library services available to its staff. Now that Department of Learning has no library, some Board members were unsure about consequences for the department’s participation in MDLP. Jack stated that every partner in the program is required to have contact person who takes responsibility for administering the program, though not necessarily through a library. Next meeting— Discuss the policy of organization participating in MDLP without a library and bring ideas to the next AGM. |
| **Multitype Database Licensing Program Update** | Since the February AGM, the committee has had monthly meetings regarding product evaluations. Representatives have sought feedback from their sectors and the response has been positive. The committee wants to red flag Canada Info Desk. Jack to forward information about e-book purchases to the Board. |
because of an expected large price increase. Cedrom has added some new content and also plans a large price increase. K-12 needs to discuss the possibility of paying for price increases for French language databases because other partners get far less use from them. MDLP is reviewing French language databases to find the best value.

The Provincial Auditor’s Office library has been closed and they have ended their participation in the program.

E-books—the committee has decided to purchase 28 Gale reference e-books. A subcommittee will create guidelines for future e-book purchases to present at the Annual General Meeting. The rest of this year’s surplus generated from bank account interest will be spent once the guidelines are in place.

The Health Quality Council has agreed to provide funding for the Cochrane Library.

What can the Board do to help the partner libraries’ boards understand the range for reasonable cost increases in MDLP products? Researching historical cost increases by subject area would help directors explain what is reasonable to their boards. Universities have this information. Even with no program growth, cost increases are to be expected. Library boards need to understand what it means to be part of this program and what it will cost.

| Saskatchewan Digital Alliance Report | When the Board receives reports from the pilot projects it will be in a better position to make recommendations to the partners on Alouette, depending on the results. The Digital Alliance should consider having Manisha Khetarpal (Swift Current City Librarian) and her partners promote Alouette at the 2008 SLA conference and museums conferences. Schools need to be involved with SDA. School divisions could be involved with digitization. Primary source materials are always of interest to schools. | Ask Brian Bell what other provinces and the Ontario Library Association have done to partner with Alouette (Elgin). Discuss creating an Education Institute program on AlouetteCanada with SLA. (Julie) Find out if Brian’s presentation can be hosted on the Sask Libraries web site. (Elgin) |
| ADM Darren McKee | The Department of Learning recently had a strategic planning meeting that included all of its strategic partners for the first time, including the Literacy Commission, Early Learning and Child Care and libraries. The plan includes different perspectives, | Find out what French databases are used in Quebec from BNQ. (Jack) Ask the university reps on the MDLP committee for information on database fee increases (Jack/Elgin). Let the MDLP Committee know that the Board is very pleased with the work they have done, especially with policy development. (Jack) |

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yet everyone involved had literacy as a common interest.

The diverse group left many with a broadened perspective on what learning means. Darren McKee would like to hear from Zenon about strategic plans in other sectors.

**Community partnership grant program**
Continuation depends on explaining why it is necessary. What are the outcomes? The challenge is quantifying the outcomes and putting forward a business case because funding requests need to go to the Treasury Board. Reports from completed projects are a starting point. Including more partners is a possibility.

**Resource Centre**
The restructuring moved professional expertise to branches where it is best utilized and branches will have to think strategically about finding better ways of gathering and sharing information.
The Learning Department was last to move away from the resource centre model. Expertise will remain within branches, though some gaps will need to be filled.

Learning still values libraries. Policy people will have to find a new strategy for doing their work.

At a future meeting, the Board will discuss how an assessment of the impacts of library closures might fit in with its strategic plan.

**Multitype Library Development Unit Report**
The Annual Report draft is with the Communications Branch and will go to the ADM and DM for approval next week.

The competency profile for professional librarians has been completed and is now on the PSC web site. The reason the Board asked for this document was to enable other organizations to use a competency-based hiring process. The next step is to create a statement about why the library degree is necessary.

Provincial Library is beginning a new competition for the Information Coordinator position.

**Round Table (Sector Reports)**
**Provincial Library (Joylene Campbell)**
The Library directors’ retreat was about generating ideas for a province-wide strategic plan. The question was, “what do we want to achieve together.” The vision, mission, goals, and principles for five years were drafted. One of the eight goals has to do with life-long learning.
A single integrated library system (ILS) has been discussed as part of the vision for true equitable access. The ADM supports moving ahead with the business case for the single ILS. Public libraries would be added first and schools would be added later. The working group is aiming to be ready for an RFP by April 1, 2008. The school Sector will be involved in the project.

The Provincial and Territorial Public Libraries Council is trying to establish a council of Ministers who are responsible for libraries.

The CLA conference included a session called “Working with the IT Department: Positive Public and Academic Library Experiences.” The session responded to the questions: What skills and assets should the library manage, what should be handled by a broader IT department?

The Community Access Program has been extended and Saskatchewan is receiving a substantial increase.

Archives (Mark Vajčner)

The City of Regina has restructured its archives and eliminated the city archivist position. The archives will now be part of the records management area. Access will now be provided by appointment only. The archival assistant will have to maintain the collection even though it will likely be moved.

The Saskatchewan Council for Archives and Archivists (SCAA) hired a new executive director who happens to be the former City of Regina Archivist. This position takes over the duties of the former outreach position as well as some administrative duties. The strategic planning process has been facilitated by a consultant. The SCAA website is being redesigned for better accessibility and usability. SCAA is now receiving regular Sask Culture grants with its cultural organization status.

At the AGM in North Battleford, a new general institutional class of membership for non-archive institutions was established. Council secured funding for short vignettes on SCN, similar to ones the federal government’s Heritage Moments. The first vignettes will be ready by archives week in February 2008.

Canadian Council of Archivists conference will be held in Saskatchewan in May 2008.
Saskatchewan Library Association (Julie McKenna)
The theme for SLA’s 2008 conference is “Prairie Partnerships, Expanding our Horizons.” It will be a joint conference with the Manitoba Library Association. Saskatchewan Health Libraries Association recently met with SLA to discuss health literacy and will be joining in the 2008 conference planning.

The SLA Board wants to visit libraries around the province to discuss issues and plans to prepare a list of questions. The Board was asked if it wanted to recommend libraries that SLA should visit first. The Board will leave that decision to SLA.

SLA’s advocacy committee has been actively writing letters during campaigns to prevent the closures of the Saskatchewan Learning Resource Centre, the City of Regina Archives and the Legislative Library of British Columbia.

SLA has discussed ideas for regional last copy storage. The Provincial Librarian pointed out that storage space is limited for all libraries and SLA needs to present a rationale for last copy storage. Before the Board does any initial thinking on this issue, several questions must be answered, including: Is the information in these books critical? Which organizations have the space for last copies? How can last copy be defined as a Board issue?

SLA is investigating a new idea for promoting a representative workforce and plans to seek assistance from the Board once the details have been arranged. The plan is to initiate an internship or co-op placement that is shared by several institutions in various library sectors. This program would allow participants to experience different areas of librarianship while avoiding contract issues that forbid interns from taking work away from librarians.

Special Libraries (Mary Chipanshi)
Public Health has placed many documents in the City of Regina Archives and they are concerned about access to these documents with the recent elimination of the City of Regina Archivist position.

Mary and her colleague, Jeff Mason, explained the Multitype Database Licensing Program to the Saskatchewan Health Library Association at their last meeting.

Saskatchewan Health Information Resources Partnership (SHIRP) now has a portable lab with four
computers and wireless laptops for training in rural areas. MDLP resources are also used in this training.

SHIRP has a tiny logo that appears on licensed resources accessed through SHIRP. Clicking on the logo takes you to the SHIRP page. The Board could look at doing the same.

**Post Secondary Sector (Heather West, Charlene Sorensen)**

SIAST recently hired a new librarian and both universities have plans to hire new librarians.

The University of Saskatchewan Library prepared a new strategic plan for 2007-2012 and one of the strategic directions places an emphasis on relationships. The University Learning Centre/Library Transformation Project is underway and one of the outcomes will be more social learning space for students. There has been discussion about establishing digitization facilities and some digitization of theses and dissertations is underway. Deborah Lee, the new Indigenous Studies Portal (iPortal) coordinator is from a First Nation and has a research interest in Aboriginal librarianship.

**School Libraries (Bryan Wilson, Joanne Beltramini)**

Bryan pointed out that human resources and technological resources are limiting factors for providing library services in some areas. Rural schools will not easily meet the requirements of new legislation requiring library services because budgets are tight. Many schools already struggle to fund physical education, music and other important areas.

Some schools that have been amalgamated had teacher librarians and there is fear that positions will be lost since between .2 and .55 of a position is typically responsible for a library. Teacher librarians have begun a letter writing campaign to bring back the curriculum actualization position.

**Public Library Sector (Zenon Zuzak, Isabelle Butters)**

Saskatoon is on the short list of potential host cities for the 2010 CLA conference.

At the recent public library directors’ retreat, there was planning for province-wide seamless access to information.

The Learning Sector Advisory Committee created a performance plan that includes goals for the next two
years. Lifelong learning is part of the department’s new vision. Zenon noted that it was important for libraries to have a voice at the table, especially in discussions about co-operative projects to serve communities.

Saskatoon Public Library is currently working on its collective agreement. The new branch is opening soon and the building will be leased from Sask Housing. Curtis Peeteetuce, the writer-in-residence, has helped increase library usage.

Saskatchewan Library Trustees Association (SLTA) has created an ad-hoc committee to prepare for the next provincial election. The committee will distribute questions for trustees to bring to public meetings to ask candidates what they will do to support the public library system if elected. SLTA’s next meeting is in September.

Commemiqué

- New members
- Library Book Rate, Bill C-458
- Digitization, SDA digitization projects
- MLB logo policy
- Information literacy session at SLA
- Sask Libraries web site and Web 2.0
- Chair and vice chair
- Resource Centre Closure
- Meeting with ADM, Darrin McKee
- MDLP update
- Closure of Regina City Archives

Draft and distribute commemoriqué. (Elgin)

Next Meetings

AGM September 13 and Board meeting September 14, 2007 at the Rusty MacDonald Branch in Saskatoon.

November 22-23 in Regina

Adjourn

The meeting was adjourned.