 Saskatchewan Association of Community Living  
Board Room  
Monday, November 8, 2004  

**Present:** Frank Winter (Chair), Rian Misfeldt, Lalita Martfeld, Carol Shepstone, Stephanie Olson, Isabelle Butters, Joylene Campbell, Amy Rankin (Provincial Library support staff).  

**Regrets:** Cheryl Avery, Phyllis Lerat, Audrey Mark, Lois Smandych  

---  

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>Frank welcomed the Board.</td>
<td>- Publish minutes on the Saskatchewan Libraries Web site</td>
</tr>
<tr>
<td>Introductions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval of agenda and minutes</td>
<td>- The agenda was approved as distributed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The minutes from the May 31-June 1 were approved after amending them to include Audrey and Lalita’s changes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Faith Bodnar, the Executive Director of the Saskatchewan Association of Community Living, welcomed the Board to their offices and provided a brief history of the organization. Ms. Bodnar stated that their library is their single biggest asset outside their physical building. She has also invited the Board and the library community to use the Association’s boardroom for meetings whenever it is available.</td>
<td></td>
</tr>
<tr>
<td>Digitization Forums Report</td>
<td>The Forums were a success, with more than 100 people attending between the two locations. Positive feedback from attendees included praise for the speakers. Both groups stated a need to ensure that all potential and interested parties be at the table from the beginning. The Board discussed the summary results document based on the discussions at the Forums and suggested some changes.</td>
<td>- Contact other groups to identify potential interest and get on their agendas (Amy) - Hire consultant to begin the work on the inventory [talk to archives and museum folk for suggestions of names] (Amy and PL) - Have an interim report to the Board in February. - Get information to the participants from the Forums (rewrite summary notes and provide information on the next steps) (Amy)</td>
</tr>
</tbody>
</table>

It was suggested that there is a need to get in touch with other potential partners and get on their agendas to communicate and consult with them about a Saskatchewan digitization alliance.  

It was agreed that an important first step in responding to the feedback from the Forums was to begin the process of creating an inventory of existing collections, including those of archives and museums. Provincial Library will seek a contractor to undertake this work. If possible, an interim report will be provided to the Board’s February 9
meeting.

The purpose of this is to:

- Find out who is interested in participating in a Saskatchewan digitization alliance
- Find out who is doing what – identify current projects and existing collections (it was also suggested that this point of contact could also provide contacts for others who have projects)
- Contact the missing groups from the Forums

The Board brainstormed about the possible roles of the consultant and suggested the following:

- Make the informal connections with potential partners and use these contacts to identify others.
- Create content for the website
- Market and promote the concept of a digitization alliance
- Create the inventory
- Identify existing collections, projects and interest in future collaboration (also, identify standards used and if the projects were as a result of a collaborative effort)
- Deliverables would include the inventory and identification of interest in collaborating in a Saskatchewan digitization alliance.

The inventory will include projects occurring in Saskatchewan and groups’ participation in other projects (ex. Our Roots project).

It was decided that at the same time the consultant is working, the Board members would meet with interested groups. Although there is a need for a technical working group, it was decided to get an interim report from the consultant before creating this group. The Board also decided to set aside the discussion on principles for digitization projects until further consultations have occurred.

The Board agreed to steps 3 to 6 in principle from the timeline found in the digitization results summary. These are to be reviewed at the February meeting. Finally, the Board agreed to use the name a “Saskatchewan
Rick and Karen Schwier presented the Saskatchewan Association for Community Living’s website, which they redesigned to fit the needs of the organization, including accessibility issues.

The website is designed as a web portal, which presents its own accessibility issues, but was used to provide a simple design with less information per page. Dr. Schwier noted that people with intellectual disabilities have some issues with navigating the web. To deal with this literacy issue, the Schwier’s incorporated an audio adviser to provide audio help with the pages. In designing the website, the team undertook usability testing to identify possible issues on the website.

In general, this is a typical corporate website with a lot of layers, but they also included a stories area for people with intellectual disabilities to share their stories. The first audience of the website is staff, adult caregivers, etc.

Overall, according to Dr. Schwier, good design based on an audience analysis, matters (function over form). Improvements undertaken for one audience will often improve service/performance for other audiences.

Finally, it is important to understand the use of plain language for websites designed to be inclusive. To test plain language, ask a user to read it and see if it works.

It is important to note that there are costs associated with dealing with accessibility. There are also many places that offer good recommendations and guidelines to follow. For example, the W3C have good recommendations about the technical and physical aspects of accessibility, but does not offer much in terms of cognitive issues.

The Board was asked to discuss their role in terms of this issue. Two roles were mentioned:

- Educational role (through the AGM, an SLA session, etc.)

Modeling role through ensuring that digitization projects are designed to address accessibility.

Saskatchewan Library Association has reserved a time to discuss this. - Carol will contact
Conference Session

slot on Friday morning for a MLB sponsored session. This is not the joint conference day. Previously, the Board suggested a digitization session. The Board discussed the following possibilities:

1. Practical session (ex. Digitization on a shoestring)
2. Brian Bell reports on national initiatives combined with a report on the Saskatchewan situation (inventory/website)
3. Educational session (e.g. digital copyright)
4. Accessibility and web design (including tools)
5. Panel of archives, museums and libraries

It was decided that the Board would sponsor a session consisting of Brian Bell, Director of E-Services Development at HALINET and Chair of CIDL Steering Committee, and an overview of what is going on in Saskatchewan. The other possibilities may be pursued later, or in other venues.

Business Arising from Previous Meeting (8Rs report)

Carol reported on the 8Rs research based on her conversations with the researchers. They are still in the process of doing the initial analysis of the data. The survey questions were divided into six main categories:

1. Background questions (level of education, current position, etc.)
2. Job mobility
3. Job attitudes/satisfaction
4. Career development/training/education
5. New Professional Librarian Entrants or New Entrants to Library or Mid-career and senior librarians or Mid-career and senior staff
6. Demographic and Workplace information

It was suggested that we might be able to distill some Saskatchewan information from the survey results. If an analysis is done to retrieve Saskatchewan data, it is necessary to consider sample size and anonymity. There is no conclusion as to how many responses were sent in from Saskatchewan. Carol suggested that there might be fewer privacy/confidentiality issues if the data from similar provinces is grouped together.

Carol also concluded that there are questions of interest to the Saskatchewan library community that are missing from the survey. This could result in rewording existing
questions or adding new questions.

The Board will wait until the general overview report is available before determining possible next steps. The researchers have offered that the data can be extracted and analysed for a fee. They have also suggested that we may adapt the survey to meet our needs and resurvey Saskatchewan.

**Report on the meeting with the Minister**

This was an informal meeting between the Board members who were at the Digitization Forum in Regina and the Minister on September 23, 2004. The meeting included discussions about libraries and information management, including the differences between information management and information technology. The Minister expressed interest in digitization and the K-12 sector. The discussion also involved the success of CommunityNet and the implications for multitype projects.

**Board appointments**

The terms of many Board members expire in January. Those at their end of their first terms were asked if they would let their names stand for consideration by the Minister for a second term. These Board members include Rian Misfeldt, Phyllis Lerat, Stephanie Olson, Cheryl Avery, Lalita Martfeld, and Lois Smandych. Audrey Mark is at the end of her second term and cannot be reappointed to the Board. There is also a need for a replacement for Brett Waytuck, who resigned from the Board in May 2004 due to the abolition of the Saskatchewan Health Library. The Public Library Directors will recommend three names for a replacement for Audrey at their November meeting. The Board suggested names for a replacement for the special library sector to replace Brett.

Frank Winter expressed appreciation to all those stepping down from the Board. Your contributions have helped make the Multitype Library System a success.

**Round Table on sector issues**

**Public Libraries (Isabelle Butters)**

The SLTA executive has written their Brief to the Minister, which includes mention of provincial funding for libraries, capital expenditures and services to Aboriginal people. Other important issues were the success of learners, e-learning, the universal library card and social and economic development.

- Initiate the appointment process in the Department. (Amy)
- Orientation for the new Board members.
- Lalita will investigate how this might affect the Saskatchewan Association of Community Living.
The next Library Directors’ meeting is on November 30. Allan Johnson is the public library representative on the Learning Sector Strategic Plan Committee. Wheatland has produced a Management Report specific to Wheatland.

**School Libraries (Stephanie Olson)**

October 25 was declared Saskatchewan School Library Day by the Minister. The national association of teacher librarians is back under the Canadian Library Association.

An issue that is worth noting is that Saskatchewan school libraries have always held Scholastic Book Fairs in their libraries and the company has closed their Saskatchewan office.

Stephanie also provided an update from the Learning Sector Strategic Plan Committee. She mentioned the value of the committee as supporting communication among the sectors in Learning.

**Special Libraries (Frank Winter)**

The Saskatchewan Health Information Network has received funding for phase three of the accreditation upgrading. Phase two including the health districts hiring librarians. Phase three involves rolling out these resources to all medical/health professionals in the province. An issue surrounding this is the need for a way of controlling access to the resources. This will involve hiring two librarians to handle the project management and training.

**Saskatchewan Library Association (Carol Shepstone)**

The Saskatchewan Library Association is very busy with the 2005 joint conference planning. They are also continuing work on the expansion of the continuing education program, which means the availability of more online courses and presentations to the Saskatchewan library community. This expansion is as a result of the partnership of BCLA, SLA, OLA and LAA. Other benefits to this partnership include merchandise and much more.

Tuesday, November 9, 2004
Present: Frank Winter (Chair), Rian Misfeldt, Lalita Martfeld, Carol Shepstone, Cheryl Avery, Stephanie Olson, Isabelle Butters, Joylene Campbell, Amy Rankin (Provincial Library support staff).

Regrets: Cheryl Avery, Phyllis Lerat, Audrey Mark, Lois Smandych

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion Steering Committee update</td>
<td>Julie Arie (Provincial Library), Co-chair of the Promotion Steering Committee and Rian Misfeldt provided an update on the work of the Promotion Steering Committee. The committee met in June and October and have produced a draft communication strategy, which is in the process of being updated. In June, the committee discussed the potential of the campaign and decided that it should start with Library Week and continue after. The most recent meeting created design criteria for use by Brown Communications. The Committee created an advisory sub-committee to advise on the selection from the three choices. This committee has representation from each of the sectors and SLA. The final Steering Committee meeting will be held in December and the committee will then be disbanded. The next step is to form an Implementation Committee. Another product of this group was the creation of a promotion activities database that continues to evolve. At the last Board meeting, the Board discussed the lack of school representation on the Committee. Four school representatives were invited to the Committee, with two attending the June meeting and one attending the October meeting. There is a school representative on the Advisory sub-committee as well.</td>
<td>Agenda for next Board meeting will include an update from this group.</td>
</tr>
<tr>
<td>Discussion Paper</td>
<td>The Board discussed the changes to the Discussion Paper that Amy made in response to the Board’s suggestions at the last Board Meeting.</td>
<td>Update the Discussion paper based on the Board’s recommendation s. (Amy)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Discuss these changes at the next meeting.</td>
</tr>
<tr>
<td>School Libraries research and</td>
<td>Delee Cameron, Director of the Instructional Resources Unit, met with the Board to provide an update on research</td>
<td>Update the schools sections in the Discussion paper. To</td>
</tr>
</tbody>
</table>
Most research about school libraries and how they affect student achievement has been done in the States. The Department of Learning has not done thorough research about the impact of school libraries in the past, although a thorough review could be done in conjunction with the curriculum studies but would take a lot of resources.

A reference committee with representation from STF, SSBA, College of Education and the University of Regina has been formed to revise the 1988 provincial standards for school libraries. School divisions are amalgamating over the next two years. It is necessary to emphasize that school library planning is essential and that there should be a teacher-librarian position at least at the Division level. Saskatchewan Learning is contemplating revising the Education Act to require that school divisions have a selection and challenge policy. There will be consultation with many groups to determine whether to proceed.

The restructuring process may provide an increased opportunity for accountability with respect to the role of school libraries in student achievement.

Every spring and fall, Naomi Kral and Delee Cameron meet with the education directors to update them on learning resources, the Multitype Library Board, on curriculum updates, and strengthening their library resources.

Recently, school directors and library staff received a presentation on the Gateway and ILL and they have been given minimum cataloguing standards to be able to contribute to the Gateway.

A survey was also done of school library automated systems, which indicated which ones are Z39.50 compatible.

The Board discussed the school libraries section of the Discussion Paper with Delee Cameron and considered the role they could play in advancing the issue of the quality of school libraries in the province. The Board reviewed the information in the Haycock report on the relationship between student achievement and the presence of a well-

include in the schools sections of the discussion paper:
Ensure K-12 support to the Database Licensing program. (SSBA has formally supported this program). Schools are the second largest user of the database, therefore it is essential to ensure the funding continues.

Write a letter to the Minister asking the Minister to investigate how accountability measures developed for the new school divisions might address
funded school library.

The impending restructuring of school divisions, and the potential for new accountability measures were discussed. The Board also discussed the possibility of university research for Canadian information on the relationship between student achievement and school libraries.

The Board saw the potential for accountability that recognizes the role of school libraries in student achievement. The Board decided it was important to forward this view to the Minister before completing the entire Discussion Paper.

- Send a letter to universities encouraging research on the relationship between student achievement and school libraries. (Amy)

### Multitype Database Licensing Update (Patricia Caldwell)

Patricia Caldwell provided an update from the Multitype Database Licensing Committee. See the attached report dated November 2004 for the complete details.

Patricia also provided an update on Saskatoon Public Library (SPL). To implement home access to the databases, SPL provide Provincial Library with a daily flat file.

### Multitype Library Board AGM planning

The Board drafted an initial agenda for the AGM to include the following:

- Promotion
- Digitization
- Discussion Paper (Review the issues)
  - Do these issues reflect the issues in the province?

10:45 – 12:30
Schwier presentation
Health Information (HQC, SHIRP, Cochrane, MDLP – consumer health information)
Afternoon MDLP session

- Invite the Schwiers to present on website accessibility/SACL website. (Amy)

### Round Table on Sector Issues

Post-secondary (Frank Winter and Rian Misfeldt)

Rian reported on his experience at the Netspeed conferences and on discussions happening there. There was a lot of discussion about budgets and spending on electronic resources and equipment. There was discussion surrounding the competencies of professional staff. He

- Get the Board Members a copy of the Executive Summary of OCLC’s Environmental Scan. (Amy)
also noted the importance of OCLC’s Environmental Scan. (Please note that there is also a recorded discussion about the scan on this page.)

Frank mentioned the Synergies project, which attempted to convert all scholarly journals into online full-text journals. Although, this was not successful, the concept is being revived through the Saskatchewan Health Information Resources Partnership (SHIRP). This would result in more Canadian content online.

Frank also mentioned the fact that mass-digitization is happening more often (economies of scale). The U.S. government is looking at digitizing all government publications. There is an attempt to do something like this in Canada.

**Provincial Library (Joylene Campbell)**

Provincial Library has been working on a paper about the social and economic benefits of libraries to be discussed at the November Public Library Directors meeting. The Library is also working on a Common User Interface research paper, which is partially as a result of the vision of the single point of access identified in 1998 and reiterated by the Public Library Directors at their May meeting. The Library is also taking a look at library statistics as they relate to the performance measures piece of the Learning Sector Strategic Plan.

**Communiqué** The Board suggested the following inclusions for the Communiqué: Report from the Digitization Forum, Discussion Paper, Discussion of crisis in school libraries, the fact that the Board met at SACL and the demo of the website and how it relates to the strategic plan, initial invite to the AGM, promotion committee update (moving to implementation).

**Prepare and distribute the Communiqué.** (Amy)

**Next meetings**

February 9, 2005 Board meeting (8:45 a.m. at SACL) (Dinner in the evening)

February 10, 2005 AGM (10:00 a.m. at Wanuskewin)

May 5 - 6, 2005 Board meeting (Regina)

**Adjourn** The meeting was adjourned.