**Planning and Development Committee Minutes**

June 6, 2019 9:00 – 10:30am

PLLO Room A or Teleconference

*In attendance:* Elgin Bunston, Robin Canham, Michelle Giese, Alison Hopkins, Cassandra Mireau, Ryan Monks

*PLLO support:* Regan Gunningham

*Regrets:* Barbara Nelke, Tony Murphy

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<tr>
<th>AGENDA ITEMS</th>
<th>DISCUSSION</th>
<th>ACTIONS</th>
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| Agenda/Minutes | The agenda and May meeting minutes were approved as distributed.  
Tony Murphy has left the Committee and the public library sector has appointed Geoffrey Allen from Regina Public Library to replace him. | Regan will post the May minutes by the end of the day. |
| July/August meeting dates | The July meeting is cancelled and the August meeting date was moved back a week to accommodate Committee member holidays. | |
| Collection evaluation subcommittee update | The subcommittee is made up of Robin Canham (Chair), Ryan Monks, Barbara Nelke, Elgin Bunston, Geoffrey Allen, and Holly Adamson.  
Palliser has volunteered an employee from Moose Jaw Public Library. Regan will follow up with her to ensure she can attend the pre-arranged meetings.  
Elgin also thinks a Ministry of Education Curriculum Consultant will be assigned to the subcommittee.  
The PDC reviewed a draft database evaluation rubric developed by the subcommittee. The PDC provided feedback and the subcommittee will finalize the rubric at their June 19th meeting.  
The subcommittee has a mandate to develop a new collection and they will review titles in the current collection and new databases. Partners will not be asked to provide feedback on the database trials. Once the subcommittee has finalized a core | Regan will update the draft rubric with feedback from the Committee. |
| **4 Seasons of Reconciliation** | Robin and Regan provided an update on their meeting with the 4 Seasons of Reconciliation representative. 4 Seasons provides videos and lessons on truth and reconciliation. Much of the content was developed locally with First Nations University.  

4 Seasons currently has three portals: professional development, secondary school and post-secondary. They are willing to modify the professional development portal into one suitable for the general public that can be shared in public libraries.  

There may be a desire to implement this sooner than July 1, 2020. If so, the MDLP Planning and Development Committee can discuss methods of financing a four or five-month contract.  

Regan is waiting for a quote from the company. |
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| **Perpetual Access Survey** | A brief survey was created to gather feedback from partners about perpetual access content in the core collection.  

Regan will send the survey and perpetual access usage statistics to sector representatives to distribute to partners. One response per organization is desired. |
| **Partner Funding** | Alison prepared a document that illustrates partner contributions by sector and organization.  

Public libraries created their own tiered pricing approach several years ago  

Special libraries supplied employee numbers to determine vendor pricing. Employee numbers are apples and oranges. The Legislative Library numbers are for library employees and not all the members they serve through the assembly. There needs to be standardized set of numbers or determine who is actually served by the organization. |
| **Regan** | Regan will send out the survey and statistics for sector representatives to distribute next week.  

Alison will ask partners for updated employee/FTE/population numbers. |
PLLO also only has employee numbers and student FTE from 2015. Alison will update these numbers.

Regan will also investigate implementing a provincial license which may solve the issue of a lack of standardized metric to determine vendor pricing.

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<th>November Partner Meeting</th>
<th>Regan suggested the partner meeting take place on one of the following dates: 14th, 18th, 19th, 20th, 21st. Committee member should email Regan if they have any calendar conflicts. The save the date will be sent out as an in-person all day meeting outside of Regina. They Committee may determine closer to the date if the meeting can be scaled back to a shorter teleconference/videoconference.</th>
<th>Committee members should notify Regan if they have a conflict with any of the proposed dates.</th>
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<tbody>
<tr>
<td>Adjourn</td>
<td>The meeting was adjourned at 10:00am.</td>
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