



**MID-TERM MEETING OF THE METROPOLITAN LIBRARIES SECTION OF IFLA HELD
ON MAY 20, 2010 IN ZAGREB, CROATIA**

Present

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|---|-------------------------------------|
| Christine Mackenzie (Melbourne) (Chair) | Davorka Bastic (Zagreb) |
| Sharon Thien (Singapore) (Secretary/Treasurer) | Francoise Berard (Paris) |
| Vicki McDonald (Queensland) (Information Coordinator) | Barbara Clubb (Ottawa) |
| Ai Cheng (Singapore) | Jane Pyper (Toronto) |
| Liv Saeteren (Oslo) | Dzidra Smita (Riga) |
| Gerard Reussink (Rotterdam) | Louise Guillemette-Labry (Montreal) |
| Tatjana Nesby (Zagreb) | Jens Ingemann (Copenhagen) |
| Judit Terma (Barcelona) | Kaie Holm (Estonia) |
| Tomas Rehak (Prague) | Doloresa Veilande (Riga) |
| Anna Raunik (Queensland) | Anna-Maria Soininvaara (Helsinki) |
| Assumpta Bailac (Barcelona) | James Keller (Queens, NY) |
| Josephine Siegrist (Zurich) | Inga Lunden (Stockholm) |

Observer

- Suzanne Paye (Montreal)

No	Item	Action by
1	Min of last Mid-Term Meeting held in Brisbane, Australia 2009	
1.1	Gerard sought clarification on the last sentence in the agenda item on Sponsorship Grant. Christine (Chair) explained the improvement to the application approval process has been made to ensure that the committee accepts credible applications either referred by Metlib members or known by conference hosts.	
1.2	With no further comments or queries, the minutes of the last mid-term meeting were approved (moved by Barbara and seconded by Vicki).	All to note
2	Min of last Standing Committee Meeting held in Milan, Italy 2009	
2.1	The meeting noted the typographical error to Jane Pyper's name in para 4.2 of the minutes.	
2.2	The minutes of the meeting were approved with no further amendments (moved by Jane and seconded by Liv).	All to note
3	Chairman's Report	
3a	MetLib Strategic Plan 2010-2011	
3a. 1	Christine presented the Strategic Plan for 2010-11 and highlighted the 3 key areas of the plan: In particular, she noted that members of the section valued the networking and learning opportunities as well as the mid-term meetings cum conferences organized by or for the section. Among the key issues identified through an online survey conducted prior to the drafting of the strategic plan were:	

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	<ul style="list-style-type: none"> • Keeping up to date with technology including social media • Repositioning libraries to ensure relevancy in an online world <p>3 key outcomes were further identified:</p> <ul style="list-style-type: none"> • Creating a forum for sharing information: networking, co operation and partnerships among member libraries • Developing benchmarking tools, best practice and quality assurance that can be shared by member libraries • Administering section to ensure IFLA requirements are met 	
3a.2	<p>Key Outcome 1: Creating a Forum for Sharing Information</p> <p><u>Develop Strong Program for Open Meetings at IFLA</u> Christine informed members that a small committee comprising Sharon, Jens and herself was formed to plan and organize the Open Session in Gotenburg, Sweden in 2010.</p> <p>Meetings were held via Skype to facilitate the planning of the program. More details with regard to the program would be covered in the later part of the meeting.</p>	
3a.3	<p><u>Build Online Discussion Forum</u> Christine explained that an online discussion space was created as a project under the previous Strategic Plan. However, usage was little and she asked if this project ought to be continued.</p> <p>Barbara asked if there was any way that an alert service can be built to push any new information parked in the forum to members. Christine replied that the system was meant to function that way but before any further works were to be done, she needed to have a stronger sense of commitment from members in using this space.</p> <p>On the question of why the online forum was password-protected, Christine explained that the online space was meant for members to attach draft documents that were not publicly available for internal sharing hence the need for some degree of privacy.</p> <p>Jens suggested that since members were not using or needing the online space, there is no point in continuing to maintain the site. As we already have the section page on IFLA website and Intlilb email group, exchanges or requests for information can be done via email instead. Jane agreed with the suggestion and further added that if a simpler platform is available, she would be keen to obtain information on members' strategic plans and programs. Jens suggested that these plans could be made available to members electronically via Intlilb.</p> <p>The meeting agreed that just-in-time and quick delivery of information via Intlilb would be preferred to an online discussion space. In addition, an email alert of such available information would be a useful and tangible reminder to members.</p> <p>Vicki informed the meeting that members can send messages to one another via Intlilb to request for any information or to make available</p>	

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	interesting information for sharing purposes. The meeting therefore concluded that it is no longer necessary to continue with maintaining an online discussion space.	All to note
3a. 4	<p><u>Sister Library Projects</u></p> <p>Inga asked if there are any sister library relationships existing now within the Section. Tatjana replied that there are ongoing collaborations between member libraries such as Queens, Budapest, Rotterdam and Shanghai. For instance, Windows to Shanghai is a partnership between Shanghai Library and many other Metlib libraries. Rotterdam also has many sister library relationships with other city libraries. Tatjana further commented that as Metlib members, we are already “sister libraries”.</p> <p>A suggestion then was made to promote the IFLA sister libraries program and promote this more widely among members and to encourage more collaboration among member libraries.</p>	All to note
3a.5	With no further comments, Vicki moved to have the Strategic Plan approved, seconded by Gerard.	
3b	Annual Report	
3b.1	<p>The annual report was presented by Christine for member’s information. In addition, she thanked Sharan Harvey and Vicki for hosting a great conference in Brisbane. She further noted that a balance of S\$14,000 from the conference proceedings (approximately) was added to the Section’s funds.</p> <p>The meeting proposed that the Chair send a congratulatory letter to the conference hosts. Proposal was moved by Barbara and seconded by Inga and Louise.</p>	Christine
4	Projects – Updates by Members	
4a	Benchmarking Criteria	
4a. 1	<p>Jane presented the benchmarking survey results for 2008, an overall summary as well as the plan for an automated survey instrument.</p> <p>She noted that there was a higher participation rate for the 2008 survey. She further highlighted the decrease in mediated information requests as one of the key findings of the survey.</p> <p>With the approval of 6000 EUR (3000 EUR from IFLA and another 3000 EUR from Metlib), the project team has gone ahead to develop a high level plan and a web-based instrument should be ready for testing in the near future.</p> <p>Ai Cheng asked if there would be any joint effort with Barcelona as it was raised in past meetings about the Tibidabo project, done by Judit and team to collect and analyse library statistical data for similar benchmarking purpose. Jane replied that there was not much progress made towards this collaboration. Judit would send information with regard to password access to their online Tibidabo project to Jane.</p> <p>Tomas expressed gratitude for the great job done by the team at Toronto</p>	<p>Jane</p> <p>Judit</p>

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	<p>Public Library. He however cautioned on the use of the given data; in particular, he hoped that member libraries have a clear understanding of what data have been submitted and the cultural context within which to analyze the given data. He expressed the concern with accuracy in data submitted and in particular, members' interpretation of the definitions of data required. He further suggested that each indicator be defined or redefined more clearly and if necessary, a retrospective historical amendment be allowed to past submissions.</p> <p>Jane admitted that there were real challenges encountered especially with the interpretation of the data collected. The UN and ISO standard definitions were used where possible to ensure accuracy. The current practice for the project team is to send collated data back to the libraries for confirmation and provide an accompanying dictionary of the indicators used.</p> <p>Jens again thanked Jane and her team for the work done and advised against doing a retrospective analysis of past data submissions. He suggested that should the project team detect any obvious anomalies in the data submitted, the library concerned should be contacted immediately for clarification.</p> <p>Anna-Marie (Helsinki) also questioned accuracy of data submission and commented that there were missing contextual information that makes interpretation of data collected more meaningful. Barbara also cited the problem of arriving at a common consensus for the definition of electronic usage. Louise suggested that ISO standards can be used as a benchmark to rephrase and define the required data to be collected.</p> <p>Jane replied that she could organize Skype discussions with libraries requesting for further clarification. She said that accuracy of data collected will always be an issue and where possible, the project team would use standard definitions to guide the data collection process.</p> <p>Tomas then requested the project team to provide members with the flexibility to come revert with retrospective adjustments of figures if inaccurate numbers were submitted in the past. He said it would be useful if examples could be provided on how to interpret data to be collected.</p> <p>James commented that 900 US libraries are working on a similar survey as part of ALA. They have created online FAQs to tackle similar issues of confusion. He suggested that the Section could consider developing such FAQs to address common areas of concerns.</p> <p>Jane expressed appreciation for suggestions provided. She highlighted that the report has recommended that data collection could focus on different areas each year. Christine suggested a possible area of focus could be on library programmes and activities organized.</p> <p>Inga highlighted an error with the given data on library visits per capita for Stockholm. Jane would amend and update the 2008 survey report accordingly.</p>	<p>All to note</p> <p>Jane</p> <p>Jane</p>

No	Item	Action by
5	Future Mid-Term Meetings	
5.1	<p>The meeting was informed of the confirmed country host for the following future mid-term meetings cum conference:</p> <p>2011 – Queens, NY 2012 - Barcelona 2013 – Amsterdam was invited to host and Hans van Velzen has accepted the invitation via email. Christine mentioned that Vienna has also expressed interest in hosting the conference.</p> <p>In response to Gerard's query on whether we would continue to rove future conference venue to other parts of the globe instead of concentrating on Europe, the meeting agreed to accept Amsterdam's offer to host the 2013 conference and extend an invitation to Vienna and library systems in Asia (such as Shanghai or Singapore) to host the 2014 conference cum mid-term meeting. This decision was moved by Inga and seconded by Liv.</p>	Christine
6	Metlib Open Session at IFLA, Gotenburg 2010	
6.1	Christine shared briefly on the planning for the open session, scheduled to be held on Thursday, 12 August morning. The open session would be co-chaired with Public Libraries Section as the proposed themes submitted by both sections were similar and our Section has been granted a 3-hour session. She also explained that we have accepted 3 presentation proposals from Denmark, Singapore and the Bill & Melinda Gates Foundation while Public Libraries Section would provide 2 speakers from Vancouver and the Gold Coast.	
7a	Metlib Finance Statement	
7a. 1	Sharon presented the Finance Statement of the Section as of 31 March 2010. The meeting approved and passed the presented report.	
7b	Stuart Brewer Scholarship 2010	
7b.1	<p>A total of 6 applications for this year's Stuart Brewer Scholarship were received, of which 3 were eventually awarded a sponsorship value of 1000 EUR each. This year saw for the first time, a revision to the scholarship guidelines to limit application to regional participation so as to enable more scholarships to be granted.</p> <p>Vicki suggested that the Chair could send a thank-you note to all the recipients and to extend an invitation to their libraries to participate in the Benchmarking Statistical Data survey.</p>	Christine
7c	Membership Listing	
7c. 1	Both Josephine and Barbara highlighted that Zurich and Ottawa were not included in the latest section membership listing from IFLA. Sharon agreed to seek clarification from IFLA HQ.	Sharon
8	Information Coordinator's Report	
8.1	Vicki presented a brief verbal report. The Benchmarking Survey data for 2007 and 2008 have been uploaded on the Section webpage on IFLA website. She will upload Barcelona's 10-year Strategic Plan in due course.	Vicki

No	Item	Action by
9	Any Other Business	
9.1	<p>The meeting noted the latest information on the section Standing Committee members. Sharon would seek clarification on the status of Barbara's application to join the Standing Committee. The meeting was informed that Standing Committee members are obliged to attend the mid-term and annual IFLA meetings or to participate in joint activities or projects organized by the Section. The meeting also noted that each member is given a limit of 2 terms of appointment. There was discussion about non active steering committee members and co opting members to the Steering Committee.</p> <p>Barbara suggested that this issue be resolved by the Executive Committee. This was moved by Barbara and seconded by Inga.</p> <p>It was agreed that more people from other parts of the world should be encouraged to join the Standing Committee or the Section, especially colleagues from UK, South America, Africa and US.</p> <p>Liv expressed high hopes for next year's conference in Queens, NY, in attracting more US libraries to join the section and the conference. Suzanne indicated that the Public Libraries Section had several corresponding members in South America.</p> <p>Barbara added that it would be advantageous for our Section to continue to build connections with the Public Libraries Section. She also suggested that future conferences could focus on the themes such as the relationship between e-books and public libraries.</p> <p>Judit remarked that financial funding would be a major constraint in attracting participation from libraries from all over the world. Jane asked if web conferencing has been explored as a means to organize virtual conference. Barbara agreed that podcast or similar initiatives could be considered for next year's conference in Queens.</p>	<p>Sharon</p> <p>Executive Committee</p>
9.2	There being no other business, the meeting ended at 12.45 pm.	

Recorded by: Sharon Thien
Secretary/Treasurer

Approved by: Christine Mackenzie
Chair