



**Metropolitan Libraries Section of IFLA: Mid-Term Meeting of September 15 2005, held at Riga, Latvia**

**Present**

Liv Saeteren (Oslo) (Chair)

Ai Cheng Tay (Singapore)  
(Secretary/Treasurer)

Dzidra Smita (Riga)

Aline Girard-Billon (Paris)

Tomas Rehak (Prague)

Hans van Velzen (Amsterdam)

Sharon Thien (Singapore)

David Bradbury (London)

Sharan Harvey (Brisbane)

Inga Lunden (Stockholm)

Doloresa Veilande (Riga)

Anna Torfadottir (Iceland)

Thomas Galante (New York)

Krista Talvi (Estonia)

Kaie Holm (Estonia)

Davorka Bastic (Zagreb)

Tatiana Nebesny (Zagreb)

Christine Mackenzie (Yarra Plenty, Victoria)

Alfred Pfoser (Vienna)

Christian Relly (Zurich)

Vicki McDonald (Queensland)

Josephine Bryant (Toronto)

Lutfia Arifulova (Moscow)

Barbara Lison (Bremen)

Ton van Vlimmeren (Utrecht)

Gerard Reussink (Rotterdam)

Peter Fodor (Budapest)

Claudia Lux (Berlin)

Simona Ziliene (Vilnius Lietuva)

Julieta Moleanu (Bucharest)

**Absent**

Borge Sorensen (Copenhagen) (Information Coordinator)

No.	Item	Action By
1	<b>Announcement of New Office Bearers</b>	
1.1	Liv welcomed everyone to the meeting and introduced the new Officers for the next two years.	
1.2	Ton expressed the wish for the Section to do what is necessary for IFLA but at the same time strive to maintain its unique identity. He further asked if an official announcement should be made to ask for candidacy for officer appointment. He felt that early communication is necessary.	

No.	Item	Action By
1.3	Claudia clarified that the problem was due mainly to the sudden demise of our former Information Coordinator, Stuart Brewer. Because of this the information on the election process of the Standing Committee members and office bearers had not been disseminated properly. She reiterated that it is compulsory for any section at IFLA to have a Chair at its meeting	
2	<p data-bbox="284 524 1238 568"><b>Introducing members of the Standing Committee (SC)</b></p> <p data-bbox="284 600 1238 779">2.1 Liv introduced the members of the Standing Committee of the Section. She stressed that no additions will be allowed between the elections except for replacement for existing members who for whatever reasons could not fulfill their obligations. The maximum number of SC members should not exceed 20.</p> <p data-bbox="284 810 1238 1191">2.2 Inga inquired about the election process. Claudia explained as follows:</p> <ul data-bbox="331 891 1238 1191" style="list-style-type: none"> <li>• Nominee must be an IFLA member</li> <li>• He/she must have signed up as a Metropolitan Libraries Section member</li> <li>• He/She is expected to vote</li> <li>• He/She can name himself/herself as a nominated candidate for the SC</li> <li>• Elections will occur if there are more than 20 nominated candidates</li> </ul> <p data-bbox="284 1223 1238 1379">2.3 Barbara would like to know whether she could change her membership to the Met Section. Claudia replied in the affirmative and added that as a Personal member, she is not therefore not eligible to vote.</p> <p data-bbox="284 1411 1238 1639">2.4 David enquired on the timetable for the voting process . Claudia clarified thus:</p> <ul data-bbox="331 1491 1238 1639" style="list-style-type: none"> <li>• The process will commence in December 06</li> <li>• Voting begins in May/June 07</li> <li>• Election of office bearers will be held during IFLA Conference 2007</li> </ul> <p data-bbox="284 1671 1238 1899">2.5 Sharan enquired about the expected roles of a SC member. Claudia explained that membership entitled the nominee to participate in projects and to vote on anything for the Section especially with respect to financial matters. Members are expected to attend the Mid-Term meetings and IFLA Conference for the two-year period at their own expenses.</p> <p data-bbox="284 1930 1238 2007">2.6 Tatiana would like to know the current membership of the Section and what has been done to recruit more members. Ai Cheng</p>	Ai Cheng

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	agreed to provide an update on the membership roll after verifying with IFLA HQ. Claudia added that the more members the Section has, the greater will be the funding from IFLA.	
3	<p><b>Business Meeting of the Metropolitan Libraries Section Standing Committee meeting on 30 September 2005</b></p> <p>The notes of meeting were passed without any amendment.</p>	
4	<p><b>Brief Notes of Meeting of the Metropolitan Libraries Section Standing Committee held on 13 and 19 August 2005</b></p> <p>4.1 In response to Gerard's query about para 3.1, Ai Cheng explained that the decision then was to table the various options of the timing of our Mid-term Meeting at the Business Meeting in Riga (please refer to Agenda Item 5).</p> <p>4.2 The notes of meeting were passed without further amendments.</p>	
5	<p><b>Review of Meetings and Conferences</b></p> <p>5.1 As the dates of the Mid-Term Meeting for the Section have already been fixed for 2006, it was agreed that any proposed changes will only take effect from 2007 onwards.</p> <p>5.2 Josephine proposed a motion to have the Mid-Term Meeting in April/May, the actual timing to be decided by the host country in consultation with members. Thomas seconded the motion. The rationale was to enable members to attend both the Mid-Term Meeting and the IFLA Conference.</p> <p>5.3 Aline suggested including a summary of the presentations at the IFLA Open Session for information for future Business Meetings.</p> <p>5.4 Tomas expressed his wish to have the former name, INTAMEL, retained as part of the Section's identity but members eventually decided to stick to the current name in order to better reflect the new Section's status.</p>	<p>All to note</p> <p>Ai Cheng</p> <p>All to note</p>
6	<p><b>Strategic Plan for MetLib Section (including Projects)</b></p> <p>6.1 Barbara would like to include the purpose of the Section as a platform to network and exchange ideas and information in the mission statement. In addition, "urban areas" should be used instead of cities to reflect the urban populations served by metropolitan libraries. Claudia also suggested using the term "metropolitan libraries" instead of public libraries.</p>	

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6.2	Ai Cheng agreed to revise the mission statement and send to all members for final comments and approval.	Ai Cheng
6.3	<p>Ai Cheng explained that project money will be allocated and any unused amount would have to be returned to IFLA. After a long discussion, the following projects were approved with the respective leaders appointed :</p> <ol style="list-style-type: none"> <li>1. Section Brochure/Officer Report – Ai Cheng (500 Euro)</li> <li>2. Scholarship Grant (2 scholarships of 1500 Euro each per year for 3 years) – Ai Cheng (9000 Euro)</li> <li>3. Human Resource Management – Hans van Velzen (500 Euro)</li> <li>4. Use of technologies for library service delivery (Best Practices) – Christine Mackenzie (500 Euro)</li> <li>5. Guidelines &amp; Policies on Metropolitan Libraries Standards &amp; Quality – Ai Cheng (500 Euro)</li> <li>6. Customer-focused Initiatives – Barbara (500 Euro)</li> <li>7. Promotion of reading, literacy and lifelong learning – Thomas (500 Euro)</li> </ol>	Project Leaders
6.4	<p>All these projects can be presented either during the IFLA Open Session or pre/post Conference meetings.</p> <p><b>Note:</b> In an update held on 16 September 2005 at the House of Blackheads, the appointment of project leaders and members and proposed allocation of project funds were confirmed. All project leaders were to submit a detailed project proposal by 15 October 2005 using the project template which Ai Cheng will send after the Conference. (Note: the template has already been sent to all Project Leaders and members).</p>	Project Leaders & Ai Cheng
7	<p><b>Programme for IFLA Conference, Seoul, South Korea, 2006</b></p> <p>Liv indicated that the Management and Marketing Section has invited us to organize a joint Open Session with them in the 2006 IFLA Conference. After much deliberation, members decided to keep to our own Open Session and call for papers based on the agreed theme “Metropolitan Libraries: Pools of Innovation”. Should there be no or few submissions and if there are too few members attending the conference, then we can join the Management &amp; Marketing Section in organizing a joint Open Session.</p>	Ai Cheng
8	<p><b>Division III – Libraries serving the General Public: Open Session</b></p> <p>Ai Cheng has been invited to organize the Open Session for all the</p>	

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	<p>Sections in our Division based on the proposed theme “Dynamic Libraries Creating the Future”. Colleagues were invited to submit papers for the Open Session. The schedule is as follows:</p> <ul style="list-style-type: none"> <li>• Announcement: by end September/October 2005</li> <li>• Deadline for submission of abstract and title of paper: 10 January 2006</li> <li>• Deadline for evaluating committee: 15 February 2006</li> </ul>	All to note
<b>9</b>	<p><b>New Financial Procedures and Financial Statement for MetLib Section</b></p> <p>9.1 Claudia explained the new IFLA financial procedures for unused money to be returned to the HQ. She proposed that the Section could consider giving a lump sum to the IFLA Fund. She further reiterated that the allocated project fund should not be used to fund travel expenses unless they are incurred for bringing in experts or consultants.</p> <p>9.2 Claudia informed the meeting that Bond Gmbit &amp; Co. KG – Library Systems is willing to sponsor an annual scholarship of 1000 Euro for the next 3 years to members from Eastern Europe to attend our Mid-Term Meetings. Claudia would work out the terms and conditions of this scholarship with Bond.</p> <p>9.3 Christine requested that information on the two annual scholarships as agreed earlier should be broadcast in advance to ensure transparency in the sponsorship process. Aline was requested to this information when she broadcast next year’s Mid-Term Meeting programme details.</p> <p>9.4 <b>Note:</b> In an update held on 16 September 2005 at the House of Blackheads, Christine proposed that the Scholarship Grant be named after Stuart Brewer. Members agreed. Ai Cheng will write to Patricia, Stuart’s wife to seek her consent to the Section’s proposal.</p>	<p>Claudia</p> <p>Aline</p> <p>Ai Cheng</p>
<b>10</b>	<p><b>Brochure on MetLib Section</b></p> <p>In view of the proposed changes to the Mission Statement and Goals, Ai Cheng will revise the brochure before sending to members for final comments.</p>	Ai Cheng
<b>11</b>	<p><b>Any Other Matters</b></p> <p>11.1 The former President of the Section, Fran Meijer’s ten thoughts about the future of the Metropolitan Libraries Section were tabled for members’ information.</p>	

No.	Item	Action By
11.2	<p>Christine suggested a transparent process for bids to host the annual Mid-Term Meetings should be put in place. After much deliberation, the venues for the future Mid-Term Meetings were proposed:</p> <p>2006 – Paris  2007 – Seattle  2008 – Hong Kong  2009 – Prague  2010 – Brisbane  2011 - Zagreb</p>	All to note
	There being no other matters, the meeting ended at 15:15	

Recorded by: Ai Cheng Tay

Reviewed by: Liv Saeteren