



IFLA Public Libraries Section

Minutes

Standing Committee Meetings on Sunday 22 and Saturday 28 August 2004

Held in Buenos Aires, Argentina at the IFLA World Library and Information Congress

Time:	Meeting: Sunday 22 August 2004	Meeting: Saturday 28 August 2004
Location:	Ombu Rom, Sheraton Hotel, Buenos Aires, Argentina	Ombu Room, Sheraton Hotel, Buenos Aires, Argentina
Members Present:	Monica Medina Blanes (MB) Klaus-Peter Boettger (KPB) Jamila Burgetova (JB) Ngian Lek Choh (NLC) Information Co-ordinator Barbara Clubb (BC) Financial Officer Kerstin Hassner (KH) Torny Kjestad (TK) Chair Gunilla Konradsson-Mortin (GKM) John Lake (JL) Secretary Bernie Margolis (USA) Tuula Martikainen (TM) Mary Sherman (ML) Kent Skov (KS)	Monica Medina Blanes (MB) Klaus-Peter Boettger (KPB) Financial Officer Clara Sinay Budnik (CB) Jamila Burgetova (JB) Ngian Lek Choh (NLC) Information Co-ordinator Barbara Clubb (BC) Kerstin Hassner (KH) Torny Kjestad (TK) Chair John Lake (JL) Secretary Bernie Margolis (USA) Tuula Martikainen (TM) Mary Sherman (ML) Kent Skov (KS)
Members Apologies:	Elena Boretti (EB) Clara Sinay Budnik (CB) Victor Firsov (VF) Li Jingxia (LJ) Florence Ponce (FP)	Elena Boretti (EB) Li Jingxia (LJ) Gunilla Konradsson-Mortin (GKM) Florence Ponce (FP)

Members absent:	Karin Kitching (KK) Morwardi Pilane (MP)	Karin Kitching (KK) Morwardi Pilane (MP)
Observers:	Rashidah Begum (Corresponding Member, Malaysia) Analia Canibano (Argentina) Arie Cheunwattana (Thailand) Britt Marie Haggstrom (Sweden) Bente Hoegh (Denmark) Nora Luaces (Argentina) Hector Marino (USA) Gonzalo Oyarzun (Chile) Susanne Payette (Canada)	Maria Cristina Alvite (Argentina) Analia Canibano (Argentina) Nancy Digiacomio (Library of Avellaneda) Carin Klompen (Netherlands) Nora Luaces (Argentina) Pierre Meunier (Canada) Gonzalo Oyarzun (Chile) Susanne Payette (Canada) Beatriz Prieto (USA)
No.	Agenda item	Action
1.	<p>Greetings and apologies for absence (Kjekstad) TK welcomed the Committee and all the observers. A period of time was taken for welcoming the observers in an informal session with refreshments.</p> <p>Apologies for absence were received from Elena Boretti, Clara Sinay Budnik who would attend the second meeting, Victor Firsov who was moving on to the FAIFE Committee, Li Jingxia and Florence Ponce. Gunilla Konradsson-Mortin gave her apologies in advance for the second meeting.</p>	
2.	<p>Opening announcements and document check (Kjekstad) This was carried out.</p>	
3.	<p>Approval of the Agenda This was agreed unaltered.</p>	
4.	<p>Approval and follow up of the minutes from the mid-year meeting in Ljusdal/Malmo 3 – 6 March 2004 The minutes were approved as an accurate record. There was one matter arising:</p> <p>Country reports – members of the Committee were reminded that full country reports were not required anymore. The Section's newsletter would cover items of interest sent in by members and if something significant needed bringing to the attention of the Committee it should be put on the agenda separately.</p>	
5.	<p>Chair's Report (Kjekstad) TK reported that there had been a lot of work required to do with the election of Secretary and programmes for Division III. We now have a new Secretary General Ramachandran Rasu who has been in post since April 2004. Section work since our last meeting had included JL preparing the programmes for Buenos Aires, 2 issues of the newsletter under NLC's editing. Financial matters had been handled by Barbara Clubb and this has been a great assistance to TK in taking over the chair of this and CB and also attending PC and GB committees.</p>	

	TK reminded the meeting that 2005 is an election year for some Committee members. BM stressed the need to attract new members from other parts of the world. TK clarified that the Officer's Handbook on IFLANET is up to date but that a hard copy edition will not be produced. The edition on Iflanet is always the official one. NLC to arrange for a link to the procedures in the Officers Handbook from our part of the website to ease searching.	NLC
6.	Financial Report (Clubb) BC spoke to the financial statement dated 13 August 2004. It was agreed to transfer E1300 from the Lifelong Learning Project to assist with marketing the Public Library Guidelines. It was also agreed to fund further copies of the guidelines for Library Schools in India subject to available funds. It was agreed that the projects requiring funds in 2005 to be applied for were: Research project on Libraries, Museums & Archives. (BC) Programme on Ethical Standards (TK) Administrative funds.	
7.	Election of new Financial Officer for 2004-05 BC had decided to stand down as the Financial Officer and the meeting thanked her for keeping this going after the end of her term as Chairperson. K-PB was elected unanimously as the successor Financial Officer for the Committee.	
8.	Report from the Co-ordinating Board (Kjekstad/Lake) TK reported on the new Sections created out of the previous round tables Intamel and ROTNAC and the problems with the elected chairs of the Mobile and Libraries for the Blind Sections not being able to attend meetings due to employment problems. The strategic plan had still not been re-formatted by Winston Tabb and it was agreed that JL would carry this out when updating it after Buenos Aires. The Committee were requested to feedback on the highlights of the BA Congress, to recommend the best paper in one of our programmes at the meeting on 28 August.	JL ALL
9.	Report from the Governing Board and Professional Committee (Kjekstad) TK outlined some of the financial pressures which IFLA were experiencing by 80% of income coming from membership fees and surviving by being supported with rent free accommodation in The Hague. One small measure to assist is the raffle at the Congress this year. Tickets are \$1 or 3 Pesos. KPB to collect ticket money. The election process for Chair people of Divisions would be altered in 2005 to allow more time for potential candidates to make sure that they have the support of their employers in good time. Satellite meetings were discussed and BM suggested that IFLA could benefit from their proliferation by levying a fee for approved satellite meetings. A suggestion was discussed and supported that a category of membership be created for IFLA Library Friends (i.e. past IFLA individual members) with a reduced subscription rate. NLC suggested that Friends be able to be	

	<p>members of Sections. More work needed to be done to promote the Public Libraries Section. It was agreed that an email should be sent out on Iplanet providing a breakdown of our programme content just before the Congress. The clash between programmes and Library visits was highlighted as a potential ongoing problem.</p>	<p>ALL</p> <p>JL</p>
10.	<p>Programmes for Buenos Aires (Lake) JL highlighted our programmes for Buenos Aires as follows: Monday 23 14.30 Speakers briefing for Session 131. Hotel Hilton. 16.00 Speakers briefing for Session 96. Hotel Hilton. 20.00. Section Dinner. Restaurant Rosmalinos. Tuesday 24 10.30 IFLA Stand Session 10.45 Public Libraries Guidelines Liaison Group Meeting 13.45 Division III Programme. Conquering the Digital Divide in Latin America. Hotel Sheraton. 16.00 Access to Learning Awards. Catholic University.</p> <p>Wednesday 25 10.45 Management and Staff Development with Management and Marketing Section.</p> <p>Thursday 26 08.30 Take it to the limit: using statistics to optimise the use of public libraries with the Statistics and Evaluation Section.</p> <p>Friday 27 08.30 Public Libraries and the Democratic Process. Discussion Group.</p> <p>Saturday 28 08.30 Section Meeting. Ombu Room, Sheraton Hotel.</p> <p>BC drew attention to the Kids project in Canada with the involvement of an astronaut who would be in space encouraging children to become Library users. Committee members were invited to involve the communities in the activity.</p>	<p>JL JL/TK ALL</p> <p>KH BC/JL JL/TK</p> <p>TK/BC/MS/JL</p> <p>TK</p> <p>JL/MB</p> <p>MS</p> <p>ALL</p> <p>ALL</p>
	<p>Meeting one ended here.</p>	
	<p>Meeting two 28 August TK welcomed Carol Erickson from the Bill and Melinda Gates Foundation. CE thanked the Section for their assistance with publicising and supporting the Access to Learning Awards event again. CE agreed to send Section Members publicity about the 2005 award for distribution.</p> <p>An evaluation of the conference took place and the papers by Pierre Meunier and Jens Thorhauge would be put forward as our choice papers. It was agreed that 3 speakers was sufficient for the 2 hour programme length. Where speakers were not speaking in English and SI was not available, the slides should be in English, and abstracts of the papers should also be</p>	<p>CE</p> <p>TK/JL</p>

	<p>available in advance on IFLANET.</p> <p>The raffle was thought to be a good idea but the draw should be handled differently and perhaps not held every year.</p> <p>There were some obvious problems with queuing and timing for the opening ceremony and the cultural evening. Registration also involved a lot of queuing due to limited time on the Saturday afternoon.</p> <p>The poster sessions were of a high quality but one area was cramped due to the layout of the screens.</p> <p>It was agreed that the Public Libraries and Democracy discussion group format should be a circle of chairs and MS would make the formal application for the group to be approved.</p>	MS
11.	<p>Review and Report on the Strategic Plan 2004-05</p> <p>The Strategic Plan had been approved by the Professional Committee but the re-formatting had not been completed by Winston Tabb. JL volunteered to complete this work when updating it after this meeting and TK would inform WT.</p> <p>The meeting commented on the progress made. JL to update and circulate.</p>	JL/TK
12.	<p>Review of Ongoing Projects</p> <p>a) Meeting User Needs (Lake)</p> <p>JL reported that the first part of the project was coming to fruition with the workshop with the Statistics and Evaluation Section in Buenos Aires “Take it to the limit: optimising the use of public libraries using statistics”. The project would be completed with a leaflet at the Oslo 2005 conference advertising the best practices around the world to be put on IFLANET. JL stressed that the project team (JL, MB & EB) needed examples from all around the world to make this effective and asked the Committee to send him examples. It was agreed that JL would circulate the structure of the work to date to assist this process.</p> <p>b) Marketing Guidelines (Clubb & Lake)</p> <p>BC referred to the updated paper dated August 2004 which shows the progress to date on marketing the Public Library Guidelines. She reported on the meeting which she and JL had convened in Buenos Aires with members of the liaison team where it was agreed:</p> <ul style="list-style-type: none"> • To continue to publicise the guidelines at conferences around the world with speakers and publicity. Conferences in Brazil, Indonesia, Brunei and Angola had been identified for the future year. • The ITC guidelines would be updated with a small email working group comprising KS, MB, Gonzalo Oyarzun and Jacqui Campbell (tbc). • Encourage requests for hard copy subject to improving funding (e1200) for this purpose. It was agreed that the Indian Library Schools should be treated as priority in this respect. • Suggestion that the Gates Foundation might be able to help with funding for marketing – to be checked with IFLA Hq. • Spanish edition of the leaflet to be progressed. MB had provided a translation and JL had produced a word processed document for 	<p>JL/All</p> <p>KS/MB/GO</p> <p>BC/TK</p>

	<p>Buenos Aires but we need a properly printed edition.</p> <p>JL circulated a report on the 4 day workshop he led in Penang on the Public Library Guidelines in April 2004. 60 people had taken part and the recommendations are being considered for national application by the State Librarians in Malaysia.</p> <p>c) Public Libraries, Museums and Archives Research Project (Clubb)</p> <p>BC referred to her paper which shows the progress on this project. The project will be completed for Oslo in 2005 subject to the second year's funding being approved. BC had a useful meeting with Clara Budnik in Chile where the MLA structure had been established in 1929. 5 other meetings were held in Buenos Aires.</p> <p>d) @ Your Library (Boretti & Kitchin)</p> <p>EB and KC were not present to report on how to take this forward but it was clarified that there are no Section funds for this. The purpose was to produce recommendations for individual countries to roll out this marketing strategy.</p>	
13.	<p>Proposals for new projects</p> <p>It was agreed that in addition to the Libraries, Museums and Archives project funding for a programme on Ethical Standards in Libraries would be requested in 2005. TK provided an overview of the project It needed to be of practical value to Library staff and could include some role playing exercises. It was agreed to bring it forward to the Division CB as new project proposal from Public Section.</p>	TK
14.	<p>Website, Newsletter and Brochure (Lek Choh)</p> <p>NLC reported that the website has now got links to information/news pieces and abbreviations used in IFLA and would have a link to the Officer's Handbook in the near future.</p> <p>A new issue of the newsletter had been prepared before the Conference and NLC requested news pieces from all committee members and photos with captions. An Argentinean libraries feature would be carried in the next issue MB to check whether Nora Luaces can produce this.</p> <p>JL reported that the membership was back up to 322 members and that he had requested a breakdown of the libraries which are members from Kelly Moore.</p>	NLC MB JL/KM
15.	<p>Evaluation of Sections</p> <p>It was agreed that Public Libraries Section could be put forward as a pilot Section for Division III if required. (Will be Multicultural)</p>	TK/JL
16.	<p>Programmes for Oslo 2005</p> <p>The Division III programme would be on partnerships and it was agreed to put forward Ian Wilson, Head of Libraries and Archives in Canada as our proposed speaker at CB.</p> <p>It was agreed that KS and GKM's proposed programme for <i>Trends in Public Libraries</i> would be proposed. The presentations would focus on both</p>	JL

	<p>successful and not so successful projects in 5 minute slots. KS, MB and GKM to organise. JL reminded the meeting of the need to get the initial proposal in by 15 November and the confirmed speakers by mid January 2005.</p> <p>Public Libraries & Democracy discussion group (see above). TK reported that the pre-conference satellite meetings we would be supporting are: Programme with Management & Marketing Section in Bergen. TK and GKM will be on the committee for reviewing proposed papers. Programme with Children's Section on Public Paradises in Stavanga. TK reported that she hoped to have a Library visit planned to her Library. She highlighted that accommodation could be expensive and that she would on request try to assist with hotels with cheaper accommodation. The committee stressed the need for meeting rooms to be available for off programme meetings and bookable in advance.</p>	<p>KS/GK M/MB</p> <p>MS</p> <p>TK/GK M</p> <p>TK</p>
17.	<p>Preliminary programmes for IFLA 2005 in Seoul To be discussed at our mid year meeting in 2005.</p>	
18.	<p>Venue for Mid-Year Meeting 2005 It was decided that this should be in Barcelona and this would time in with Barcelona being the World Book Capital in 2005. The meeting would take place at the end of February 2005. Exact dates tbc.</p>	TK/JL
19.	<p>Other reports and items JL and BC requested more Committee members join the Public Library Guidelines Working Group. BM suggested that IFLA should encourage the establishment of a Friends category at a low cost. BC suggested that IFLA looks at ways of establishing IFLA or local libraries as beneficiaries in people's wills.</p>	

John Lake, Secretary
Torny Kjekstad, Chair person
18 October 2004

 **IFLA Public Libraries:** <http://www.ifla.org/VII/s8/index.htm>