



## Standing Committee Meeting

### Public Libraries Section

March 3-5, 2004 Jarvsobaden, Ljusdal, Sweden

<b>Time:</b>	Meeting: Wednesday 3, Thursday 4 and Friday 5 March, 2004	
<b>Location:</b>	Jarvsobaden nr. Ljusdal, Sweden	
<b>Members Present:</b>	Monica Medina Blanes (MB) Kerstin Hassner (KH) Gunilla Konradsson-Mortin (GKM) Torny Kjekstad (Chair), John Lake (JL) (Secretary),	Ngian Lek Choh (NLC) <i>Information Co-coordinator</i> Tuula Martikainen (TM) Florence Ponce (FP) Mary Sherman (MS) Kent Skov (KS) for day 2 & 3
<b>Members Apologies:</b>	Meeting 1 and 2: Elena Boretti (EB) Jamila Burgetova (JB), Karin Kitching (KK), Bernard Margolis (BM), Barbara Clubb (BC), Klaus-Peter Boettger (KPB), Clara Sinay Budnik (CB), Vladimir Firsov (VF), Li Jingxia (LX)	
<b>Members absent:</b>	Morwadi Pilane (MP)	

#### 1. Opening, Announcements and Documents Check (Kjekstad)

TK welcomed everyone to the meeting and a document check was carried out a part of which was to welcome the new look Newsletter produced by NLC.

#### 2. Welcome to Sweden and Details of Arrangements (Hassner)

The welcome took place after dinner on Wednesday 3 March to which KH had arranged for the Chair of the local Council and Chair of the Culture Committee to host. The Chair welcomed the Section Committee and the arrangements for the stay in Jarvsobaden were clarified by KH.

#### 3. Approval of the Agenda (Kjekstad & Lake)

The agenda was agreed with the following amendments and additions under Other Report and Items:

- Financial report would be taken on 5 March since it was being delivered from Canada that day due to BC not being able to attend the meeting.
- Life Long Learning project taken under Review of Ongoing Projects
- Paper "What is Literacy"
- Mid Year Meeting locations for 2005 and 2006

#### 4. Chair's Report (Kjekstad)

TK explained that the reason for the submission of the details of the Buenos Aires programmes being brought forward to 1 March was due to an earlier than usual Governing Board meeting in March.

TK informed the meeting that having been elected chair of the Co-ordinating Board for Division III she was also required to attend the Professional Committee and the Governing Board meeting during her term of office. A great honour but a lot of work and this had been made more demanding due to the lack of a Secretary on the CB since Berlin 2003 caused by a procedural error. This matter had now been resolved and a temporary Secretary appointed until Buenos Aires in August 2004 when a new election would take place.

**5. Approvals and Follow-up of the Minutes from the Berlin Meetings 2 & 8 August 2003 (Kjekstad)**

The minutes were approved as a correct record with the following corrections and follow up action noted:

Page 2            TM informed the meeting that the pre-conference seminar on Library Buildings was being organised in a location near Helsinki prior to the Oslo Conference in 2005. TM to keep this Section informed on progress.

**Action TM**

Page 7            Management & Staff Development Section should read *Management & Marketing Section*

Page 8            JL informed the meeting of the brainstorming session with Kay Reseroka which he and TK had attended in Berlin on the theme of Libraries for Lifelong Learning. It was agreed that JL would circulate the notes from that session. It was emphasised that a clear direction from this initiative was still to be determined by the Governing Board, therefore the notes should be read as background information only.

**Action JL**

Page 8            TK reported that the Officers Handbook would be produced in both hard and electronic copy in the Spring of 2004.

Page 8            The UNET project – KH reported on the continued existence of this project. There would be no further support required from the Section since it was now self-sustaining. KH will produce a final report for our next meeting and write an article for the IFLA Journal.

**Action KH**

**6. Programmes for IFLA 2004 Buenos Aires (Kjekstad, Lake, Budnik, Sherman)**

The Section is supporting the following approved programmes for Buenos Aires:

- A joint session with the Management & Marketing Section on *Management and Staff Development – how to provide new skills for librarians to meet new challenges in the digital world*. The programme is being completed by the Management & Marketing Section by the end of March. TK to be our contact for this programme. GKM to attend the session.

**Action TK/GKM**

- *The Bill and Melinda Gates Award*. BC to check on where and when this is taking place in Buenos Aires with Carol Erikson and to offer our support as in previous years.

**Action BC**

- *Public Libraries and the Democratic Process* informal discussion group. MS reported that Nancy John was willing to be our facilitator when a date and time had been established. MS to get a form and details of what is required to make this a formal discussion group after the 2004 conference. MS to ensure that the session is publicised with posters and in IFLA Express.

**Action MS**

- *Using Statistics to Meet Public Library Needs* will be a 2-hour programme in conjunction with the Statistics and Evaluation Session. JBL reported that communications with Pierre Meunier from that Section had been good and the speakers were all confirmed. It was agreed to propose a change of title to make the session more eye catching to *Take it to the Limit: using statistics to optimise the use of public libraries*. JL to progress.

**Action JL**

- *Innovation in Public Libraries Conquering the Digital Divide in Latin America*. This would now be the Division III programme in the Conference. The meeting expressed some concern at the lack of confirmation of the speaker's names although the programme was thought to be a good proposal. JL to ask CB or her assistants in DIBAM in Chile for urgent confirmation of the details. NLC and KS to assist at the Conference and beforehand if needed. The meeting highlighted the need for good presentations of high quality.

**Action CB/JL/NLC/KS**

It was noted that a special workshop on a similar theme of telecentres and how they compete with the function of the library was being organised outside the conference in Argentina with Kay Reseroka involved. There was need to ensure that the overlap with these two programmes was kept to a minimum to avoid splitting the audience. This workshop will be on Tuesday 24 August, 0830-1700: "Reaching further; telecenters and libraries working together to create the shared knowledge society." A workshop to exchange experience and lay the foundations for partnerships between telecentres and libraries. Participants: 40 in total including key players from the Somos@telecentros and other telecentres networks, from libraries in Latin America and elsewhere.

FAIFE are producing a programme on Friday 27. August, 08.30 - 12.45,

Libraries for lifelong literacy: informacy as a way of supporting unrestricted access to information in developing countries.

CB would also need to check on the overlap with her programme

**Action CB**

MS to keep track of the Advocacy programme with American Library Association.

**Action MS**

JBL to attend the Reading with Library Theory and Research programme on *Libraries, Language and Literacy: linking continents through reading promotion programmes.*

**Action JBL**

A discussion on how we procure speakers for programmes in the future took place and it was agreed to consider a procedure at Buenos Aires with a call for papers to be read by an evaluation panel within the Section for the Oslo conference.

**Action JL for agenda item**

### **Measures to attract new members**

- It was agreed to begin the first Section meeting on Sunday 22 August with a 30-minute welcome session including coffee/tea for all members and observers to try and attract new members to the Section. All Section members to bring along sweets, biscuits etc.

**Action all**

- It was agreed that there would be further discussion at Buenos Aires on ways in which we can attract and welcome new members at future Conferences.

- NLC to promote the activity of an informal list serve and newsletter.  
**Action NLC**

It was agreed that the acronyms and abbreviations used in IFLA needed to be available on our website and available for people attending our programmes at Conference

**Action NLC**

## **7. Reports from Co-ordinating Board, Division III (Kjekstad & Lake)**

TK reported that the next meeting of Co-ordinating Board after Berlin would be on 14/15 March in Amsterdam, which she and JL would attend.

## **8. Reports from Professional Committee (Kjekstad)**

- TK explained that a pilot would run for the review of Sections and a volunteer Section was requested to try running with a new operational method. This process was welcomed but more detail on what this involved was required before any commitment is made. TK to enquire.

**Action TK**

- The Section's Strategic plan had been approved in content but needs to be re-formatted by Winston Tabb. TK to raise at Professional Committee. At present the Section Plan should still be marked "draft" on IFLANET.
- TK also reported on the discussion on large and small projects and the preparatory meetings for the Oslo conference at Professional Committee in December 2003.
- TK informed the meeting of the brainstorming session on "Branding the IFLA name" to be held at the next Governing Board meeting in March (See item 17 below).

## **9. Report on Membership (Lake)**

JL reported that membership is currently at 315 down from 322 in August 2003. JL to find out the fuller details of what this means (i.e. new members/lost members and which libraries are current members) from Kelly Moore at IFLA HQ.

**Action JL**

## 10. Finances (Clubb)

A report from BC was received and approved which showed an opening balance of 6062E at 1 January 2004.

- Administrative fund allocation for 2004 is 1430E
- Public Libraries, Museums and Archives research project funds approved but not yet received. BC indicated that this project would require some subsidy from the Committee. Detail of why this was required will need to be discussed at Buenos Aires.

**Action BC**

- Meeting User Needs. Funds received but no expenditure to date. JL reported that the cost of translation for the best practices on IFLANET would be required later this year.
- Guidelines Marketing Project. Final installment of project funding applied for but not yet received. CILIP has allocated £500 and Canadian Council of Administrators of Large Urban Public Libraries has allocated \$600Cn which was used to purchase copies of the Guidelines for developing countries and for library schools in Canada. Two copies in French were also ordered. JL reported that costs would be incurred for promoting the Public Library Guidelines with posters and leaflets in the very near future as discussed in Berlin. JL to advise BC.

**Action JL**

- Public Libraries and Life Long Learning project – final accounting to be completed by BC. It was anticipated that an additional 500E would be required for the final report from Britt Marie Häggström.

**Action BC**

- NLC reported that the latest edition of the newsletter cost 600E plus copy charges to produce.

## 11. Country Reports – To consider how these should be presented in the future (Kjekstad)

It was agreed to cease the practice of every Section member producing country reports once a year for the meeting/IFLANET and concentrate on highlighting news worthy items in the Newsletter.

**Action all/NLC**

**12. Review and report on approval of Strategic Plan 2004 – 2005 (Kjekstad & Lake)**

The Section Plan was reviewed and will be updated for the next meeting.

**Action TK/JL**

**13. UNET Project report (Hassner)**

KH reported on her paper given at the *Literacy Without Borders* conference in Kampala 18 – 22 August 2003. This was the 3<sup>rd</sup> pan African *Reading for All* Conference and was attended by 600 people (mostly teachers). KH talked about the Public Library Guidelines and the Public Library Manifesto, which many had not heard about previously.

KH reported that an annual meeting of participants is planned in Ljusdal although pressure of work for the individual members worked against the effectiveness of the network at times.

It was agreed that future presentations at Conferences should cover both the Guidelines, the translation strategy (available on IFLANET) and the Manifesto.

**14. Review of Ongoing Projects**

**a) Meeting Users Needs (Lake, Boretti and Blanes)**

JL reported on the current position of this project:

- Programme for Buenos Aires with Statistics & Evaluation Section taking place. **Action JL/MB/EB**
- Preparatory work on the best practices under way but more examples needed from around the world in a variety of countries/languages. All Section members to pass examples to JL/MB/EB. Plan is to post this on the website after Buenos Aires and finish the project in Oslo with a leaflet and presentation in the Division III Open Session.

**Action JL/MB/EB/All Section members**

**b) Marketing Guidelines (Clubb & Lake)**

An update for this programme is available on the web site.

JL reported that the poster and leaflet were nearly ready to distribute and after agreement on the routing for enquiries via IFLANET he would now proceed with these.

**Action JL**

It was agreed to have a Spanish version of the poster and the leaflet available in Buenos Aires. JL to get costings.

**Action JL**

JL reported that he would be the chief facilitator for a workshop on implementing the Public Library Guidelines in Penang, Malaysia at the end of April 2004. The presentation would form the basis of a template for presentations/talks on the Public Library Guidelines in the future.

**Action JL**

**c) Libraries, Archives and Museums Research Project (Clubb)**

BC had reported that she is in the process of appointing a student to assist with the research. It was agreed that a presentation on this project would fit well at the Oslo Conference in 2005.

**Action BC/TK**

**d) Lifelong Learning Project**

Copies of the final report were distributed at the meeting. There was considerable concern that the final report as a bibliography and list of web links did not reflect the high level of content and work produced during the life of the project. TK to contact Britt Marie Haggstrom and BC to prepare a financial statement on the project.

(Update: TK has met with BMH and a new final report will be produced with this literature list will be the bibliography.)

**Action TK/BMH/BC**

**15. Website, Newsletter and Brochure (Lek Choh)**

NLC was congratulated on the presentation and content of the latest newsletter and it was agreed that the style should be continued for future editions.

Deadline for copy for the next edition due end of June 2004.

**Action All/NLC**

TK would prepare a letter of invitation to Oslo for the next newsletter.

**Action TK**

GKM/KH to prepare an article on Swedish Libraries for the next newsletter.

**Action GKM/KH**



Website – NLC to evaluate and make recommendations for improvement at the next meeting.

**Action NLC**

New Section brochure was distributed. It was agreed that this would be available for the first meeting in Buenos Aires to hand to observers.

**Action NLC**

Decision to be made about the Section dinner in Buenos Aires. Saturday 21 August 2004?

**Action TK**

**16. Preliminary Programme for IFLA in Oslo 2005 and 2006 in Seoul (Kjekstad)**

**Oslo 2005**

It was agreed to recommend that the theme of partnerships via the Libraries Archives and Museums joint planning and working environment be proposed as the Divisional programme theme.

**Action TK/JL**

It was agreed that a Section programme on “Trends in Libraries” be considered at the next meeting. GKM/KS & MB to prepare. It could include the following issues:

- Funding – getting the most out of nothing
- The changing role of the librarian and information worker – new ways of working.
- Leadership and management
- Information fluency

**Action GKM/KS/MB**

TK reported that the Management & Marketing section have proposed a joint programme on *Promoting Public Libraries Use Based on Statistics*. It was agreed to support this proposal since it fitted with our Meeting User Needs project.

**Action TK**

It was decided not to support the pre-conference satellite meeting proposal on *Development work in local communities – the role of public libraries* since this application from a Norwegian librarian had been made so late. The Public Section had not been involved in the planning. We had no control over quality, speakers or the costs involved although it was intended to be self-supporting.

**Seoul 2006**

To be discussed at the next meeting in Buenos Aires.

**17. Branding the IFLA name (Kjekstad)**

A brain storming session was held and points raised included:

Emphasising the **world libraries** nature of the organisation – a global network

Replacing the existing logo, which is considered to lack clarity as to what it represents.

Advertising in political magazines

Use of photos

Promoting the President

Use of the manifestos

Clarifying the values and “signals” of the organization.

**18. The procedures for the election of officers to Sections and Divisions. (Kjekstad)**

TK introduced the item explaining that the current situation for election of Divisional chairs and secretaries was done with little preparation and was unsatisfactory since individuals did not have time to check with their workplace over the time required and finance involved in being elected.

The election to either one of the posts has significant impact for the individual with both these aspects in order to attend PC and GB meetings.

It was agreed to propose that officers in the Section be nominated at the mid year meeting prior to the Conference meeting in the summer. This would provide time for Chairs and Secretaries of Sections to consider and prepare for being elected for the Divisional Chair and Secretarial posts. Sections without a mid year meeting may need to consider a postal ballot system.

TK to take to the Coordinating Board meeting of Division III in March 2004.

**Action TK**

**19. Other Reports and Items**

*What is Literacy?* paper. It was agreed that individual responses to the paper should be made from each person in the Section.

**Action all**

It was provisionally decided to hold the 2005 mid year meeting in Oklahoma, USA and the 2006 mid year meeting in Barcelona. MS and MB to investigate and report at Buenos Aires.

**Action MS/MB**

TK reported that IFLA had agreed that Rashida Begum has been approved as a corresponding member of the Section. JL reported that Philip Gill from the UK would like to be considered for corresponding member status.

**Action TK**

## **20. Closing**

TK thanked everyone for a productive meeting and KH and GKM for making all the arrangements to enable the meeting and visits to take place.

The meeting was followed by a journey to Malmo, a visit of GKM's library and a local archaeological/local history site tour.

*Torny Kjekstad (Chair) & John Lake, (Secretary)*