



**IFLA Division III: Libraries Serving the General Public
Co-ordinating Board. Draft Minutes of the Meetings held
in Zagreb, Croatia on Friday 2 & Saturday 3 March 2007**

**Meeting 1: Zagreb, Croatia - National and University,
Zagreb**

Meeting 2: Zagreb, Croatia – Zagreb City Library

Members present: Ingrid Bon (Secretary – Children’s and Young Adults), Beatrice Christensen Skôld (Chair - Blind), Lourense Das (Secretary – Schools), James Henri (Chair – Schools), Torny Kjekstad (Chair of CB and Public), John Lake (Secretary of CB and Public), Tone Moseid (Secretary - Disadvantaged), Kirsten Leth-Nielsen (Chair of Multicultural), Liv Saeteran (Chair - Metropolitan), Ivanka Stricevic (Chair of Children’s and Young Adults), Susy Tastesen (Secretary Multicultural),

1. Greetings and apologies for absence

TK welcomed the Committee to the meeting and thanked IS for making the arrangements for the meetings, visits and social arrangements. Apologies had been received from Tai Ai Cheng (Secretary – Metropolitan), Helen Brazier (Secretary - Blind), Joanne Locke (Chair – Disadvantaged)

2. Approval of the Agenda

The agenda was approved unaltered.

3. Document check

A document check was completed.

4. Approval of the minutes and matters arising from the meeting in Seoul, South Korea on 18 & 25 August 2006 previously circulated

The minutes were approved subject to a number of spelling changes for names and;

Page 3 – “The IFLA Strategic Plan – revised and signed by the end of the conference and published in IFLA Express.”

Item 8 Page 4 should read “JH reported that Anne Clyde had questioned whether Schools belonged with this Division.”

5. Report from Governing Board and Professional Committee Meeting

TK reported on the following matters;

- Claudia Lux as President Elect was leading the working group on the World Digital Library and was encouraging participation in that group from the Sections.
- IFLA Booth staffing no longer requires participation from the Sections.
- Internet is to be available in all rooms for Conference programmes in Durban.
- 3 more Discussion Groups had been approved including one on Women's Issues.
- The Seoul Congress produced a financial surplus of E170, 000.
- FAIFE offices moved from Denmark to IFLA HQ in 2007.
- Report from ALP – mostly funded by SIDA in Sweden.
- Poster session in Durban – TK plus another GB member to judge.
- Membership toolkit should be ready in April 2007.
- Code of ethics – branding document approved on IFLANET
- Peter Lor's term as Secretary General prolonged.
- Arabian and Chinese added to the official languages however not all the 7 official languages are "working languages". English remains the official working language.
- Strategic Plan – how will it be updated each year? Division chairs to feedback ideas.
- Report on meeting with librarians in Spain raised a number of issues to be addressed –
 - Feeling of being left out by language barrier
 - Order of papers in sessions – not all English papers first
 - Information Officers – experiencing problems with SPAM filters.
 - Availability of simultaneous interpretation (SI) at conference.

6. Chair's Report including financial report

The new financial regulations require a minimum of E50 per claim with a supporting invoice describing the costs, signed by the treasurer of the Section and sent to Josche Ouwkerk. JH queried why it was necessary for Sections to apply for administrative funds. The level is set by the membership figure and all Sections will require the funding since all left over funds are retained at the centre at the end of the year. Why not make it an automatic process and cut out the beaurocracy?

Action TK

If current arrangements remain, JH requested that future CB chairs are required to remind Section chairs of this requirement.

This year's funds have been allocated and Schools and Metropolitan had not asked for administrative funds.

TK informed the meeting that IBAN numbers are replacing the SWIFT numbers for direct and low cost transfer of funds,

7. IFLA Structure and Section Review – Update

The evaluation report which was expanded to include comment from PC chairs is still confidential and to be considered by GB.

Questions arising from the meeting were to do with whether attracting new membership had been considered and whether a small discount on conference registration fees for Chairs and Secretaries of Sections could be offered – TK to ask. The need for the Officer reception was questioned but pointed out that since this was covered by sponsorship IFLA finances would not be saved by cancelling this event.

ACTION TK

Final report to be discussed in Durban, 2007.

8. Co-ordinating Board Elections 2007

There are many changes in the membership of this CB in 2007. Elections in 2007 involve a ballot in Section 8 for places on the Committee. TK would be finishing as Section and CB chairperson.

Multicultural and Blind Section's will have a new Chair and Secretary. Metropolitan Section had several new members. Children's and Disadvantaged will require a new Chairperson. Schools will require a new Secretary and JH has not decided whether to continue as Chairperson.

TK reported on the process of her application to stand for GB as a personal member which she was ineligible for due to her having held the position on GB as Division III Chairperson for 2 terms immediately prior to the election.

TK reminded the meeting that the first Section meetings at Durban would require the elections for Chair and Secretaries to be held then an additional CB meeting to elect the new Chair and Secretary for the second CB meeting.

The CB had the possibility of continuity from JH, JL, ST, LS, IB, TM.

9. Guidelines for Babies - Update

A detailed discussion on the latest draft of the guidelines took place and final comments were required to IS/IB by 20 March 2007. It needed editing down a little with bullet points used in places and a link made between the recommendations to the action plan throughout.

It was agreed that an acknowledgement note for the editors was required but that contact for communications regarding the publication should be through the Section officers on IFLANET.

It was agreed that the text should be delivered to IFLA HQ as a request for an IFLA Professional Report and clarifications should be sought about its status as an e-book on IFLANET.

The guidelines would be promoted in Durban. They would be edited by Kathy East in the Children's Section and advised by IS and IB. JL to do final "English Language" check. It would be translated and distributed in French, Spanish and Russian as well as English initially.

10. Section Updates – Strategic Plans and Projects

Public Libraries – Current projects included the Caterpillar Book Box Project, the E-book revision of the Public Library Guidelines for Development and work on a revised Manifesto for Public Libraries.

Disadvantaged Section – work on the Dementia Guidelines to be ready for Durban. New guidelines for Deaf and Blind people to be started in autumn 2007. In 2008, an Official Report entitled "Enable the Disabled" covering the use of technology, provision of legislation, professional expertise would be produced. It is hoped that The Easy to Read Guidelines would be updated with new funding.

Children's Section would be working on the Guidelines for Young Adults which would be available in on IFLANET by September with further translations made in 2007 and a pre-conference seminar with the Public Libraries Section for the Quebec Conference in 2008.

Multicultural have no projects planned but are working on getting the Multicultural Manifesto approved by UNESCO by the autumn of 2007.

Schools have no planned projects having missed the application process for funds in 2006. JH requested that all of the deadlines for officers, not just a selection, be placed in the Officers Handbook.

Blind Section has E6,000 for a cataloguing workshop in June. Work on standards for the DAISY format is to be taken forward. The Start project on IFLANET and East European seminar are to be considered 2008.

Metropolitan Section has some projects well advanced and some others slower in production. Statistics (from Barcelona) Analysis and Evaluation Criteria. PC require more careful monitoring.

11. Programmes at the IFLA Conference in Durban, South Africa, 2007

A discussion on the papers submitted for the Division Programme took place following recommendations from Ruth Ornholt (Public), Vibeke Lehmann (Disadvantaged) and Lourina de Voogd (Multicultural). Their work on the selection of papers was of great help and a final selection made from the shortlist. JH's paper would be used as an official back up paper and Liv Saeteran to provide a second back up paper.

Changes were made to the headings of the Sections of the day and moderators to introduce, time keep and moderate questions and answers were assigned as follows:

Opening Session - Public	Torny Kjekstad
Democracy and social inclusion - Schools	James Henri
Bridging the information gap - Disadvantaged	Joanne Locke
Libraries for all - Multicultural	Kirsten Nielsen
The Right to Read – Children's	Ingrid Bon
Summing Up – Blind	Beatrice Christiansen Skold

John Lake to stage manage the day and to try and arrange the cultural programme with the assistance of local librarians in South Africa from the Public Libraries Section.

3 to 4 tables to be provided in the Conference hall to put Section papers and leaflets on for promoting our work.

It was agreed that all papers including the back-up papers would be included on IFLANET.

JL to write to all speakers (accepted and regretted) and provide the opportunity for applying for the alternative pre-conference Seminar in Praetoria.

12. Preliminary discussion on themes and programmes for the IFLA Conference in Quebec, Canada, 2008.

The theme of the conference is “Libraries Without Borders”.

Multicultural are planning a satellite meeting in Vancouver on the theme “Multicultural Libraries: Success stories from Canada and Around the World”.

Children’s and Public Section are planning a satellite conference session in Montreal entitled “In these days of technology, how can public libraries attract and keep youth patrons”

Schools Section are planning a satellite conference session with the Quebec and Toronto Schools Library Associations on the main conference theme and a conference programme with Multicultural entitled “School Libraries in a Multi-Cultural World”. An off site programme with the Children’s Section is also planned.

Disadvantaged Section have a pre-conference satellite meeting entitled “Library Services to the Elderly” but there is concern that no submissions have been made.

Metropolitan have not planned anything to date but may be interested in joining the Public Libraries programme.

Public Libraries plan a programme with an invited guest speaker on “Libraries Make a Difference” and significant figures in the world of public libraries invited to give papers.

Blind no satellite meeting planned.

13. Any other Business

The Multicultural Manifesto – final draft has been submitted to UNESCO and discussion on the response being considered before being re-submitted to the UNESCO General Conference in October 2007 in Paris. There was a suggestion that professional editing be used via ABM in Norway.

IFLA Public Library Manifesto – web log being sought. JH suggested using a Wiki - less time consuming to monitor.

Children are working on a webpage with best practices on the web. Same format for each with one page and one photo for each entry.

Children's also have a special mailing list on children's issues which can be joined on IFLANET. Also background reading texts on the Children's Guidelines exist on IFLANET.

Disadvantaged will be having one email address for the whole Section to avoid confusion or delay.

Public Libraries have a Committee mentoring system which has been commented on as good practice by PC.

KLN reported that Multicultural were currently planning their strategic plan for 2007-09.

TM reported that the Disadvantaged Section were considering a change of name for the Section.

Schools – mid year meeting in Zagreb followed by a workshop with School Librarians. 40 people expected at the Faculty of Philosophy for theme "How do School Libraries Succeed". JH and LD will be moderating.

In response to a question, JL and TK reported that the Mobile Libraries had successfully integrated into the Public Libraries Section.

Torny Kjekstad (Chair)
John Lake (Secretary)

Revised after the meeting at the Durban Concerence
Torny Kjekstad (Chairperson) & John Lake (Secretary)
11 November 2007