



## IFLA Continuing Professional Development and Workplace Learning Section

**Minutes of the Standing Committee Meeting  
Seoul, Korea August 19<sup>th</sup> 2006**

### 1. Welcome and Introductions

Jana Varlejs opened meeting at 2.35pm and welcomed those present.

2. **Apologies** (Apologies had been received in advance from: Diann Rusch-Feja, Linda Ashcroft, Mary Chute, Graham Walton, Paul Genoni, Ann Ritchie, Roisin Gwyer)

3. **Minutes:** Moved Wanda Dole that the minutes of the Section meeting held in Oslo, August 2005 be accepted. Agree.

### 4. Chair's Report

The Chair's report covered:

- Growth of Section member numbers to 66
- Section Publicity Brochure,
- Virtual meetings of the Standing Committee,
- Section Joint program with Conservation & Preservation section (noting in particular: structure of the program and emphasising cooperation with C & P Section hoping that this will provide a model for other sections).
- Jana Varlejs noted that Sections may nominate one paper from the session for publication in the IFLA journal and asked for those attending the session to make suggestions to her.
- CPDWL themed issue of (Emerald) *Library Review*
- Electronic Discussion List proposal.
- Discussion with Marilyn Mason of *OCLC Web Junction* and proposed CPDWL Section involvement in clearing house of free CPDWL resources. Opportunity for Section to 5a.
- IFLA review of Sections (noting requirement for Sections to have 50 members minimum and some small Sections may become discussion groups.– CPDWL Section has 66 members. Jana Varlejs asked all to consider where to look for and how to recruit new institutional members to section.
- Standing Committee members - action required to ensure correct number of members - this is to ensure: spread of work load, succession planning, greater world wide spread of Standing Committee membership
- IFLA strategic plan which are of direct relevance to role, scope and focus of CPDWL Section

### 5. Secretary/Treasurer Report

Ian Smith reported on work undertaken as Secretary over previous year – primarily Section administrative roles working with Standing Committee and IFLA HQ and coordination of Virtual Meetings.

Ian Smith reported as Treasurer that the hand-over of the financial responsibilities from the previous treasurer had been delayed but that all IFLA funds had been transferred to an account under the control of Jana Varlejs and that action would be taken to transfer to IFLA HQ any amounts due for remittance under the new IFLA financial procedures.

There was discussion regarding the surplus funds from the Oslo Satellite Conference. Blanche Wools proposed that those funds be used to fund the set up of the South African satellite conference program. Wanda Dole noted the IFLA policy regarding surplus funds generated from Satellite conference programs.

### 6. Information Coordinators Report

Sylvia Piggott spoke to the proposal previously circulated highlighting example of ideas and sought response/comments noting that if implemented will be evaluated after 12 months

Jana Varlejs spoke in support of the proposal  
Patricia Oyler proposed the idea of moderators who are expert in an area of practice  
Susan Schnuer commented/suggested:

- planning a schedule of topics for the year
- picking some topics that would provide practical and useful information

**Action: agreed SP to proceed in conjunction with Graham Walton and all to contribute**

## **7. Newsletter Editors Report –**

There was no report from Ann Ritchie as she was not at the meeting.

Discussion regarding the Newsletter covered:

- nature of content – should this be revised?
- what purpose is the Newsletter intended to serve
- how Newsletter may be used as a way to publicise the work of the Section e.g. distribution to elists concerned with CPDWL matters broadly.
- are section members notified that the Newsletter is published?
- difficulty of some countries getting access to the electronic version of the Newsletter – should it be printed and sent to targeted recipients?
- could Newsletter proposed be used in reviving the concept of a world wide bibliography of CPDWL

**Action: Agreed to brainstorm solutions at Section meeting on 25/8/06**

## **8. Marketing Officers Report – RoisinGwyer**

In the absence of Roisin Gwyer Ian Smith reported on the work undertaken to update the publicity flyer and tabled copies.

## **9. Planning for Open Program Session (with Conservation and Preservation Section) Monday 21/8/06**

Susan Schnuer reported on the co-program with the Conservation & Preservation Section emphasizing that session had been organised to make the session as participative and interactive as possible. Susan encouraged Section members to attend and sought feedback (after the session) from attendees.

## **10. Planning for future conferences programs –:**

### **a. South Africa 2007**

#### **Satellite program – Johannesburg.**

It was confirmed that:

- the theme would be: “Pathways to Library Leadership”;
- the program would run for two day 16 - 17 August 2007;
- that venue would be determined in consultation with Clare Walker and Ujala Satgoor;
- (Organizing Committee would be -
  - Chair Jana Varlejs
  - Program Co-conveners: Ian Smith Ujala Satgoor & Clare Walker
  - Program Committee: Clare Walker, Mary Chute, Susan Schnuer, Sylvia Piggott, Gitte Larsen
  - Proceedings Editors: Ann Ritchie & Clare Walker
  - Marketing: Sylvia Piggott, Roisin Gwyer
  - Treasurer: Ian Smith
- Call for proposals for papers/presentation would be arranged by the Program Convenors
- Review and selection of papers/presentation would be managed by the Program Committee members

Discussion/Issues/ideas for the Satellite program were discussed including:

- Sponsorship for satellite conf – need to identify who may be interested in sponsoring

- Need to identify possible sub themes for the satellite conference –use Section eList as was done for Oslo satellite?
- Need for sessions to be practical and useful – not all theoretical
- Suggestion to identify what skills are needed, then focus on how to develop these skills.
- Flexible mix in program (as for Oslo satellite) – some papers published, some presentation only. Some sessions to set the picture, these followed by more practical less formal presentations.
- Need to have facility which is flexible for different types of presentation
- Need to explicitly include in program small libraries/all library sectors: special/public/school/academic

### **Durban Conference**

Sylvia Piggott reported on a proposal for co-operative program with the MLAS Section at Durban conference. Agreed Sylvia Piggott to explore that proposal further.

**Action: SP & Jana Varlejs to talk to MLAS re possible co-program in Durban**

D Gupta proposed a co-operative program with CPDWL & Management & Marketing Section for Quebec 2008 Main Program - Theme: Education for Marketing. Agreed Dinesh Gupta to explore further.

**Action: Dinesh Gupta to explore the issue within Management & Marketing Section and continue discussion by email.**

### **Durban Conference – Convenor main program.**

Jana Varlejs asked section members to consider taking on role. Agreed to pend decision to Friday meeting.

### **b. Quebec City 2008**

Agreed to discuss at 25/8/06 meeting.

## **11. Progress with CPDWL Database project:**

Susan Schnuer tabled report and discussed options proposed.

Discussion covered:

Language issues, scope, capacity to maintain DB and Websites. Negative impact of DB becoming out of date.

Possibility of passing project to Web junction for future development.

BW proposed: lend data to Web Junction on understanding that this will provide access to CPDWL Section members (thus becoming a marketing tool for the Section).

**Action: Agreed to SC to prepare report for IFLA, Jana Varlejs to liaise with Web Junction on possible hand over,**

## **12. Strategic Plan**

a) Jana Varlejs noted IFLA Strategic Plan as distributed

b) Section Strategic Plan

Jana Varlejs noted that Section needs to review Section Strategic Plan in September. Discussed advice from Coordinating Board on issues to consider in revising Strategic Plan.

Jana Varlejs proposed development of a list of people available for consulting in the area of CPDWL. Discussion: vetting, ensuring quality of consultants/consulting provided.

Questions to consider: What would IFLA view of this be? How to publicise? What would make people come to CPDWL section to seek assistance/advice/consulting. Is there a real need? Do we need to assess the need? How could we make people aware of this facility? Danger of saying we will provide this service and then being overwhelmed with demand and/or unable to

provide what is being requested. How would cost of provide service be covered? Possible to tie in to rejuvenation of e List.

## 12. Special CPDWL themed issue (Emerald) *Library Review*

Ian Smith reported on this proposal. It was agreed to proceed, discussion followed on

- i. Identification of topics (refer June Virtual Meeting for some ideas)
- ii. Identification of potential authors
- iii. CPDWL section liaison person
- iv. Timetable

Agreed: Articles should be focussed and practical – to provide a useful tool for practitioners. Short and to the point. To be discussed further at Friday meeting.

## 13. Any other business

Ian raised possible role for Section in promoting/encouraging/facilitating job exchanges. After brief discussion it was agreed to leave this as possible future action.

Meeting concluded 5.20pm

### IFLA CPDWL Section Meeting 19.8.06 – Attendees

Name	Country	email
Ian Smith	Australia	<a href="mailto:i.smith@latrobe.edu.au">i.smith@latrobe.edu.au</a>
Sylvia Piggott	Global Info Solutions	<a href="mailto:spiggott@sympatico.ca">spiggott@sympatico.ca</a>
Wanda Dole	University of Arkansas at Little Rock	<a href="mailto:wrdole@ualr.edu">wrdole@ualr.edu</a>
Patricia Oyler	Simmons College GSUS Boston USA	<a href="mailto:oyler@simmons.edu">oyler@simmons.edu</a>
Marilyn Wilt	Rutgers University, US	<a href="mailto:mrwilt@rci.rutgers.edu">mrwilt@rci.rutgers.edu</a>
Michel Netzer	Bibliothèque Nationale de France	<a href="mailto:michel.netzer@bnf.fr">michel.netzer@bnf.fr</a>
Sue Hutley (observer)	ALIA	<a href="mailto:sue.hutley@alia.org.au">sue.hutley@alia.org.au</a>
Don Butcher (observer)	Canadian Library Assoc	<a href="mailto:dbutcher@cla.ca">dbutcher@cla.ca</a>
Blanche Woolls	USA	<a href="mailto:bwoolls@slis.sjsn.edu">bwoolls@slis.sjsn.edu</a>
Gitte Larsen	Denmark	<a href="mailto:gl@db.dk">gl@db.dk</a>
Wilda Newman	USA	<a href="mailto:WildaNewman@yahoo.com">WildaNewman@yahoo.com</a>
Susan Schnuer	USA	<a href="mailto:schnuer@uiuc.edu">schnuer@uiuc.edu</a>
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Prof S B Ghosh	India	<a href="mailto:sbghosh@hotmail.com">sbghosh@hotmail.com</a>
Arup K. Das	India	<a href="mailto:anupdas2072@hotmail.com">anupdas2072@hotmail.com</a>

### Friday 25.8.06

Name	Country	Email
Beverly Lynch (observer)	USA	<a href="mailto:bplynch@ucla.edu">bplynch@ucla.edu</a>
Susan Schnuer	USA	<a href="mailto:schnuer@uiuc.edu">schnuer@uiuc.edu</a>
Wanda Dole	University of Arkansas at Little Rock	<a href="mailto:wrdole@ualr.edu">wrdole@ualr.edu</a>
Jana Varlejs	USA	<a href="mailto:varlejs@suls.rutgers.edu">varlejs@suls.rutgers.edu</a>
Sylvia Piggott	Global Info Solutions	<a href="mailto:spiggott@sympatico.ca">spiggott@sympatico.ca</a>
Gitte Larsen	Denmark	<a href="mailto:gl@db.dk">gl@db.dk</a>
Michel Netzer	Bibliothèque Nationale de France	<a href="mailto:michel.netzer@bnf.fr">michel.netzer@bnf.fr</a>
Ian Smith	Australia	<a href="mailto:i.smith@latrobe.edu.au">i.smith@latrobe.edu.au</a>

<b>Minutes of the Standing Committee Meeting Seoul, Korea August 25<sup>th</sup>, 2006</b>
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#### 14. Welcome and Introductions

Jana Varlejs opened meeting and welcomed those present.

#### 2. Seoul Program

##### 2.1 Open Program Session (with Conservation and Preservation Section) Monday 21/8/06

- Susan Schnuer reported on the joint program with the Conservation & Preservation Section: 200 at first half of session, c.75 at second half
- 8 speakers/presenters
- very positive comments from participants
- Format worked despite very difficult venue

##### Lessons learned

1. People very much liked the interactivity of the second part of the program
2. Need to have people to "capture" and brief people on format of session as they come in
3. Whistle to signal change over worked
4. Evaluation sheet was important
5. Format did not work for all participants (did work for most though).
6. Preparation of/briefing (personal) for speakers important
7. Huge amount of communication and organisation was required to set up

Noted: Item in IFLA express about the success of the workshop.

##### 2.2 New Librarians Discussion Group

1. Jana Varlejs reported on her participation in the New Librarians discussion group and survey of CPD needs.

**Action:** Jana Varlejs agreed to collate and circulate responses.

#### 3. South African Conferences

##### 3.1 Satellite Program – August 2007

Venue was confirmed as proposed: Johannesburg.

Discussion covered: numbers likely to attend, sponsorship, publicity & marketing

Payment of deposit for venue.

Organising Committee confirmed (as agreed at August 19<sup>th</sup> meeting)

##### 3.2 Main Program – Durban 2007

Agreed to proceed with joint program with MLAS Section, as discussed at August 25<sup>th</sup> meeting.

Proposed program structures:

Part 1 - two key note papers on the topic, part 2. Leadership institute.

Or

2 papers from 2 different perspectives

Talk 10 to 20 minutes, remaining time to be either round table presentations or training workshop (or model of train the information literacy trainer as at the Buenos Aeries conference.)

Noted: tie in text to GLAD program

Agreed: Sylvia Piggott to work with MLAS Section to send out call for proposals.

Deadline for call for proposals – to be determined in consultation with MLAS

Reviewers: Gitte Larsen, Jana Varlejs, Susan Schnuer, Sylvia Piggott

Proposal from Education & Training Section was discussed.

Agreed: not proceed with proposal.

Action: Jana Varlejs to advise Education & Training Section.

#### 4. IFLA Structure

Jana Varlejs reminded Committee members that proposals are open for discussion and comment. Sought feedback/input – can either go in individually or as Section submission. November 1 deadline. Susan Schnuer raised the issue of Standing Committee meeting scheduling.

## **5. Newsletters**

(Resumption of discussion from Saturday August 19<sup>th</sup> meeting.)

Sylvia Piggott proposed that recipients (individuals and organisations) be asked if they want hard copy.

Jana Varlejs proposed – next Newsletter to go in print to all members and ask if they want to continue to receive in print format

## **6. Membership List**

**Action:** Ian Smith to follow up with Sophie to get list of members and send to all Standing Committee members with request that they:

- a) check accuracy
- b) identify any gaps

## **7. Treasurer issues**

Ian Smith proposed that he work with Jana Varlejs to finalise reconciliation of IFLA funds transferred by previous Section Treasurer and to remit funds to IFLA HQ as appropriate. Agreed

**Action: IS & JV**

## **8. Planning for Quebec City Conference - 2008**

Jana Varlejs asked for program ideas and suggestions:

Jana Varlejs proposed focus to be marketing and advocacy

Sylvia Piggott proposed continue working with MLAS Section

Agreed to informally explore possible topic ideas. Agreed that as the conference was to be in French speaking location the Standing Committee's French speakers: Sylvia Piggott/Susan Schnuer/Michel Netzer would have a special role exploring options and ideas.

## **9. Standing Committee**

Jana Varlejs noted the need to expand Standing Committee membership. It was noted that Michel Netzer intended to nominate to join the Committee in the next round of elections.

Jana Varlejs offered to identify and approach possible others.

**Action: As above**

Michel Netzer expressed interest in joining the Standing Committee and will nominate for the Committee.

**Action:** Ian Smith to check dates and process for nomination and advise Michel.

## **10. Proposal for Specially Themed Issue of Library Management Journal (Emerald)**

Agreed – to proceed with the specially themed issue of Library Management as discussed at the meeting on August 19<sup>th</sup>.

Jana Varlejs to collate ideas and themes for the issue.

Ian Smith to undertake initial liaison with Steve O'Connor (Editor) and with Sjoerd Koopman re branding as "IFLA" - OK?

Sylvia Piggott to take on role as Joint – Editor (working with Steve O'Connor).

**Action: As above**

## **11. Strategic Plan**

Jana Varlejs reminded Standing Committee members of the timelines for review and re-submission of Strategic Plan. Asked all to review and submit comments/suggestions to her.

**Action: As above**

## **12. Other business.**

Jana Varlejs noted the importance of the Section developing links with other sections and importance of providing opportunities for interaction.