APPROVED MINUTES
PROFESSIONAL COMMITTEE

MEETING 1
Thursday, 23 April 2020, 07:00-08:30 CET
Teleconference

Welcome and Apologies

The Chair welcomed the Committee. All members of the Committee were present.

1.   General Business

1.1   Approval of Agenda

The agenda was reviewed and discussed. Due to time constraints related to the spread of time zones represented, it was agreed that asterisked items would be accepted as read and noted, and non-asterisked items would be discussed. Agenda items 2.3.2 and 2.2.3 were un-asterisked for questions.

Resolution: The agenda was approved.

1.2   Minutes of previous meeting 9 December 2019

Resolution: The minutes of the previous meeting 23 August 2019 were approved.

1.3*   Actions from previous meetings

An overview of the work that had been completed following the December 2019 meetings of the Professional Committee was provided along with a status update of ongoing work. Unfinished actions were discussed, clarified and assigned to members for completion; new items were added to the list.

Resolution: An updated action list will be shared with the Professional Committee and reported on at the June meeting.

2.   Professional Programme Development Plan

2.3   *Objective 3: Support full engagement of committee members and develop leadership*

2.3.1   WLIC Cancellation Follow-up

The Director, Member Services gave an overview of questions presented by Units in relation to the cancellation of WLIC. Recommendations under each area were proposed and discussed by the Professional Committee. The following resolutions were made:

- **Conference sessions**
  Resolution: A survey will be sent to Units to determine their plans for 2020 WLIC programming, in relation to both the year's activities and WLIC 2021. Units who wish to change their session topic will be asked submit a new bid following the usual WLIC timeline. New bids will discussed and approved at the December 2020 Professional Committee meeting.

- **Conference programme and timeslots**

Resolution: Contingent on the availability and allocation of rooms at the 2021 conference venue, the Professional Committee will proceed with the same programme and timetable developed for 2020. A review of the programme will be made by the Conference Officer after any changes or adjustments are made.

- **Business meetings**
  Resolution: The Professional Committee asks the Professional Units to hold a virtual meeting with their Standing Committees during July or August to address specifically the year to August 2020 and to plan for the year to August 2021.

- **Officers briefing and division meetings**
  Resolution: The officer briefings that focus on the governance review will occur via Zoom webinar. Due to the timing of the General Assembly, this briefing will most likely occur during July/August. Due to the spread of time zones, it is requested that these webinars be organized and held by time zone, as opposed to Division.

- **Posters**
  It was proposed that the poster presenters who were successfully selected for 2020 be held over for 2021. In early 2021, presenters would be contacted to confirm if they could attend in Rotterdam. If they are unable, the reserve list would be activated and the next in line contacted.

  Resolution: Due to the timeliness of the poster subjects, it is requested that HQ look into virtual options for posters. These options will be discussed and a decision on poster actions will be taken at the June 2020 Professional Committee meeting.

- **Awards**
  Professional Units offering awards related to WLIC are currently making decisions on how to proceed.

  - *ARL Conference Grant*

    Hoping to select 3 winners for 2020 to attend in 2021. Have sponsorship from SAGE and Ex Libris for both years.

  - *ENSULIB Green Library Award*

    They have selected a winner for 2020. Discussing next steps and when to present award. Waiting for news from Professional Committee meeting.

  - *Public Library of the Year Award*

    Will hold a call in 2021 for libraries built/completed in 2019 or 2020.

  - *IFLA PressReader International Library Marketing Award*

    The Section is currently in discussions with the sponsor. Sponsor preference is to postpone the award as the prize was a trip to WLIC Dublin.

  Resolution: The Professional Committee notes the status of the Unit-led awards:

  Professional Committee funding to Professional Units
  Resolution: The Professional Support Officer will seek to ascertain the status of Action Plan actions/projects and inquire about updates or changes. Units will be asked to identify what project funds they anticipate being able to spend and if they expect the related project will be completed in 2020. This response should be received by May 30, 2020.

- **Webinars and papers**
  Resolution: The Professional Support Officer will contact Units to inquire about plans for 2020 WLIC Session content. Guidelines on IFLA-branded Unit webinars will be provided to

Units in May 2020, with training and support provided by HQ. Content for these webinars will be determined by the Units. Papers that would have been presented at WLIC 2020 will be accepted into the IFLA Library if presented as part of a webinar. They should be reviewed and edited by the Unit and be formatted according to IFLA guidelines before being submitted to the IFLA Library.

- **Action Plans and Annual Reports**
  Resolution: The Professional Support Officer will inquire about Action Plan progress or changes to outputs. Units should meet to reassess and make adjustments to existing plans as needed. This update should be returned to HQ by May 30 and will be discussed at the June 2020 Professional Committee Meeting.

  The Professional Support Officer will send out a questionnaire covering the above items during the first week of May 2020.

2.3.1.1 Summary from WLIC-related Division Meetings

A summary of the WLIC-related Division meetings was provided.

Resolution: The Professional Committee noted the report. The report will be reworked as an FAQ and posted to Basecamp.

2.3.1.2* WLIC Officer Sessions

A list of potential Officer Sessions proposed for WLIC 2020 was provided. The ideas within may be possible to take forward in a virtual way before WLIC 2021 or to be transferred over as options for 2021.

Resolution: The Committee noted the list.

2.3.1.3* WLIC Coaching Initiative Update

An update of the Marketing and Management/CPDWL Coaching Session was provided to the Committee. The Units intend to provide a virtual version of the coaching session and are following their previously scheduled timeline.

Resolution: The Committee noted the update.

2.3.2* Committee on Standards Update

An update on the work of the Committee on Standards was provided. The Division III chair offered to step in for the Division II Chair for a review the Rare Books and Special Collections guidelines, of which the Division II Chair was an author. An update will be provided to RBSC as soon as feedback has been received from the reviewers.

Resolution: The Committee noted the update.

2.3.3* Summary and Status of mid-term meetings

The status of 2019-2020 mid-term meetings was provided. A majority of Units holding mid-term meetings before March were able to successfully run meetings as scheduled or convert to virtual meetings. A smaller number of Units were forced to cancel or postpone meetings due to COVID-19.

Resolution: The Committee noted the status report.

2.3.4   SIG Reviews

A paper on SIG reviews, including those up for review in 2020 and 2021, associated Rules of Procedure and actions that can be taken related to a SIG review was provided. Included was the ENSULIB SIG paper, moved forward from the December 2019 Professional Committee meeting, to be considered in relation to the Governance review and restructuring.

Resolution: As the Governance review is still progressing, the Professional Committee will reinitiate the SIG review process for the following SIGs: 2020 - ATINA, RELINDIAL, ENSULIB; 2021 - DSRD, DHDS. The Professional Support Officer will contact these SIGs to start the process.

Units considering the formation of a new SIG should wait until after the Governance review has been completed before proceeding with the process.

It was noted that the items from the ENSULIB paper were taken into consideration during the Governance Review.

3.   Any other business

There was no other business.

MEETING 2
Monday, 27 April 2020, 14:00-15:30 CET
Teleconference

Welcome and Apologies
The Chair welcomed the Committee. Apologies were received by FAIFE Committee Representative, Ellen Tise and Division III Chair, Adjoa Boateng.

1.   General Business

1.1   Approval of Agenda

Resolution: The agenda was approved.

2.   Professional Programme Development Plan

2.1   *Objective 1: improve the quality and impact of work*

2.1.1   Dynamic Unit and Impact Award

The Dynamic Unit and Impact Award is ordinarily presented by the Professional Committee at the Congress as part of the closing ceremony. As the Congress in 2020 has been cancelled, the Professional Committee was asked to decide whether and how to progress with the award.

Options considered were:
- Make no award in 2020 and present two in 2021 based on the last two years of activity.
- Seek applications in 2020 and present the winner in 2021.

- Seek applications in 2020 and present at a special online webinar/meeting in 2020.
- Make no award in 2020 and go ahead as normal in 2021.

Resolution: The 2020 Dynamic Unit and Impact Award call for nominees and timeline will be extended to September 2020, decided at the December 2020 Professional Committee meeting, and its recipient awarded alongside 2021 recipient in Rotterdam. HQ will provide a detailed timeline for approval at the June 2020 Professional Committee meeting.

2.2   *Objective 2: Strengthen communications between all stakeholders*

2.2.1   **Professional Programme Development Plan**

The Professional Program Development Plan (PPDP) describes the work that the Professional Committee will undertake during its term of office. A draft of the 2019-2021 PPDP was presented by the Committee Chair.

Resolution: The members of the Professional Committee will review the plan and provide comment. The plan will be revised virtually between April and June and approved at the June Professional Committee meeting.

2.2.2*   **Adapting Standards Project**

During review of IFLA standards, guidelines and best practices for preservation, IFLA Headquarters noted that one issue faced by many libraries was the difficulty in achieving initial steps of guidelines presented.

The Cultural Heritage Programme Advisory Committee approved the formation of a working group, made up of representatives from IFLA PAC Centres, the Committee on Standards, and Standing Committee members of the Preservation and Conservation, Rare Books and Special Collections, and Audio-visual and Multimedia Sections to undertake a process for reviewing accessibility of PAC guidelines.

This group will apply the process to the PAC standards as a pilot to determine their effectiveness and determine whether the process can or should be applied to other IFLA guidelines. A status update of the group's work was provided.

Resolution: The Committee noted the report.

2.2.3*   **IFLA Website redesign project update**

An update on the progress of the new IFLA website and related information was provided. Due to the impact of COVID-19, the Secretary-General noted that while he is hopeful, at this time it is unknown if the project will be completed prior to the August 2020 deadline.

Resolution: The committee noted the report.

2.2.4*   **IFLA Publishing Activities report**

An update on issues of the IFLA Journal was provided, with comment on the limited impact of COVID-19 on the upcoming issues. The IFLA Publication Series report outlined the various publications currently in the pipeline.

Resolution: The Committee noted the report

2.3   **Division Reports**

Division Chairs reported news and information from their Units, all indicating that they appreciate the work conducted in each, and their adaptability in continuing to move forward with their planned Action Plan outputs.

Resolution: The Committee noted the reports.

3.   **Business matters**

3.1*   **Professional Committee Funds 2019, year-end report**

A year-end report of 2019 Professional Committee funds was provided. Allocation and reimbursement totals were identified, as well as a comparison across budget items for the years 2017-2019.

Resolution: The Committee noted the report.

3.2   **Professional Committee Funds 2020, 1st Quarter report**

An update on 2020 Professional Committee funds allocated and reimbursed during the first quarter of 2020 was provided. Guidance for funded Unit projects was discussed.

Resolution: As discussed in item 20-04-2.3.1, the Professional Support Officer will seek confirmation on the status of Action Plan actions and projects, funds Units anticipate being able to spend, and if they expect the project will be completed. Responses from Units are requested to be received by May 30, 2020 and will be reviewed at the June 2020 Professional Committee meeting.

4.   **Procedural matters**
4.1*   **Namespaces Update**

An update on the IFLA Namespaces project was provided. A soft launch was planned for May 2020, for expert testing and comment prior to the full launch. The agreement with MMA was for a Phase 1 of set up and Phase 2 of functional testing and adjustments until the end of April. Further testing will be completed in May 2020 with the ongoing MMA maintenance contract to begin June 2020.

Resolution: The Committee noted the report.

4.2   **Scheduling of bi-monthly Professional Committee meetings**

Resolution: It was agreed that the Professional Committee would begin to meet bi-monthly. A timeline of meeting topics will be proposed by HQ. Action items to be completed prior to the June 2020 Professional Committee meeting were discussed and identified. The next Professional Committee will be held during the latter half of June 2020.

4.3   **Timeframes and timelines for reporting and annual tasks**

Resolution: The timeline of meeting topics will be proposed by HQ, spreading out work normally addressed in three meetings across six.

5.   **Any other business**

5.1   **ILDS Conference**

The bid and draft agreement for the 2020 ILDS Conference host was discussed and approved. It was decided that further discussion of conference governance would be tabled and discussed at the June Professional Committee meeting.

Resolution: A historical overview of the governance of the ILDS Conference will be presented by HQ. This item will be discussed and next steps identified by the Professional Committee at the June 2020 meeting.

6.   Dates of next meetings

Proposed 2020 dates

<u>Location: Virtual teleconference</u>
Late June   TBD   Professional Committee Meeting
August   TBD   Professional Committee Meeting

<u>The Hague, Netherlands</u>
Dates TBD December 2020:   Professional Committee and Governing Board Meeting