



IFLA Division I meeting, Sunday 14 August 2016

IFLA WLIC 2016

82nd IFLA General Conference and Assembly — Columbus, Ohio, USA

Attendance:

Raissa Teodori – Chair, Division I
Vicki McDonald – Secretary Division I and Chair, Academic & Research Libraries
Mimi Calter – Secretary, Academic & Research Libraries
Sandra Ludig Brooke – Chair, Art Libraries
Liselotte Winka – Secretary, Art Libraries
Anoja Fernando – Chair, Government Libraries
Pavel Kiselev – Secretary, Government Libraries
Maria G N Musoke – Chair, Health & Biosciences Libraries
Anne Seymour – Secretary, Health & Biosciences Libraries
Sonia Poulin – Chair, Law Libraries
Marisol Florer – Information Coordinator, Law Libraries
Karen Keninger – Chair, Libraries Services People with Print Disabilities
Yasmine Mohamed Youssef – Secretary, Libraries Serving People with Print Disabilities
Lillian Gassie – Chair, Library & Research Services for Parliaments
Karin Finer – Secretary, Library & Research Services for Parliaments
Corrado Di Tillio – Chair, Metropolitan Libraries
Guy Berthiaume – Chair, National Libraries
Genevieve Clavel-Merrin – Secretary, National Libraries
Marian Morgan-Bindon – Chair, Public Libraries
Jan Richards – Secretary, Public Libraries
Lesley S J Farmer – Chair, School Libraries
Annike Selmer – Secretary, School Libraries
James L Mullins – Chair, Science & Technology Libraries
Julia M Gelfrand – Secretary, Science & Technology Libraries
Kayo Denda – Chair, Social Science Libraries
Sylvia Piggott – Secretary, Social Science Libraries
Ajay Pratap Singh – Convenor Agricultural Libraries SIG
Odile Dupon – Convenor, Religions: Libraries & Dialogue SIG
Fabien Vandermarcq – Communication Officer, Religions: Libraries & Dialogue SIG
Helen Mandl – Manager, Member Services IFLA
Dr Mohammed Abdulla - Observer

1. Welcome and introductions

Raissa Teodori welcomed members to the Division I meeting. Members introduced themselves and the Section or SIG that they represented.

2. Approval of the Agenda and of the Minutes of Division I meeting in Cape Town, 2015

The agenda was approved.

The Minutes of the Division I meeting held in Cape Town in 2015, which have been posted to the IFLA Website, were approved.

Moved: Sylvia Piggott

Seconded: Marian Morgan-Bindon

3. Division I: outlines and brief review of the past year

Raissa Teodori advised that she had attended the Standing Committee meetings of all Division I Sections on Saturday 13 August. Her observation is that the Division responds well to IFLA requests for Action Plans. She acknowledged that some Sections have difficulties with the templates and she is very happy to hear concerns from members. She noted that Sections are very active: they have held successful satellite meetings, are actively interacting with other Sections, and undertaking projects.

Common challenges that Raissa has observed at Standing Committee meetings:

- Involving and engaging Standing Committee members
- Completing IFLA forms, e.g. Templates for action plans or project funding requests
- Engaging with specific areas of the world, e.g. Latin America

Members indicated that they had discussed engagement and participation at their Standing Committee meetings. The following brief comments were made:

- Academic & Research Libraries (Mimi Calter) – ensuring committee members are engaged during the year, not just at the conference, is a challenge. Some members have experienced difficulty attending the WLIC. Also, ensuring that there is work that can engage committee members requires attention.
- Law Libraries (Sonia Poulin) – this Section is very small with 57 members and has 20 standing committee members. They have also discussed motivation and engagement. Members feel that organising 2 sessions and a reception is adequate. A workshop is being planned for November. Sonia is keen to hear what activities other Sections undertake. A sub-committee is working on communication. She noted that some Standing Committee members never respond to emails.
- Library & Research Services for Parliaments (Lillian Gassie) – during the last year the committee has been active. Assigning members to sub-groups was a successful strategy for engaging members.
- Libraries Serving Persons with Print Disabilities (Karen Keninger) – the issue was discussed. The Section is interested in promoting the Marrakesh Treaty. She noted that it is difficult to engage with Latin America and Africa, due to costs of attending the IFLA WLIC.
- IFLA HQ (Helen Mandl) – the difficulties of engaging with Latin America and the Caribbean have been noted by IFLA. She encouraged the Section's Officers to document these difficulties and advise IFLA HQ. A potential opportunity is to work with the LAC Section to nominate a corresponding member to the Libraries Serving Persons with Print Disabilities Group. LAC is very active and engaged in the region. Helen advised that the Action Plan template was developed to assist in engaging members. This strategy has been successful as more Action

Plans are being developed. IFLA is committed to building dynamic Standing Committees, beyond IFLA Congress meetings. Consider : What do libraries need at the international level?

- Health & Biosciences Libraries (Maria Musoke) Maria noted that the Standing Committee does not have the full membership, which limits what the Section can achieve.
- Library and Research Services for Parliaments (Karen Finer). Their approach has been to send questions that require brief responses. Makes it easier for members to respond.
- School Libraries (Annie Selmer). Possibility of a mid-year virtual meeting – due to expense of attending a physical meeting. Dealing with time zones is tricky. An ongoing issue is that many members are from small libraries and their institutions are not members of IFLA.

Raissa Teodori advised the meeting that elections for Standing Committee members will occur in 2017. She encouraged Officers to be proactive in encouraging members nominate for election. IFLA will make available a list of members available to Officers of Sections. It is important to note that this information is Confidential. The member lists will enable Officers to target Institutional members. To make a nomination it is necessary to be a member, personal or institutional, but also non members can be nominated. .

Raissa also noted that young professionals are also very willing to be active in IFLA activities. She encouraged targeted recruitment to build strong Standing Committees. Standing Committee Chairs may contact Tatiana Hoeink (IFLA HQ) to obtain a list of Institutional members of their Section.

James Mullins (Science & Technology) queried if IFLA is tracking attendance and regularity / continuity of attendance. Helen Mandl (IFLA HQ) responded that 25-28% of WLIC delegates are new attendees (first timers) at each conference. Each conference attracts local participation and this can be influenced by the location of the conference. In terms of continuity, many delegates are regular attendees.

It was suggested that the nomination form needs to specify commitment and behaviour that is required to be a member of an IFLA Standing Committee. A number of Chairs commented that new Standing Committee members are not aware that they need to attend every WLIC.

Sylvia Piggott (Social Sciences Libraries) noted that broad representation is difficult to achieve, e.g. due to cost of attendance. Satellite meetings, however, are well attended and are used successfully to engage with local regions. She commented that the rules to recruit new members are too rigid. The rules don't allow Sections to be agile in terms of recruiting members.

Raissa Teodori commented that if members are not active Chairs could ask members to stand-down. The Chair can co-opt, but you need to be aware of the rules regarding terms. Refer to Rule 18.26 in the [Rules of Procedure](#).

Lillian Gassie (Library & Research Services for Parliaments) commented that Members commence their term, but their circumstances change, e.g. budgets not available. She requested that IFLA provide a platform to enable Sections to conduct virtual meetings. Helen Mandl (IFLA HQ) indicated that IFLA has been investigating virtual platforms. Unfortunately it is difficult to get a platform that is inclusive to all regions / countries.

Raissa thanked members for their comments. She reminded members that a Standing Committee needs a minimum of 10 members to remain a Section. She encouraged members to think about the matters discussed, in advance of the 2017 elections. Raissa also suggested that if Officers have successful strategies, they should share these with other Division members.

4. Activities, projects, reporting, promotion

A. Action plans – discussion led by Raissa Teodori

Action plans and reports are aligned to the September – August timeframe. Project proposals are included in the Action Plans. Division I sections are up-to-date with the Action Plans, however, some sections are not using the IFLA template.

It is important that Sections document all their activities in their Action Plans, e.g. representing the section at other meetings / organisations should be documented in the Action Plan. The report should also document ALL the work that has been completed. Action Plans and Reports are posted to the IFLA website, so they should be clear and strategic. The Action Plans and Reports can play a role in attracting new members.

Genevieve Clavel (National Libraries) noted that templates are useful as a guideline but can be restrictive when completing details. It can be difficult to commit to specific timeframes.

Jan Richards (Public Libraries) agreed that templates provide consistency, but there are too many columns. Jan suggested that the template requires a better layout, and she advised that she has made some modifications.

Action: Jan Richard to send the Public Libraries Action Plan to Helen Mandl.

Kayo Denda (Social Science Librariess) commend that Helen Mandl had provided useful guidance and this was acknowledged.

Odile DuPont (RELINDIAL SIG) commented that the template is difficult to use.

Lesley Farmer (School Libraries) suggested a sub-committee to look at the Action Plans

Raissa Teodori commented that there is a need to find a balance between the Actions Plans being effective for the Sections and for IFLA HQ to be able to compile many reports. She suggested that perhaps, it is better to adapt the template to the Sections needs, rather than not completing an Action Plan.

Helen Mandl (IFLA HQ) advised that the template is provided as a guideline and provides key points that need to be considered for planning. Sections may

change the template to suit their requirements. Key elements that should be included: what is being planned, timelines, sections you will work with.

B. Project proposals – discussion led by Raissa Teodori

All Sections may request funding for projects, e.g. Workshops and publications. When seeking funding from IFLA, Sections may also seek funding from other organisations. Sections are encouraged to seek additional funding from other organisations. It was noted that this will assist to build partnerships with other organisations. Projects and partnerships should be noted in Action Plans. It was noted Law Libraries has used funding from IFLA and another organisation.

IFLA HQ will send notification in September regarding timeframes for proposing projects. The Professional Committee (PC) meets in December to approve projects. Once approved, funds are available to sections.

Requests for funding should be made on the Action Plan. Additional information on the project can be added on a supplementary document. If Sections are submitting Requests for Funds, you may send additional information to Raissa Teodori so that she has an understanding of the request and is able to provide support at PC.

C. Annual and midterm reports

This topic was covered in Item 4A.

D. Communication and information sharing – led by Raissa Teodori

Some Sections have indicated a concern that “English only” limits discussion in meetings. When recruiting new members, Officers should seek bilingual members. It was noted that there are language centres that can assist with translation, if you need a document translated. Language Centres, however, are staffed voluntarily so there are limitations on what assistance can be provided. Details of Language Centres are available from IFLA HQ.

Raissa suggested that Sections should consider translating key documents into other languages. Some sections do this from within their own committees.

5. Networking and partnerships

This topic was covered in Item 4B.

6. 2017 Standing Committee elections.

This topic was covered in Item 3.

7. What makes a dynamic IFLA Professional Unit?

Sections are requested to complete the “*What makes a dynamic IFLA professional unit*” form. The background to the Form is that it will be used in evaluating the effectiveness of sections and determining what assists to make sections dynamic. ‘Dynamic’ is defined as being effective and achieving goals.

A number of Officers commented that the form is too long. Officers were encouraged to provide honest feedback.

Each section needs to find the right balance – IFLA is seeking advice from Sections on what is considered valuable to be dynamic.

Session 193 will consider feedback from all Sections. The form has been provided in advance of Session 193 as a planning / brainstorming document. All Officers were encouraged to attend the Session.

8. Division I Plans for 2016-2017

There was discussion on how the Division could work together. Raissa suggested a Division I session at the 2017 Congress linked to the theme of the conference and suggested that a possible session theme could be: *Measuring impact on society*. Members were encouraged to send their ideas directly to Raissa.

Lesley Farmer (School Libraries) supported the suggested theme as it is universal to all sections. She also suggested that to be inclusive of all Sections, a publication could be produced.

There was support for a Division I session at Wroclaw.

Action: Raissa Teodori and Vicki McDonald to progress the development of a session proposal for Division I at Wroclaw 2017.

9. Important sessions at WLIC 2016 for Section Officers to attend

Raissa provided details of sessions officers that should attend during WLIC 2016. Officers were encouraged to attend the following sessions:

- Professional Committee Officers' Forum
- Division Leadership Forum
- IFLA Market
- Officers Capacity Building (repeated, replaces Officers Training)
- What makes a dynamic IFLA Professional Unit?
- IFLA President's session
- IFLA President Elect's session
- Professional Clinics
- One-to-one support for officers

10. Any other business

10.1 Non-attendance of speakers. Julia Gelfand indicated that Science & Technology has an ongoing problem with speakers withdrawing at short notice due to visa and funding issues. This issue makes it difficult to get representation from all regions. Other sections indicated that they are experiencing similar issues.

10.2 Cultural heritage. Email from Julia Brungs regarding a survey on standards and guidelines on preservation and conservation – please respond. If your library is able to be on the Risk Register please indicate.

11. Conclusion

The meeting closed at 10:10.