1. Welcome and Introductions
Sanja thanked everyone present for attending the meeting in order to take further steps regarding the development of the Guidelines. Sara was introduced as a founder of Whole Person Librarianship and she is interested in cooperating in the development and reviewing of the Guidelines. Nancy and Sanja took minutes.

2. Approval of the Agenda
Approved by consensus.

3. Review of the program of LSN session
Everybody agreed that the program was great with good speakers but also noticed that some of the speakers spoke too fast. It would be good to send guidelines to speakers about making presentations accessible and emphasize to them the importance of following those guidelines. There were 219 attendees at the our session Guidelines for Library Services to People Experiencing Homelessness: Overview and Examples.

Sanja and Nancy emphasized that every author of the chapters in the Guidelines should read the IFLA Standards Procedures Manual before rewriting their chapter. At the moment the Guidelines contain a preface plus 21 chapters. Most of the chapters need some changes.

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<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Ann’s chapter</td>
<td>Human Rights and Homelessness</td>
<td>fine</td>
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<tr>
<td>Julie’s chapters</td>
<td>Action planning - fine</td>
<td>Policies – has to be shortened</td>
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<td></td>
<td></td>
<td>- add links to policies on websites</td>
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<td>Attitudes – add resources</td>
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<tr>
<td>Vikki’s chapter</td>
<td>Staff support</td>
<td>change terminology, sub-numbering,</td>
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<td>add resources</td>
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<tr>
<td>Nancy’s chapters</td>
<td>Outcomes/Needs Assessment/ Evaluation of Services</td>
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<td>- add resources</td>
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<tr>
<td>Ryan’s chapter</td>
<td>Practiced Guide on Interaction with People Experiencing Homelessness</td>
<td>format into Word document</td>
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<tr>
<td>Sanja’s chapters</td>
<td>Preface</td>
<td>Introduction</td>
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<td>Homelessness: An overview</td>
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<td>Communication and Advocacy</td>
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5. **Correction, Extension and Editing of the First Draft**

According to feedback on the first draft of the guidelines, a timeline was suggested for work still to be done.

**August 30**
- Funding survey issued

**September 17**
- Current chapters not revised are revised
- Some revised chapters need more work

**September 30**
- All new chapters completed

**October 15**
- Full editing of entire document
- Send to Working group for review

**October 30**
- All Working group members reviews in
- Final review and editing

**November 10**
- Sent to world for review

**January 10**
- World wide review ends
December 15

At the meeting we decided to extend the deadlines due to unpredictable situations in private and business lives. It was also decided that two chapters will not be included in the Guidelines: Sample Policies and Practiced Guide on Interaction with People Experiencing Homelessness.

6. Worldwide Review Process

The draft of the Guidelines will be posted on our website for the worldwide review process. Explanations of what we expect from the reviewing process, as well as the deadline, will also be posted. After our session in Columbus Marie collected business cards from attendees who wanted to participate in the process. She will make a list and send it to Sanja to contact them. We will also contact all relevant national and international organisations worldwide that are working with people experiencing homelessness. Misako will contact other IFLA units. We will ask other IFLA LSN members to assist us in sharing information about this process.

7. Other business

Sanja will prepare a poster about the process of developing Guidelines for Library Services to People Experiencing Homelessness for WLIC 2017 in Poland.