



**International Federation of Library Associations and Institutions
Continuing Professional Development and Workplace Learning
Standing Committee Meetings – Singapore 2013**

Saturday 8/17 @ 12:30-15:00 Room 312
Tuesday 8/20 @ 15:00-16:30 Room 310

Agenda

Saturday, August 17, 2013

1. Welcome and Introductions:

Sylvia Piggott welcomed the attendees and called the meeting to order. She reminded attendees about the CPDWL sessions during the conference and encouraged everyone to attend. Sylvia also welcomed new Standing Committee members:

- Sandy Hirsh
- Vivian Lewis
- Rebecca Brown
- Ewa Stenberg
- Cindy Lombardo
- Eileen Breen
- Margaret Law
- Juanita Jara De Sumar

2. Agenda – ordering of agenda and addition of any additional items

No additional items were added to the agenda

3. Approval of Agenda:

The agenda was approved

4. Apologies

Apologies were received from: L. Fairbairn; M. Fontanin; Michel Netzer, Arne Gundersen, Annamarie Goosen

5. Approval of minutes from Section meetings in Helsinki were accepted and approved

6. Report from Coordinating Board / Division Meeting – Sylvia Piggott/Ulrike Lang

There were several presentations at this meeting. The new IFLA Library website was demoed. This is a repository of all IFLA papers and currently includes papers from this conference. Papers from previous conferences, poster sessions and satellites will be added. They also hope for translations. Members are encouraged to give their input and ideas for improvement.

Another presentation focused on the five IFLA key initiatives. All programs and projects should relate to one of these initiatives. <http://www.ifla.org/strategic-plan/key-initiatives>

Project Funding Guidelines were also discussed. A project is defined as something that has a duration of no more than two years and needs to have a beginning and end. There was a question regarding how to request funding for satellite meetings. Sylvia recommended that these be treated the same as requesting project funds

The IFLA Trend report was discussed. Each Standing Committee was requested to send one committee member to the meeting during the conference and report back to the Standing Committee. Mary-Jo Romaniuk volunteered.

The audience at the Coordinating Board meeting formed four groups to discuss ways the Professional Board could help them. These discussions were ten minutes and produced many good ideas. Ulrike Lang, Sylvia Piggott, Catharina Isberg, and Monica Ertel attended.

Finally, the location of the 2015 meeting was announced – Cape Town, South Africa.

7. **Co-chairs Report** – Ulrike Lang/Sylvia Piggott
Sylvia sent out the report via email. The document contained the CPDWL action items as they relate to the key initiatives.
8. **Proposal for identifying successor to CPDWL Chair** – Sylvia Piggott
A discussion about how to organize the structure of the CPDWL leadership was discussed. One idea was to create a chair and a chair-elect position. Another was to leave the organization as it is now with a flexible structure of Chair and Co-chair. Discussion ensued about how to make the structure flexible but also resolve some of the confusion around roles. Margaret Law put forth a motion: “Recommend CPDWL takes a proposal to the Division Meeting to consider a chair and vice-chair model.” The motion was approved.
9. **Election of Officers**
 - a. Ulrike Lang was elected Chair for 2013-15
 - b. Monica Ertel was elected Secretary for 2013-15
 - c. Catharina Isberg was appointed Information Coordinator for 2013-15
 - i. Note: At August 20 meeting, Catharina was appointed Co-chair and Eileen Breen was appointed the Information Coordinator

10. CPDWL Projects

- a. CPDWL Conference Program Handbook – Jana Varlejs
Jana has turned this project over to Susan Schnuer. She will document what happened at the last satellite meeting. It was noted that IFLA now has a lot of regulations so we need to go back and make sure what we have in the handbook matches these regulations.
- b. Quality Guidelines – Jana Varlejs is still working on this and needs assistance.
- c. Webinars – Loida Garcia-Feb.
Loida was not available to report on this but we all agreed that we should continue to support this. Loida made a comment about this at the second meeting. She said she was willing to continue to work on this.
- d. Building Strong Library Associations (BSLA) – Sylvia Piggott
Sylvia sent Fiona Bradley a note inviting her to attend the CPDWL Standing Committee but Fiona was not able to do so. The group discussed how we could build a stronger relationship with BSLA. It was noted that it would be helpful to get more information about their leadership and training programs. It is important that we reach out to this group to let them know specifically what our SC can offer.
- e. Other: Nothing added

11. World Library and Information Congress – Programs in Singapore – Sylvia Piggott and Ulrike Lang

The group was reminded to attend the CPDWL sponsored presentations.

- o Taking charge of your career: A workshop
- o Libraries as learning organizations: how to nurture growth in our staff and communities
- o New librarian global connection: Best practices, models and recommendations – New Professionals Special Interest Group with Continuing Professional Development and Workplace Learning
- o Building a learning and knowledge sharing organization (co-sponsored with KM)

Volunteers were requested to take headcount at the meetings. Rebecca Brown and Vivian Lewis volunteered.

Continued in August 20 minutes

12. Treasurer's report and financial information – Sylvia Piggott

IFLA is now managing the finances for all standing committees. Joanne Yeomans is the key IFLA contact for this. We didn't request any funds this year.

13. Information Coordinator's report – Catharina Isberg

Catharina has put together a communication plan for the section. This needs to be updated during the upcoming year. An informal group will be set up to discuss this. The group previously was Juanita Jara De Sumar, Loida Garcia-Febo and Catharina Isberg. This group has set up a blog, a Facebook page and a Twitter account. Facebook seems to get the most traffic with over 400 members. Catharina also noted that the blog seems to be the main promoter of information about the Standing

Committee instead of the IFLA website. The information is more visible on the blog. Sylvia congratulated Catharina for all of her hard work.

14. Newsletter Editor's report – Juanita Jara De Sumar

Two newsletters were published this year. Juanita encouraged CPDWL members to contribute content.

Other: Sylvia thanked outgoing committee members for their hard work. Ulrike and the group also thanked Sylvia for all of her leadership and guidance over the past two years.

17. Lyon Conference Programs 2014 (*Continued on August 20*)

- a. Ideas for programs: Susan Schnuer suggested that CPDWL partner with the Library Buildings Standing Committee on a program regarding changes that result from new or remodeled library space. Susan, Ewa Stenberg, Cindy Lombardo and Margaret Law will work on a proposal and bring this to the second CDPWL meeting. Eileen Breen will also attend the KM SC meeting and bring back program information at this meeting as well.

Minutes continue on August 20)

- b. Another poster session – not discussed
- c. Satellite conference
- d. Co-sponsorship with other IFLA committees (discussed on August 20)
- e. Assignment of program committees

18. WLIC 2015 (*minutes continue on August 20*)

The group began to discuss some ideas for a satellite meeting in Cape Town. It was noted that it would be helpful to speak to some African librarians to find out what topics would be of interest. Susan will ask the Chair of the South Africa conference to get ideas. (*continued on August 20*)

Ideas for Programs?

- a. Another poster session – not discussed
- b. Satellite conference (discussed on August 20)
- c. Co-sponsorship with other IFLA committees (discussed on August 20)
- d. Assignment of program committees (discussed on August 20)

Tuesday, August 20, 2013 15:00– 16:30:

The meeting was turned over to Ulrike Lang

1. Welcome and introductions

Ulrike Lang opened the meeting and welcomed attendees

Ulrike provided an update regarding the co-chair discussion. This was discussed at the Division Leadership brief and it was not an issue. Since many other standing committees have introduced the co-chair model it was decided not to change to

another new model and to stick to the co-chair and evaluate it later within the division. All agreed that it was important to have a third person on the mailing list to ensure proper communication. A motion was made during the Division IV meeting: “Chairs of sections have the right to include a third person (other than the Chair and Secretary) on the IFLA mailing list.” This person could be a co-chair or another member of the Standing Committee who is someone the Chair chooses. The original motion from the Standing Committee was turned down.

There was a request for the ability to print materials at the conference since it is quite heavy (and perhaps expensive) to carry paper in luggage.

At the Officer’s training, the question was asked if forms could be filled out online. There is a need to sign the form for data protection laws. The forms can now be downloaded, printed, scanned and sent back to IFLA HQ.

Guidelines are being prepared about who can upload information to the IFLA webpage as well as a social media policy. We were encouraged to focus on the IFLA webpage instead of focusing on social media. Social media is still fine but the webpages should have first priority. Several Standing Committee members commented that this was confusing and opposite the instructions given last year when social media was pointed out as the communication road going forward by IFLA HQ.

11. World Library and Information Congress – Programs in Singapore –Ulrike Lang *(continued from August 17 minutes)*

- The session on “Building a learning and knowledge sharing organization” had 193 attendees. The program focused on learning organizations and how capture and share information. A discussion was raised within the Standing Committee regarding the fact that we turned down this request last year when KM asked us to co-sponsor this session. We questioned how our section was included in the program anyway.
- The CPDWL/SET program on “Libraries as learning organizations: how to nurture growth in our staff and communities” had 294 attendees. It was very interesting and successful program. A discussion ensued about perhaps changing the format in the future to allow more time for discussion. It was agreed that we should try different methods and share how it works.
- “Taking charge of your career” will be held on August 21
- “New librarian global connections: best practices, models and recommendations” will be held on August 22

15. Nominations of corresponding members

Jana Varlejs, Mary Chute, Susan Schnuer, and Lydia Namugera were accepted as new corresponding members

16. CPDWL Strategic Plan update

The group agreed that the plan submitted by Sylvia Piggott accurately described the Standing Committees Strategic Plan and there are no needs to change it at this time.

Ulrike commented that all programs should link to the key initiatives.

17. Lyon Conference Programs 2014 *(Continued from August 17)*

- a. Ideas for programs: Susan Schnuer suggested that CPDWL partner with the Library Buildings Standing Committee on a program regarding changes that result from new or remodeled library space. However, the Library Buildings and Equipment section wanted this to wait until 2015. Susan, Ewa Stenberg, Cindy Lombardo and Margaret Law will work on this. Eileen Breen will also attend the KM SC meeting and bring back program information at this meeting as well. The Standing Committee all agreed on the importance of having a high level of participation and involvement in the program and that all of our future sessions should move away from just presenting papers to becoming more interactive.
- b. Another poster session: Not discussed
- c. Satellite conference: A satellite conference will not be held in 2014. Plans for a satellite meeting will be made for the 2015 conference in South Africa
- d. Co-sponsorship with other IFLA committees:
 - i. Monica Ertel said she was approached by John Pullinger from the Parliamentary Libraries section regarding “Leadership in Libraries.” She will follow up with John
 - ii. There was also a discussion about the role of librarians in MOOCS (massive open online courses.) Some of the topics that could be discussed are how libraries position themselves as players, copyright issues, advocacy and potential for public libraries. Sandy Hirsh will take the lead on this and Vivian Lewis, Mary Chute, Mary Jo Romaniuk, Rebecca Brown and Eileen Breen agreed to work with Sandy on this as well.
 - iii. Catharina will follow up with the Public Libraries section to see if they want CPDWL to participate in their leadership session together with Marketing and Leadership, or if they have other collaboration ideas for the future. If anyone is interested in working on this, please contact Catharina Isberg.
- e. Assignment of program committees
 - i. See above

18. WLIC 2015

The group began to discuss some ideas for a satellite meeting in Cape Town. Ulrike has been in contact with Annamarie Goosen. It was noted that it would be helpful to speak to some more African librarians to find out what topics would be of interest. Susan and Ulrike talk to Ujala Satgoor and Margaret Law is also member of LIASA. Susan and Margaret will be in South Africa in October to get ideas.

- a. Another poster session: This was not discussed
- b. Satellite conference

- i. It was agreed that methods and output from the program on “Taking Charge of your Career” should be pursued. Cindy Lombardo, Margaret Law, Mary Chute, Ulrike Lang, and Susan Schnuer agreed to explore this. Location will be decided once this has been discussed with Annamarie Goosen
- c. Co-sponsorship with other IFLA committees: The group discussed the possibilities for co-sponsored sessions with the Library Buildings and Equipment Standing Committee as well as the Public Libraries Standing Committee.
- d. Assignment of program committees: Not formally set up

19. New business / Other business

- o Catharina Isberg was appointed the new Co-Chair together with Ulrike Lang. Ulrike Lang will have the formal role with IFLA HQ
- o Eileen Breen was appointed the new Information Coordinator. Loida Garcia-Febo, Catharina Isberg, and Ulrike Lang will help with the Facebook updates
- o A new communication group was formed with Eileen Breen, Ewa Stenberg, Margaret Law and Juanita Jara de Sumar.

20. Closure / adjournment of meeting

The meeting was concluded at 4:30pm

Minutes submitted by Monica Mooney Ertel