



APPROVED MINUTES

PROFESSIONAL COMMITTEE MEETING

Friday 18 August 2017, 08:30 – 11:00, Imperial Hall, Wrocław, Poland

Present: Maria Carme Torras I Calvo (Chair of the PC); Glòria Pérez-Salmerón (President-elect, ex-officio member); Raissa Teodori (Chair Division I); Viviana Quiñones (Chair Division III); Perry Moree (Chair Division IV); Victoria Okojie (Chair Division V); Kirsten Boelt (member); Christine Wellems (member).

Staff: Helen Mandl, Manager, Member Services; Joanne Yeomans, Professional Support Officer – minutes.

Welcome and Apologies

The Professional Committee Chair welcomed Professional Committee members and observers to the meeting. Three incoming Division Chairs and one incoming Governing Board member were in attendance as observers.

Apologies were received from Frederick Zarndt (Chair Division II) and Gerald Leitner, Secretary General.

1. General Business

1.1 Approval of Agenda

Item 1.5 was un-starred for discussion and with this change, the agenda was approved.

1.2 Minutes of previous meeting 31 March 2017

The minutes were approved and will be put online.

1.3 Notes from previous meeting

The Professional Committee acknowledged the notes which give additional information and background to the decisions reported from the meeting on 31 March 2017 and for explanation of the actions reported in the Action Plan April – August 2017.

1.4 Action list from previous meeting

The Professional Committee noted the actions and progress on all items and in particular the following:

- The text for the “Guidelines on remuneration and reimbursement” will be finalized by the incoming Professional Committee in December.
- Communication of professional activities to IFLA Members: a template two-page flyer has been circulated to all Sections for completion by 30 September. These will be sent to new IFLA Members with their membership confirmation.
- Branding of Units: following Professional Committee approval, the proposed Section and SIG social media logos have been sent to Officers and SIG Conveners. Approval or

suggestion of an alternative is expected by 30 September 2017. Once all logos are finalised, they will be distributed with instructions for use.

- Professional Unit Communication Award: the jury have selected a winner which will be announced by the Professional Committee Chair at the Closing Ceremony. A representative from the Public Libraries Section (2016 joint winner) did not serve on the jury as the Section was one of the nominees.
- WLIC Poster of the Year Award: the Art Libraries Standing Committee have identified a member to serve on the jury.

Staffing changes at Headquarters since January 2017 have led to delays in achieving some of the deadlines agreed for the planned work.

1.5 Notes from workshop 31 March 2017

The results of the Professional Committee workshop will be carried forward under the stewardship of the Professional Committee 2017 – 2019.

A number of items discussed by the Professional Committee during its meeting but outside the workshop will also be included in the document: encouraging publication; project reporting, and collaboration beyond SC members. The Division Chair's role will be expanded to include encouraging and supporting submission of Action Plans and Annual Reports.

2. Professional Programme Development Plan: implementation

2.1 Objective 1: improve the quality and impact of work

2.1.1 How to define a dynamic Unit – follow up in 2017

The Professional Committee noted the immediate next steps to present and discuss the proposals with Officers at the Officers Forum and Capacity Building sessions during WLIC 2017. The incoming Professional Committee is asked to continue this work so that it will eventually be possible to acknowledge Units that deliver and take action when a Unit consistently under-performs. Transitional arrangements for SIG and Section reviews will be carried out as proposed in 2018.

2.1.2 WLIC 2017 Professional Committee's programme

The members noted the Professional Committee's support sessions at WLIC 2017:

1. Professional Committee's Officers Forum: Saturday 19 August 14:45 – 17:45
2. Division Forums: Sunday 20 August 08:30 – 10:00 or 13:45 – 17:45
3. Officers Capacity Building: Tuesday 22 August 13:45 – 15:45 and Wednesday 23 August 13:45 – 15:45
4. Communications training: Tuesday 22 August 08:00 – 09:00.
5. Clinics.

Professional Committee members will attend the sessions and give support and input.

2.1.3 WLIC Off-site sessions guidelines

The Professional Committee noted the final version of the Guidelines communicated to Officers and available in the Officers Corner: <https://www.ifla.org/node/11558>

2.1.4 WLIC Division programme guidelines

The Professional Committee noted the final version of the Guidelines based on input given in April 2017. In summary, there will be a maximum of two Divisional Programmes at any given WLIC. They may be jointly organised between Divisions. The Division Chair responsible will submit a Programme Proposal Form according to the normal submission dates. The Professional Committee shall decide (normally in December) which two Divisional Programmes shall be allocated the time-slots.

2.2 Objective 2: Strengthen communications

2.2.1 Project support tools – Survey Gizmo, Basecamp3

The Professional Committee approved additional funding to continue the subscription for Survey Gizmo and switch to Basecamp3.

The Survey Gizmo subscription will be renewed in November 2017.

HQ Staff will perform a switch to Basecamp3 as soon as possible so that incoming Officers can begin to use it straight away. There is a lot of work connected to the administration of Basecamp. Projects will be moved from Basecamp2 to Basecamp3 only on request.

The Professional Committee is aware that some countries cannot use Zoom.

2.2.2 IFLA publishing activities report

IFLA Journal

The Professional Committee were grateful for the reports on the IFLA Journal from Sage, the Editor and the Editorial Committee. They asked for thanks to be passed on to Jerry W Mansfield for his service as Chair of the IFLA Journal Editorial Committee. A new Chair will be nominated by the Editorial Committee during meetings at the WLIC.

The editor's proactivity in approaching Units is appreciated and the Professional Committee encourages him to also make contact with Division Chairs who can help to facilitate this process. The efforts to improve development of authors is also appreciated.

IFLA-De Gruyter Publications Series

The Professional Committee noted the report of the Series Editor and approved the proposals for two new works in the IFLA Publication Series:

- Global Action on Training for School Librarians
- Libraries in the Middle: Patron needs and legal limitations.

The two series: IFLA Publications Series, and Global Studies in Library and Information Series, will be discussed with De Gruyter during the WLIC.

Members of the Professional Committee raised some concern about the price of books in the IFLA Publications Series and also their availability in relation to IFLA's Open Access policy. The Professional Committee would like to review the publications policies and then do more to explain to the IFLA community the reasons behind the policies.

IFLA-published works

The Professional Committee endorsed the following:

- "IFLA Library Reference Model – A Conceptual Model for Bibliographic Information" (Final Version - August 2017).
- "Guidelines for Library Services to People Experiencing Homelessness" subject to the proposed amendments to the final draft.
- "IFLA Guidelines for translations of the IFLA ISBD namespace in RDF".

IFLA Professional Reports

The Professional Committee endorsed in principle the IFLA Professional Report "Using Research to Promote Literacy and Reading in Libraries" (Revised Edition) subject to a final check by a member of the Review Team on the responses to the minor revisions requested.

The Professional Committee noted the steps which will be taken to address the issues uncovered in the review of "Bibliotecas LAC: El impacto de la legislación de derechos de autor en la America Latina y Caribe".

2.3 Objective 3: Demonstrate performance and impact

2.3.1 Professional recognition

The Professional Committee would like to find ways to better celebrate contribution and success. This also provides a way to give feedback for making improvements.

The Professional Committee discussed the existing forms of recognition for outstanding work, and agreed that the Professional Committee would like to have a more systematic approach to identifying potential nominees from the Professional Units for the IFLA Scroll of Appreciation.

When the Dynamic Unit expectations are better developed, consideration might be given to having a professional award in this area similar to, or instead of, the Professional Unit Communication Award.

The Professional Committee would like the current certificate for outgoing Standing Committee members to acknowledge time served as an Officer. The certificate does not recognize outstanding work but only time served.

Some Division Chairs will discuss with their Division Forum the recognition of individuals who contribute but are not on the Standing Committee and the Chairs of these Divisions will report back to the incoming Professional Committee.

3. Business matters

3.1 PC Funds 2017, 2nd Quarter report

The Professional Committee endorsed the allocations approved by the project Review Team for the:

- Religious Libraries and Dialogue SIG.
- Libraries for Children and Young Adults Section.

The Professional Committee noted the reimbursements and payments made and the revised allocations and therefore the current status of the Professional Committee Funds 2017.

The allocations will be adjusted after the meeting, according to the decisions made about Survey Gizmo and Basecamp (in item 2.2.1 above).

3.2 Handover to the incoming Professional Committee

The Professional Committee noted its achievements according to its Professional Programme Development Plan and discussed the recommendations it wishes to pass onto the incoming members.

The increased engagement of Division Chairs with the Unit Officers has had a very positive impact on the Professional Committee: communication both ways has improved which has had implications for the quality of work overall and the integration and interaction between Units.

The use of small working groups addressing issues outside the Professional Committee meetings has worked very well. These could be expanded to include experts from outside the Professional Committee in future.

The direction of the Professional Committee's work during 2015 – 2017 is described in the Professional Programme Development Plan; the main thrust of this was to develop Dynamic Units and the outstanding work on this is recommended for continuation to the incoming Professional Committee during 2017 - 2019.

4. Procedural matters

4.1 Procedural matters approved since the last meeting

The Professional Committee endorsed the following:

- 2018 Satellite Meeting for the Genealogy and Local History Section together with the Asia and Oceania Section (as approved by the Division Chair).
- 2018 Satellite Meeting for Management of Library Associations Section.

A 2018 Satellite Meeting request was also received from the Art Libraries Section but it was received too late to seek endorsement at this meeting.

The Professional Committee noted the approval given in June 2017 to hold an exploratory meeting during IFLA August 2017 on setting up a SIG on Knowledge Management in Global and Disaster Health.

The Professional Committee noted the approval that had taken place by email of the new Editorial Committee members for the IFLA Journal:

- Dr. Perla Innocenti
- Dr. Debbie Rabina
- Dr. Lihong Zhou

The Professional Committee noted the messages communicated to Officers since March 2017.

4.2 Division issues

Many Units still do not provide progress reports to the Division Chair and this makes it difficult to monitor the work across the Division.

One project in Division III is delayed and will therefore not claim the funding allocated to it for 2017.

The Professional Committee discussed the concept of Co-chairs; many Sections are operating with this unofficial position. The Professional Committee recognized a need for mentoring and for continuity in the election year but believed these needs could be addressed in other ways. There was concern that the Rules were not being applied in a consistent way. A number of examples of best practice related to this topic may be collected from the Units and a statement will be drafted to summarize the Professional Committee's views so that it can be discussed with the Units.

The newly proposed logos were being discussed by the Units; they are intended for use on social media and therefore there is no need at present to design logos for Divisions, which are not yet active in this way.

4.3 Special Interest Group reviews

Many SIGs are at the end of their 4-year review term in August 2017 but the reviews were postponed due to the Dynamic Units work. As there is now a new set of expectations, the review forms will be revised, and sponsoring Sections will be asked to review their SIGs so that the process can be completed by August 2018.

The deadline will also be extended for the Agricultural Libraries SIG which was asked four years ago to develop its work in order to demonstrate it had the membership support and range of activities to justify becoming a Section. The Convener has made a lot of progress and the current situation therefore needs to be reviewed.

4.4 Endorsement of Linked Data Technical Sub-committee (LIDATEC)

The Professional Committee endorsed the selected members for the LIDATEC subcommittee of the Committee on Standards for the term 2017 – 2019:

1. Ana Vukadin, National and University Library in Zagreb, Croatia;

2. Anders Cato, Danish Agency for Culture and Palaces, Denmark;
3. Getaneh Alemu, Southampton Solent University, UK;
4. Joseph Hafner, McGill University Library and Archives, Canada;
5. Haliza Jalani, National Library Board Singapore;
6. Gordon Dunsire, Independent Consultant, UK.

The liaison from the incoming Committee on Standards will be identified at the Committee on Standards meeting during WLIC.

The Professional Committee endorsed the recommended Chair of LIDATEC for 2017 - 2019: Anders Cato.

5. Any other business

The Manager, Member Services, alerted the Professional Committee to the Governing Board's need to find funding for the Namespaces registry proposed in a paper to be discussed at the Governing Board meeting. As the registry is needed to publish professional standards, it may be proposed that the Professional Committee Funds be used to help finance the set-up in 2018 until more stable and ongoing funding can be found. This is, however, a decision for the Governing Board.

6. Dates of next meetings

The Professional Committee were reminded that their attendance at the Officer support sessions during WLIC would be appreciated and these are useful sessions for incoming Professional Committee members to attend.

The next Professional Committee meetings will take place as follows:

Wrocław, Poland: Friday 25 August 2017: 09.00 – 17.00 (Governing Board meeting).

The Hague, Netherlands: Monday 11 December – Wednesday 13 December 2017 (precise date and time of Professional Committee meeting to be confirmed).