

Minutes of the PubSIG meeting held at Wellington City Library on 31 January 2007

Present: Joanne Horner, Barbara Whitton, Rose Barker, Debbie Duncan, Leslie Clague, Margaret Parbhu

Apologies; Joy Tutty, Brian Anderson

Welcome to Leslie attending her first Meeting

Minutes of 30 November 2006 confirmed.

Matters arising:

- No response from LIANZA regarding institutional fees
- Training: LA Day Out – suggestion of another ‘tour day’ taking in Turnbull, Archives NZ, Te Papa and if there was the time available Wellington City Library Local History Collection. Suggest around a \$50 registration fee which would include coffee, lunch and bus costs
- Policy documents – the group made an initial draft list of possible library policies that we could work through with a view to producing a template for wider use by public libraries. We decided to look at one policy per meeting with each member surveying as many relevant policy documents as possible before each meeting. The first policy to be considered for March 2007 Meeting is: **Reserves/suggestions to buy**
- The Working Party Terms of Reference are attached at the end of the Minutes
- Public Library Summit. There had been a request for assistance to attend this Meeting from a small public library representative. The Committee considered known costs for the coming year and agreed \$500 towards these costs. The expected costs for the coming year (totalling \$3950) are:

➤ Public Library Summit (BIGPLANZ)	\$500
➤ Public Library Managers' Conferences (North and South Island)	\$600
➤ Working Party costs	\$2000
➤ Children's Conference	\$700
➤ LIANZA	\$150
➤	
- Co-ordinator for the Managers' List. Debbie to check Jeff's archived file for suggested person. Barbara will follow up.

Treasurers Report

Account balances:

\$4346-58 (cheque account)

\$2214-06 (Bonus Saver)

Subs received from LIANZA \$1664-30

Working Party Terms of Reference

Attached

**Next meeting will be held at 9.30am Wellington City Library
Wednesday 14 March 2007**

Public Librarians' Professional Support Investigation Terms of Reference

PUB SIG Committee 2007

1 Introduction

The LIANZA structure cultivates several sector groups for members with a common interest. The purpose of PUB SIG is to promote and support the development of public library services and the librarians who work in them. The current practice is to rotate the national committee around regions every two years. There are other more specific professional public library support groups (such as Metronet) with overlapping aims and membership. The membership fee is \$10; time involvement is either gifted by the individual or their parent organisation.

In 2005 the current committee discussed their role and decided they would like to gather information on member expectations - to refine the functionality and workings of the current setup. The need for this review was also identified at the North Island Public Library Managers' forum held in Wanganui in May 2005.

Also identified was an increasing need for external parties to contact "one" group representing public libraries (whether the group had a purely intermediary role or was mandated to speak on behalf of public libraries and/or librarians).

2 History

The committee commissioned Kaye Lally as the project leader to carry out the investigation and prepare a report which was received by the committee in May 2006. A joint press release went out on 29 June 2006 to announce the completion of the review and to inform the public library community that the report and accompanying paper would be sent out prior to the Pubsig AGM scheduled for 9 October at LIANZA conference.

Both LIANZA Council and the PUBSig Committee considered the issues identified by the review. The issues are complex and wider than the future of Pubsig. With the October 2006 LIANZA conference being the only forum where a broad representation of public librarians would be present, the conference was the first opportunity to facilitate discussion or debate and the committee was mindful that discussion needed to occur and that people felt comfortable voting for a preferred option. The committee then developed a discussion paper which was sent out to public libraries in September 2006 prior to the Pubsig AGM at conference. The document was also placed on the LIANZA website and then tabled at the AGM.

Two motions were proposed and passed at the AGM:

1. that the current committee remain in place for a further year;
2. that the committee work with LIANZA to establish an appropriate Review Working Party and use list serves to seek expressions of interest, ensuring that there was broad representation by size and geography.

Nominations were called for and received; the working party was decided upon at the committee meeting on 30 November 2006. The working party consists of:

Sue Cooper (Auckland City Libraries) LIANZA
Bernie Hawke (Dunedin city Libraries) Level 1
Ian Littleworth (Nelson City Libraries) Level 2
Lynne Walker (South Taranaki District Libraries) Level 3
Barbara Whitton (Western Bay of Plenty District) Pubsig

The committee has since met on 31 January 2007 to finalise this paper.

3 Objective

To review and further develop options, carrying out the appropriate consultation with public librarians for the purpose of enhancing the role of the Public Library Special Interest Group. Agreed recommendations will be submitted to the current committee, with a view to discussion and a vote being taken at the Pubsig AGM at the 2007 LIANZA conference.

4 Scope

4.1 Scope of review

It is expected that the Working party will build on existing review documents rather than commence afresh.

The committee expects the review and further development of the options to continue to cover many different aspects of member issues ranging from representation, committee structure and composition, communication and information exchange, advocacy, and professional support and development. The investigation will include, but not be limited to, the following areas:

Environmental

- Review of existing professional body SIG models, both within New Zealand and overseas
- Review of international public library association models

Member consultation and information gathering

- Role of SIG, balance and priorities
- Committee role and structure; current regional composition
- Communication mechanisms
- list serve facilitation
- the utility of and expectations from a 'PubSIG' website: explore possibilities of discussion boards, shared online portal with resources of common interest (sample collection policies, furniture vendor lists, fees and charges lists, etc), virtual chat facilities, online conferencing room option that can be 'rented' or hired, lists of New Zealand library list-servs. What other resources would be of use in a shared online repository? What other online services could benefit the profession? SDI ?
- Interface with other interest groups e.g. NI Managers
- Different member groups having differing needs/expectations -
- Degree of advocacy
- Degree of "mandate" - to speak on behalf of?
- Professional development mechanisms:

- Mentoring
- Regional training seminar initiatives
- ?Conferences

Other stakeholder consultation

- e.g. LIANZA, National Library
- Strategic directions
- Match of the existing needs

Resourcing and different funding mechanisms

- Fee structure

4.2 Scope of any recommendation

The review will identify any additional options and make a recommendation for action.

Included with all options identified will be:

- Objectives and desired outcomes
- Specific benefits, advantages and disadvantages
- Any risks identified including maintaining the status quo
- Resourcing implications
- Timeframes

5 Business Drivers

- Local Government Amendment Act 2002 encourages a greater level of collaboration among local authorities
- Changing communication environment
- Changing professional development needs
- Meeting member expectations in a 'service' culture
- Sharing of scarce professional resources
- Business excellence

6 Assumptions

- Consultation and communication to public libraries/librarians will include both electronic and hard copy documents
- Following final recommendations and adoption, a promotion and communication exercise will occur which may encompass rebranding.

7 Benefits

The major benefit is that this review will:

- provide opportunity for discussion and exploration of possible options
- chart a way forward for the Special Interest Group to meet public library member and stakeholder professional support needs

8 Deliverable

The deliverable for this review project is a comprehensive and detailed report and a recommendation for action. This report will outline environmental and governance issues at a conceptual level, but will discuss operational issues to an implementation level of detail.

9 Timeframe

30 April 2007.	Initial draft ready
30 June 2007	Second document complete including feedback
30 August	Final Report to Pubsig committee

10 Roles and Responsibilities

Project Owner:	PUB SIG Committee
Project Leader:	Chair of Review Working Party

11 Costs

Travel costs to meetings will be met by the Pubsig committee.

The Review Working Party time, stationery and desktop support will be absorbed by their organisations.