

Minutes of the PL-SIG meeting held at Wellington City Library on Wednesday 20 April at 9.30 am

Present: Joanne Horner, Margaret Parbhu, Barbara Whitton, Rose Barker, Jeff Cabral,

Apologies; Brian Anderson; Carolyn Lyon, Joy Tutty, Debbie Duncan, Sue Perkins

Pervious minutes confirmed.

Matters arising –

- Moira Fraser unavailable to attend this meeting, but Barbara will contact her to try to arrange a future meeting
- SFRITO contacted Jeff with customer service course information for the SIG to discuss. Information to be used as a resource to achieve outcomes. Intended for all staff to work through the course material.
The course is intended to form part of a recognised qualification in customer service. It fulfils unit standards towards a National Certificate.

Hutt have used it previously and the feedback was -

- No staff have asked to carry on with further training.
- Part-time staff found value in attending and having some form of qualification.
- All staff were put through all the modules
- Supervisors assessed the staff

Wellington have an induction programme for staff which includes induction to all aspects of the library and introduction to the information modules
The group thought that individual libraries could use as they see fit.

1. **Vision and goal statement** – The wording for these documents is in progress

2. **Remuneration survey**

Jeff reported a small group (Evaluation Committee) has been formed to look at RFPs coming in . They are looking at potential vendors who will work with the SIGS, ensuring that needs are met and customisation required from the survey. This group will make recommendations to the full Remuneration Committee.

A group has been convened to look at the standard job profiles that can be used for public libraries and other sectors, and may pick up on work in this area that has been done by ALIA.

ACTION – **Jeff** to send Committee the links to ALIA information, and ensure that remuneration committee minutes are available on the LIANZA website, so that Pub-SIG members can be directed to them via the list-serv. Remuneration groups continue to meet in April and May.

3. **Statistics** – Lesley Hooper from Stats NZ is happy to meet. Barbara, Sue Sutherland and Andrew Peacock will meet with Lesley on 3 May.

FTE levels also could be another area of inconsistency e.g. what constitutes an FTE, how many number of hours?

4. **Wellington Storylines** – Rose to resend email and date for response

5. **Training**

- a. Liz Weir Storytelling courses in Wellington – Monday 23rd and Friday 27th May
- b. Library assistants – suggestion to have a bus tour looking at different aspects of library work. Suggestions - Petone Library, **National Library**, Kapiti, Porirua and the Pataka Museum, **WellTech**, a School Library, **Hutt Valley High School**, **Hutt Central Library**, **Archives**, Te Papa.

**ACTION – Hutt to contact WellTech, Hutt Valley High School,
Wellington to contact – Nat Library.
Hutt to determine the cost of hiring a bus for a day**

Tentative date - Wednesday 20 July 2005. 9.00 am – 4.00 pm

30 attendees from the regional libraries.

6. Listserv documentation – we will put information about the Pub-SIG list-serv on the revamped LIANZA website. There is also a possibility to utilise the Pub-SIG page as a launching-off point where a repository of information useful to all public libraries is held. A link for members could be added – i.e. password protected access to database of information. There was a suggestion from South Island Managers meeting to have a better way for all public library managers to keep in touch – Jeff is investigating the possibility of an additional Pub-SIG list serv. Also a suggestion was made that 2 North and 2 South Island delegates attend each others Managers meeting in future.

Jeff to work with Amy on getting updated Pub-SIG information onto the website. Investigate subject areas to be included - Membership, collection, purchasing forms. One possibility is a Pub-SIG listserv survey to determine the Top 3 topics that members would like to have on the webpages..

PubSig would like to have a regular slot at the North and South Island Managers meetings – **ACTION - Barbara to raise at Wanganui in May.**

7. LGNZ Seminar on Monday 18 April was well attended by 65 people from across the country. Barbara reported that it was a successful day.

Evaluation forms were included in the pack, however they were not well set out. More people might have completed them had they been more user friendly.

8. Conference AGM – PubSig needs to have a better slot at Conference. The normal slot is at lunchtime and as this is usually a very busy time for delegates it is suggested that food be available directly outside the room or very closeby. Barbara to contact Chch convenor to determine this year's conference slot. Suggest that future slots be less of an AGM and more of a promotional event - have an entertainer or author talk? Also to change the time to 4.00 pm and have drinks with AGM after.
ACTION - Margaret to discuss changing the time to late afternoon with the Wellington 2006 Conference committee.
9. Finance report received
 - There are some outstanding invoices which the group approved to pay
 - Jeff to meet with LIANZA accountant to work through papers to audit stage.

**Next meeting will be at 9.30am on 18 May and hosted by
Hutt City Library.**