

## **Minutes of Pubsig meeting held at WP on Wednesday 25<sup>th</sup> July 2007**

**Present** – Barbara Whitton (Chair), Brian Anderson, Leslie Clague, Margaret Parbhu, Rose Barker, Joanne Horner.

**Apologies** – Debbie Duncan

**Minutes previous meeting** – moved Joy / Barbara. Confirmed

### **Remuneration Survey Committee**

Brian reported that PUB-SIG's contribution would be \$1,000. Essentially it would be a repeat of the last survey except for some clarifications regarding role definitions for R and S (managers). It is aimed for 4th December.

### **Finance**

Rose tabled the annual financial report which had been audited. It was agreed that there needed to have a signed statement from the auditor noted on the document. There was a unanimous vote of thanks to Rose for the accuracy, clarity, helpfulness and timeliness of not only of the document but the way that the finances had been managed and recorded throughout the year.

### **LIANZA Correspondence**

Acknowledgement of our letter of 7<sup>th</sup> December 2006 recommending a different pricing structure (based on AGM general business) was finally received on 5<sup>th</sup> July 2007. No feedback was offered other than that it would be considered when they were next reviewing rates.

### **Managers' listserv**

Enquiries for membership are to be fielded by the Convenor Linda Hughes in the first instance. It was agreed that in addition to PL managers that the President and Vice President, and Office Manager of LIANZA as well as the Chief Executive and National Librarian, and Deputy National Librarian may subscribe if they desire.

### **One Voice**

Overall, the mood of participants had been positive, and comments were focused on the details of making it work. This direction had its genesis in the Public library framework and the Summit.

### **LIANZA conference**

Due to Barbara's swift actions and the graciousness of the convenors, the AGM has now been accommodated on Monday at 11:45. Barbara will invite Bernie to report back on the review. Depending on the outcome of the discussion that may be the end of the committee in its current composition and format.

### **Alexander Turnbull Library**

Brian reported that he had been advised by Chris Szekely and Moira Fraser that they were planning an event in January for interested library staff. The aim was to showcase what services were available from their libraries directly to customers.

### **Policies Discussion.**

The draft content on reserves was confirmed.

A wiki was suggested as a possible format for the ongoing content development given that the aim is not "one best way" but "ideas suite".

An outline of the registration sections was tabled covering Children/YA/students, what details were gathered, regional/reciprocal/temporary arrangements, privacy/acceptable use and other legal issues, customer charter statements, acceptable ID, online registrations, organisational (e.g. school) versus individuals, police and others wishing to gain access, card suppliers, special exemptions and conditions e.g. housebound, records management of signed copies. Each member agreed to identify possible sources as examples in their allotted area, suitable for consideration by any library, using the reserves layout as a guide.

Next meeting – 29th August at Wellington.