



**MID-TERM MEETING OF THE METROPOLITAN LIBRARIES SECTION OF IFLA HELD  
ON SEPTEMBER 28 2006 IN PARIS, FRANCE**

**Present**

- |  |                                 |
|--|---------------------------------|
| Liv Saeteren (Oslo) (Chair)                          | Davorka Bastic (Zagreb)         |
| Ai Cheng Tay (Singapore)<br>(Secretary/Treasurer)    | Tatjana Nebesny (Zagreb)        |
| Dzidra Smita (Riga)                                  | Ester Omella (Barcelona)        |
| Aline Girard-Billon (Paris)                          | Judit Terma Grassa (Barcelona)  |
| Tomas Rehak (Prague)                                 | Christian Relly (Zurich)        |
| Hans van Velzen (Amsterdam)                          | Vicki McDonald (Queensland)     |
| Sharon Thien (Singapore)                             | Josephine Bryant (Toronto)      |
| David Bradbury (London)                              | Wang Shi Wei (Shanghai)         |
| Maja Berndston (Helsinki)                            | Barbara Lison (Bremen)          |
| Inga Lunden (Stockholm)                              | Carola Schelle-Wolff (Hannover) |
| Barbara Clubb (Ottawa)                               | Gerard Reussink (Rotterdam)     |
| Martin Gomez (Illinois)                              | Peter Fodor (Budapest)          |
| Thomas Galante (New York)                            | Claudia Lux (Berlin)            |
| Mats Hernvall (Stockholm)                            | Florin Rotaru (Bucharest)       |
| Kaie Holm (Estonia)                                  | Julieta Moleanu (Bucharest)     |
| Susan Kent (New York)                                | Naida Tattersall (Queensland)   |
| Borge Sorensen (Copenhagen) (Information<br>Officer) |                                 |
| Elliot Shelkrot (Philadelphia)                       |                                 |

No	Item	Action by
<b>1</b>	<b>Metropolitan Section Standing Committee &amp; Election of Information Officer</b>	
1.1	Hans v Velzen proposed that Gerard Reussink, Director of Rotterdam Public Library be the new Standing Committee member to replace Ton van Vlimmeren who has left library services. The meeting endorsed the nomination.	All to note
1.2	The meeting was informed of Borge Sorensen's wish to step down as Information Officer of the Section. Liv proposed and the meeting accepted the appointment of Vicki McDonald, Director, State Library of Queensland, Australia as the new Information Officer.	All to note
1.3	Liv would like to encourage more participation from section members at the IFLA annual conference. She further encouraged more representation on our Standing Committee for instance from Copenhagen and Queens, New York. Claudia, President-Elect/IFLA, explained the nomination process can begin for now and names should be submitted by end Jan 07.	
1.4	On behalf of the Section, Liv presented Borge with a token of appreciation from the Section for his contribution as the Information Officer	
<b>2</b>	<b>MetLib Section of IFLA: Mid-Term Meeting of 15 Sep 2005 held in Riga, Latvia</b>	

No	Item	Action by
	The minutes of meeting held on September 15, 2005 in Riga, Latvia were passed with no amendments.	
<b>3</b>	<b>MetLib Section: Highlights of Discussions and Open Session in IFLA, Seoul 2006</b>	
	Members noted the highlights of the discussions and open sessions held at IFLA, Seoul 2006.	
<b>4</b>	<b>MetLib Section Strategic Plans 2006-7</b>	
	The strategic plans for 2006-7 were passed without any amendments. They will be uploaded on to IFLANet soon.	
<b>5</b>	<b>MeLib Section Project – Updates by Members</b>	
<b>5.1</b>	<b>Librarians leading the way; making a difference – by Hans van Velzen</b>	
	Hans gave a short project description. The project was intended to develop young librarian talents so as to ensure that our libraries can continue to innovate. He proposed a regular staff exchange programme that can extend for a longer time. He cited an example of a staff from Rotterdam who went on a year-long attachment at Amsterdam. Appointments have been made by Amsterdam with Shanghai and Prague for similar staff exchange programmes. The proposal is to develop a standard programme with important items that are covered. The project team will be sending out a questionnaire shortly to determine members' requirements. An estimated 2000 Euros will be expected for this project. (Note: Hans would have to put up a project plan to seek the funding).	Hans v Velzen
<b>5.2</b>	<b>MLS Videonews – by Gerard Reussink</b>	
	There has not been much update on the project. The project team has to resolve constraints such as Internet connections before the project can proceed.	
<b>5.3</b>	<b>Benchmarking Criteria for Library Evaluation – by Josephine Bryant</b>	
	Josephine sought members' agreement on some of the proposed recommendations (Note: Secretariat did not receive the latest recommendations and hence they were not tabled at the mid-term meeting), namely:  <ol style="list-style-type: none"> <li>1. Formation of an advisory committee, comprising staff members from representative member countries who will work with the project team to implement the proposed recommendations. The purpose of the Advisory Committee is to provide broader inputs into the data collection process. The role of the working group is also to test out some of the recommendations. The working group should comprise staff members who can consult with their library directors. Gerard proposed to have Barcelona co-opted into the advisory committee because of their Tibido project. The meeting agreed and Judit will be the contact person for Barcelona for this project.</li> <li>2. Adoption of ISO standards for data collection – it is recommended that ISO standards be adopted to define data elements.</li> <li>3. Special sections such as outreach, multicultural activities can be considered as special sections to be evaluated perhaps in alternate years. The advisory committee will decide on what to be collected on an annual basis and what can be collected in alternate years.</li> </ol>	

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	<p>A new survey would be conducted in 2007 after which the advisory committee will review the project. The findings of the project will then be shared with the Statistics and Evaluation Section of IFLA.</p> <p>Gerard asked if we could gather information about our digitised contents since we are progressively becoming digitised societies. In the proposed changes, the advisory committee can perhaps look into the provision of digital services.</p> <p>Maija felt that it is important for the section to implement ISO standards to press on , despite the difficulty. Claudia said that this could be discussed further at the IFLA Open Session next year.</p> <p>Josephine said that the Toronto Public Library was pleased to assume this task of data collection as it values the importance of such information to both Toronto Public Library and the rest of the library world.</p> <p>Naida enquired if there can be a possible merger between the Tibido and this benchmarking criteria project in order to obtain greater synergy. This proposal was seconded by Ester (Barcelona). She agreed that putting the two together will allow for greater comparative analysis.</p>	Josephine
<b>5.4</b>	<b>Customer Focused Initiatives – by Barbara Lison</b>	
	<p>Barbara explained that this is meant to be an interactive project. Money is required to put up a database. As the Treasurer did not receive the request for 2000 Euros, the project team is requested to re-submit the project report. The objective of the database is to avoid the need to reinvent the wheel for countries that needed resources on how to conduct customer research studies. This is meant to be a database of customer surveys conducted by member countries. Barbara said that her library is willing to host the database subject to final confirmation of systems requirements.</p> <p>(Note: Barbara has re-sent her earlier submission. However, a sum of 2,000 euros was required.)</p>	Barbara
<b>5.5</b>	<b>Guidelines and Best Practices for Metropolitan City Library Systems – by Sharon Thien</b>	
	<p>Sharon explained that the attached document is a working draft of the proposed guidelines. To take the project forward, a request for representations from different metropolitan city library systems was made. Barbar Clubb, Ester, Thomas Galante and Gerard agreed to be part of the working group to provide specific inputs on guidelines. Best practices will be documented instead of providing standards because of different stages of library development each metropolitan city library system is current at.</p>	Sharon
<b>5.6</b>	<b>Section Administration and Sponsorship Grant- by Ai Cheng</b>	
	Please refer to Items 6 – 8 below.	
<b>6</b>	<b>MetLib Section Financial Statement</b>	
	<p>Ai Cheng reported that at present the section has about 14000 Euros. Gerard asked if there is some kind of control over expenditure. He asked if two other standing committee members can help to review expenditure</p>	All to note

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	<p>patterns. Ai Cheng explained that the balance of the section budget has been allocated (as per last year's mid-term meeting) to the respective projects as well as to finance the two sponsorship grants given last year and this year. No extra funding was sought from IFLA.</p> <p>Claudia further explained that extra controls are in place in that the section must report to the Division and to send project updates to IFLA.</p>	
<b>7</b>	<b>Stuart Brewer Scholarship Grant</b>	
7.1	Ai Cheng explained the rationale for drawing up clear selection criteria to assess sponsorship applications. The meeting agreed to the recommendation to form a selection panel comprising Liv, Ai Cheng, Vicki and a representative of the host country to decide on each year's award.	All to note
7.2	Tomas reiterated that there should be a clear statement to restrict this scholarship to libraries that would otherwise not have been able to attend without this grant. This point should be explicitly stated in the sponsorship application guidelines.	Selection Panel to note
<b>8</b>	<b>MetLib Section Brochure</b>	
	<p>Some typo errors with regard to Standing Committee members' details were highlighted for amendments.</p> <p>Susan Kent suggested the use of electronic copy which can be readily updated for members. Barbara Clubb suggested inclusion of some future-oriented information while Barbara Lison would like to see the year of printing be stated. Claudia explained that IFLA is working on a new website with CMS which will allow each section flexibility in uploading own content quickly onto the web. Florin Rotaru felt that the historical background of INTAMEL should not be lost so more information that went past year 2000. Barbara Lison suggested, and Claudia seconded, to include a statement that the section was formerly INTAMEL so as to reflect the change of status from a roundtable to a section.</p> <p>As regards the suggestion to include a statement on the late Stuart Brewer, the meeting was informed that an obituary has already been publicised in the IFLA journal. Christian agreed that we should not confuse the purpose of the brochure. There is a need for both print and electronic copies of the Section Brochure. Ai Cheng explained that the hard copies will be needed for IFLA Booth as one tangible way to promote the Section Membership.</p> <p>Christian suggested embarking on a project to document past conferences' intellectual content. He requested members to email or send him past papers and documents.</p> <p>Barbara Clubb asked if the section brochure will be translated into the official languages of IFLA. Ai Cheng replied that this would be looked into following the publication of the English version.</p> <p>After all the amendments have been made, commercial printing of the brochure will commence.</p>	Ai Cheng

No	Item	Action by
<b>9</b>	<b>Mid-Term Meeting 2007 and Future Mid-Term Meetings</b>	
9.1	<p>The letter from Deborah Jacobs for 2007 meeting was deliberated. In view of the busy US library directors' schedule during that period, it was agreed to combine the MetLib mid-term meeting with the Urban Council of Libraries' conference in Ohio, Cleveland next May. Deborah expressed concern that the original objective of shifting the Mid-Term Meeting venue to US in order to attract more US participation may not be achieved.</p> <p>Inga Lunden recommended that the mid-term meeting be shortened by one day. Liv agreed. The conference will commence on a Sunday afternoon instead.</p> <p>David asked if this is going to be a standing practice to have the mid-term meeting in spring each year. Liv explained that this was deliberated at great length last year. The Sep mid-term meeting is too near to the IFLA conference and occurs one month after the conference. Hence it could not serve its purpose of providing a mid-term review for the section.</p> <p>Tomas did not second the idea of shortening the conference by one day given the time spent in travelling to the conference venue. Liv proposed to have a more flexible programme that should incorporate some social visits.</p> <p>The meeting once again was informed that future mid-term meetings will be held during the Apr/May period while the 2007 venue will remain in Seattle.</p>	All to note
9.2	<p>Hong Kong has indicated that 2008 is a busy year for their libraries so they are unable to host the conference. Prague will see if they can organise the conference in 2008 instead of 2009 but they can only confirm later. Alternatively, Brisbane can move forward to organise the 2008 meeting. Tomas will revert as soon as he returns to Prague to discuss with his colleagues.</p> <p>(Note: Tomas has agreed to host the 2008 meeting in Prague).</p>	Tomas
<b>10</b>	<b>IFLA Session in Durban, South Africa 2007</b>	
	<p>The full-day open session will take on a different format and will be combined with other sections. The theme of the session is libraries and social inclusion. A call for papers will be made soon. As there will be another hour to spare after the open session, the MetLib Section will combine with the Marketing Section to organize an open session with a similar theme.</p>	
<b>11</b>	<b>IFLA Strategic Plans 2006 - 2009</b>	
	<p>Members are invited to send their comments. Thus far only comments from Barcelona, Canada and Singapore have been received. So by end of the month, we will submit whatever we have got to IFLA.</p>	All to note
<b>12</b>	<b>IFLA's Professional Organization: Suggestions for Change</b>	
	<p>Liv indicated that our section will need more recruitment especially from the US, South America, Africa. She hoped that members would help to</p>	

No	Item	Action by
	promote and recruit more members into the section	
<b>13</b>	<b>Guidelines for Library Services to Babies and Toddlers</b>	
	Liv asked for best practices from member countries.	Members
<b>14</b>	<b>MetLib Section Annual Conference Preparation Guidelines</b>	
	This was prepared to assist future conference organisers.	
<b>15</b>	<b>AOB</b>	
	There being no other matters, the meeting ended at 1.20pm. Liv thanked Ai Cheng for a good job done in organizing the meeting.	

Recorded by: Ai Cheng Tay

Approved by: Liv Saeteren