



Attendance:

Helen Chan, Professional Division Committee Chair (Division F)
Lilly Ho (Chair, Acquisition and Collection Development Section)
Karin Byström (Secretary, Acquisition and Collection Development Section)
Rana Abdulrahman (Chair, Art Libraries Section)
Susan Parker-Leavy (Information Coordinator, Art Libraries Section)
Céline Allain (Secretary, Preservation and Conservation Section)
Daryl Green (Chair, Rare Books and Special Collections Section)
Makeswary Periasamy (Secretary, Rare Books and Special Collections Section)

Apologies:

Ann Roll (Information Coordinator, Acquisition and Collection Development Section)
Elsa Loftis (Secretary, Art Libraries Section)
Tina Baich (Chair, Document Delivery and Resource Sharing (DDRS) Section)
Nicole Clasen (Secretary, Document Delivery and Resource Sharing (DDRS) Section)
Filiz Ekingen Flores Mamondi (Information Coordinator, Document Delivery and Resource Sharing (DDRS) Section)
Russell S. Lynch (Chair, Preservation and Conservation Section)
Mariia Kolpakova (Information Coordinator, Preservation and Conservation Section)
Stephanie Stillo (Information Coordinator, Rare Books and Special Collections Section)

1. **Opening and confirmation of the agenda**

The agenda was approved.

2. **Welcome and introduction**

The Professional Division Committee Chair, Helen Chan welcomed the members of Division F.
Lilly Ho was the minutes taker.

Lilly sent a meeting reminder to the Division officers in the meeting. The meeting officially began at 18:40 HKT and was recorded.

3. **Minutes of previous meeting Oct 1st, 2021**

The minutes of previous meeting was approved without correction.

4. **For information**

4.1 **Division F Secretary**

Helen congratulated Lilly for being successfully elected (10 votes) and would serve as a Division Secretary for 2021-2023. She was welcomed to the group as the secretary in addition to her current role as a new chair of Acquisition and Collection Development Section by Professional Division Committee Chair (Division F).

4.2 **Division updates**

Phishing emails – Helen reminded the group regarding the recent phishing emails. Examples of spam emails are often from Governing Board members or IFLA volunteers, and asking for money, a favour or assistance on travel issues. She requested the group to pass this information to their section members and report any irregularities to IFLA Headquarters.

Wordly – Helen introduced an artificial intelligence translation software, Wordly to the group. IFLA has subscribed Wordly which is available and on request for use by professional sections. Section officers may contact Helen and apply for the logon credential if needed. The link of Wordly request is

<https://survey.alchemer.com/s3/6558339/Wordly-Request>

5. **Division matters**

5.1 **Celebrations, questions, comments, concerns**

Division awards were discussed to encourage section members' engagement and contribution to a committee or group. Suggestions on annual awards include attendance, appreciation of services etc.

Lilly would compile a list of new standing committee members by November 30, 2021. All newcomers would be invited to a welcoming meeting chaired by Helen.

5.2 **Division F – Basecamp, Meetings**

To enhance mutual support and coloration, Helen divided Division Basecamp into three sub-groups according to the officers' roles (chair, secretary, and information coordinator) of a professional section in addition to a big group for all section officers under Division F. All members were encouraged to self-introduce, network, and support other members with similar roles in the sub-group.

Meeting time was discussed and suggested to postpone at least one hour from 18:30 HKT. The recommended changes aimed to increase the number of American colleagues who would like to attend the meeting and receive important information from Division Chair at their convenient time. The duration of meeting was also suggested to limit to one hour and review the changes in each meeting.

Lilly raised her concern on the proposed changes due to the time zone (AEST) where she located. The meeting would be at late or mid-night on her working day. Under this circumstance, Makeswary Periasamy volunteered to be minutes taker in the absence of secretary.

5.3 Officer survey on training requirements

IFLA Headquarters organizes a series of online trainings (group and/or individual) for new officers. The trainings such as Basecamp basics, Zoom meetings, Zoom webinars, general session on available project tools and where to locate useful information. Helen encouraged all members to sign up any training sessions that they are interested in.

6. Strategic matters

6.1 Role, priorities, and goals of Division F Secretary

Helen gave a briefing on the role and responsibilities of Division Secretary. The responsibilities include to the followings:

- Assist the Division Chair in their duties during the year, such as sending reminders of allocated tasks to officers, reminder of meetings etc.
- Assist the Division Chair in convening virtual meetings of the Officers during the year to discuss issues related to the professional programme, take the minutes of such meetings, and distribute them to the Division's Officers shortly afterwards.
- (With the Division Chair) ensure the Division web pages are updated as relevant (with approved minutes of meetings, annual reports, etc).
- Step in for the Division Chair when necessary to chair the meetings of the Division.

Lilly acknowledged and was pleased to provide great support to the Division.

6.2 2020-2021 Annual Reports & 2021-2023 Action Plan

Helen appreciated all officers' effort on planning the upcoming section activities and submitting the action plans on time. She had reviewed and approved the proposed action plans with comments. The system would open until next year for further updates.

In the implementation of action plan, Helen reminded the officers for the adoption of Whole-Unit Approach with focus on the equitable engagement across the whole standing committee of each section.

Helen involved in the Reporting Process. Section Chairs were reminded to submit their Mid-Term Report in March 2022.

6.3 WLIC 2022

The 87th WLIC would be in person and held in Dublin, Ireland from 26 to 29 July 2022. Helen invited section officers to bring library and information studies (LIS) students to the congress.

6.4 Networks Discussion

Division F would have gathering at WLIC 2022 in Dublin.

7. Operational matters - IFLA Repository and New Website

Helen gave a briefing on the IFLA newsletter, new repository, and website:

Helen sought for comments on creating a half-yearly Division newsletter. The objectives of this whole division approach were to provide project updates in each section, encourage collaboration and enhance networking opportunities. The format was not yet decided – traditional newsletter, gamification approach or through social media such as Instagram. Helen and Lilly would start this new initiative and invite contribution from the group before next meeting.

[IFLA repository](#) is a place for storing historical documents – reports, minutes, annual plans – of professional sections. Section administrator to upload the documents by mid-Jan every term. A web editor account could be granted from IFLA at webmaster@ifla.org

[IFLA newsletter](#) is available for subscription. The monthly newsletter provides insights and highlights of the global library field as well as latest information of IFLA WLIC.

8. Other business

The meeting was adjourned on Thursday, November 18th, 2021 20:00 HKT.

Next meeting was scheduled on Tuesday, February 2nd, 2022 18:30 HKT.