



IFLA Section Library Services to People with Special Needs

Minutes of Library Services to People with Special Needs Business Meeting

Teleconference (Zoom), 08 October, 2021

15:00 -17:00 CET

Members present:

Maela Uvodic, Chair (Croatia)
Janet Lee, Secretary (The United States of America)
Aly Velji, Information Coordinator (Canada)
Samira Zahra (Germany)
Caroline Smith (The United States of America)
Miguel Rivera (Chile)
Clayton Copeland (The United States of America)
Laia Vidal (Spain)
Corinna Haas (Germany)

Apologies (and no response)

Sanjica Faletar Tanacković (Croatia)
Lisa Krolak (Germany)
Ingrid Källström (Sweden)
Dolores Carungui (Philippines)
Jane Garner (Australia)
Diego Anthoons (Belgium)
María Isabel Abalo (Argentina)
Bashiru Adamu (Nigeria)
Marie Engberg Eiriksson (Denmark)
Tilahun Shiferaw (Ethiopia)
Maria Isabel Gutiérrez Sánchez (Spain)

1. Welcome and Introduction

Section Chair, Maela Uvodic, welcomed the LSN Standing Committee Members. to its second meeting of the 2021-2022 year.

2. Attendance and apologies (Maela)

Maela listed the members who apologized for not being able to attend. They are included in the above listing with members who did not respond.

3. Approval of the agenda

Janet Lee moved to approve the agenda. Corinna Haas seconded. It was approved by acclamation.

4. Approval of Minutes of LSN SC Meeting, September 24 2021

The minutes were included with the distribution of documents by the Chair. Aly Velji moved to accept the minutes. Corinna Haas opened a discussion of the roles that she had offered to play that were detailed in the minutes. The amended minutes will be posted on the website at our earliest convenience. There was no formal second, but consensus to accept the minutes as amended.

5. Report on Division D meeting (Maela and Janet)

Patrick Danowski opened the Division D meeting on September 28, 2021. The meeting is open to all officers of the Division D Sections and Interest Groups. There are eight divisions and Division D has seven sections. It is hoped that at least one officer from each section participates, but all officers are welcomed. Maela and Janet attended.

He introduced a PowerPoint presentation which can be found on the Division D Basecamp site: <https://3.basecamp.com/3833672/projects/23430472>

He described the process of developing the new IFLA strategy (2019-24), which took several years to complete. Maela included the Strategy in English and Spanish in her email to the committee. Please take time to read the Strategy because our Action Plan must reflect the strategy in its formation. The Action Plans are due on November 1st.

There are now eight divisions instead of five and the sections and special interest groups were randomly assigned to a division to provide workload balance. With this new structure, the Information Coordinator is now officially an officer. Some processes have not yet been decided and a Handbook should be published in December.

Patrick is desperately in need of a Division Secretary and is soliciting volunteers by August 10, 2021.

The new plan allows for Workgroups, which focus on a single topic. There should be a maximum number of ten on a workgroup and the work should be completed in two years, with a possible one year extension.

Special Interest Groups are also time limited groups exploring an activity that merits greater focus. It can evolve from a working group. There can be five to ten members appointed by the section. There can be two four-year terms with one year for a wrap up. It can evolve into a Section if warranted.

A network can also form. It is a group of interested individuals from across the organisation who want to keep in communication and/or working together on a topic. It can last as long as there is communication.

He briefly described the New webpage and is open to feedback.

WLIC will be in Dublin from July 24-28, 2022 and may be a hybrid conference. He did not know when program proposals were due. One lengthy discussion item was that the translations provided were terrible and some wrote over translations that were provided by the speakers in their pre-recorded presentations.

The Professional Council meets every two months and it was agreed that the Division D meeting would meet approximately 2 weeks after the Professional Council so that attendees can plan accordingly.

Because of the wide spectrum of home bases for the attendees, it was decided to rotate the schedule so that it did not favor one world region over another. It was also agreed to hold only one Division session rather than try to hold two sessions of the same meeting at different times.

The meetings are recorded and can be shared.

6. Report on emails with Megan Price, Professional Support Officer (Maela)

Maela reported on her email exchange with Megan Price, Professional Support Officer, since the next meeting of the Professional Council is at the end of October, which is too late for answers to some questions concerning the Action plan.

Maela's questions were:

- What are IFLA's plans for the web page? Will it address issues related to accessibility for people with reading difficulties and dyslexia? We have some ideas and accessible fonts made for that purpose by a firm in Croatia.

What is the procedure to present our ideas so IFLA can buy a license and then all of IFLA's documents and web page can be adjusted and accessible? Maela is waiting for the offer from the above-mentioned firm.

Megan will research and come back to me with a response to these questions.

- How can we change wrong information and typos about our SC members? Still waiting for the info's about changing banners and GDPR permission for the photos of our members.

Megan asked me to email her any changes needing to be made to our LSN Members' details and she said she will ensure the Secretariat and web team make these changes.

Maela sent Megan a spreadsheet with the correct information about our members that have to be changed on our page relying on the answers she received from the members whose information was incorrect.

Megan: The gathering of member photos will take place in a later iteration of the website, so officers will be contacted with the process once IFLA will be ready to receive these items.

For changing the banner of the LSN webpage, we have to ask the web editor to make this change for us. If we need a web editor account, we should contact the web team at webmaster@ifla.org. Instructions for web editing can be found in the CPU Basecamp: <https://3.basecamp.com/3833672/projects/22332134>

We have to think about what we want to display as our banner. Maybe a collage of symbols representing the groups of people that our work serves. (Nods of agreement among the zoom participants).

- Is there further information about the process for co-opting members ?

Megan: Information about co-opting will come via the IFLA Handbook, which will be available toward the end of the year.

- We would like to change our Section's name since it is derogatory but want to know what the procedure is and whether it is possible to do it?

She will research this and will come back to Maela with the process. She also wanted to know the new name(s) we were considering. Maela replied that we are still thinking about it in a sense that we want to form a committee in cooperation with LPD and then start a conversation for choosing the proper name

- We will continue Section's newsletter but want to know what the procedure is to set up subscriptions to it for interested parties.

We can send information out about our Newsletter on the LSN mailing list with a link to the subscription, or we can post a news announcement with the subscription link on our Unit's webpage. She also asked if we were considering using a newsletter software or something else?

- We would like to establish an award/and or certificates for inclusive/accessible libraries. What is the procedure, and can we make it with a compensation?

Continuing awards made by Professional Units need to go to the Governing Board for approval. To prepare for this process you will want to consider the following:

- **As part of our 2021-23 Action Plan, we should clearly delineate how the award is aligned to the IFLA Strategy, how it will impact the field and how it moves the LIS field (via LSN) forward.
Detail the award and its components:**
- **What type of library is the award aimed at?**
- **How will the winner be determined? What are the other parameters of the award?**
- **What will be the formal process for evaluating submissions?**
- **How will the jury be determined?**
- **Will there be one winner or several?**
- **What is the award, and what will it provide for? (WLIC Entry + lodging and air travel, or an amount toward these items?)**
- **How will you seek submissions, market this award?**
- **Who will be the collaborators or partners for this award (potential sponsors)? You would need to have potential multi-year sponsors.**
- **What is the benefit for the sponsor?**

Once the award has been approved by the Governing Board, you would then move forward with formal sponsorship. In general, IFLA does not sponsor awards with compensation or WLIC entries.

d. New Guidelines (Maela)

- i. Autism Spectrum Disorder. Isabel expressed an interest to be involved as does the LPD chair, Yasmine. We could also ask Children and Young Adults Section to collaborate with us. Miguel expressed a strong interest in this guideline as well.
- ii. Nursing homes. In an email Diego indicated a first interest in Nursing Homes, but not as leader; second interest in Autism Spectrum, but not both. His institution is organizing a broad campaign towards nursing homes in the coming year. Corinna Haas also expressed interest in Nursing Homes.
- iii. Easy to Read. Laia suggested Easy to Read Guidelines since they were last updated in 2010.

e. Accessibility report (Maela) As mentioned in the LPD update above, we will need two members from LSN and two from LPD. Nancy Bolt will provide guidance.

f. Glossary of terms (Maela). The current glossary is out of date (2009). Terminology is changing and much has changed over the last 12 years. Assistive technologies are developing rapidly and we should keep pace with technological progress and proper terminology. Corinna Haas would like to be considered for this committee.
<https://repository.ifla.org/handle/123456789/633>

g. Historical overview. LSN will be celebrating 90 years since it was established and the last overview was written on the 80th celebration. The document was difficult to find on the new website, even with full knowledge of the title. Perhaps there can also be a celebration at the next WLIC. Ingrid described a big event held in Cape Town for an anniversary of the Library Services to Children. Although labor intensive and requiring technical skills, the idea of a video was suggested.

7. LSN-L list (Maela)

Janet sent a test message on September 30th with a reminder to check the Doodle poll for the next two meetings and asked all of the members to respond to this list to verify that everyone has received the test message. We have received only 13 responses. It is possible that LSN-L messages have gone to spam. The listserv (LSN-L) is limited to section committee members only. It would save each of us much time to send to this single address rather than having to add each of the 20 names one by one. Please check your spam.

8. Action plan (Maela)

a. IFLA Strategy 2019-2024

Maela distributed the IFLA Strategy in English and Spanish with other meeting documents prior to the meeting. The strategy will be used to guide items in the Action Plan due Nov. 1.

b. Web page

i. Mission statement update. As part of the webpage development, we need to review the Mission statement/About page. It can be included in the webpage item of the Action plan.

ii. Accessibility of the Webpage.

LSN will need to assess and provide guidance on the accessibility of the webpage. Her library has been using Croatian firm that has provided accessible fonts. She has forwarded this information to Megan/IFLA and is waiting for Megan's response to the accessibility questions mentioned above.

iii. Glossary of terms.

We need to form a committee to review the glossary and the committee members need to come from a variety of institutions. The glossary was updated in 2008.

<https://repository.ifla.org/handle/123456789/633> Glossary of terms.

iv. Historical Overview

The Overview needs to be updated to reflect accomplishments from 2009-2021, celebrating 90 years as a section. Perhaps this could be included in the December newsletter.

v. Newsletter.

1. Editorial board.

We need to form an editorial board. Diego wants to be involved and join Maela and Janet and others.

2. Plans

We need to start planning for the December newsletter. It needs to be made accessible (with assistance from LDP). There are three possible texts to be included: Gyda Skat Nielsen, a departed former member of LSN, and a translated interview with Maela for a Croatian literary magazine, and a short overview of accomplishments for the last 20 years. Maela has already created an initial procedural guidelines document for the editorial board to consider and review.

c. LSN Section name change (Maela)

i. LSN is in agreement that we need to have a name change. We are waiting for the procedures from IFLA Headquarters on the procedure.

ii. Please think about ideas concerning the name change and bring to next meeting.

iii. We need volunteers to address this issue

d. New Guidelines (Maela)

i. Since we have a full agenda with the website and existing guidelines to complete, LSN should select one new guideline to add to our action plan. Maela will send out a poll to the membership to determine the new guideline.

e. Award for most inclusive library (Maela)

LSN will investigate the possibility of an award and/or a certificate (seal of quality) for an inclusive library/libraries. Maela will distribute the previously mentioned questions brought forward by Megan and solicit responses from membership. This will serve as an outline for a proposal to the governing board about conferring awards and certificates.

9. WLIC Dublin 2022

Headquarters has not yet given a proposal deadline, but we should start looking at possibilities for a program. It could be focused on one of the recently completed guidelines or on a topic in conjunction with another section.

10. Future meetings

It has been difficult to get a quorum and be able to include members from all regions.

After discussion it was decided to move the meeting up one hour to 14:00 CET on October 22, 2021. This would be 11:00 p.m. in Australia and 6:00 a.m. in parts of the US.

11. Other

It might be helpful to have a guideline on how to write guidelines. Perhaps enlist the help of Lisa Krolak and Jane Gardner to provide a checklist.

If the conference is in person in Dublin, we will need members to assist with the conference accessibility report. Diego has volunteered if he is able to attend and former chair, Nancy Bolt will assist. There were reports about the poor translation and closed captioning of speakers at the virtual conference, sometimes overwriting the speakers' translations and closed captioning. This will need to be addressed.

Reminder to sign up for the joint LSN/M&M webinar "Managing & Marketing Inclusion in Libraries" October 28th.

The first issue of IFLA's newsletter was launched the previous day. If interested in subscribing, register at: <https://mailchi.mp/3b04f15b2959/ifla-newsletter-launching-october-2021> The LSN newsletter board may to submit items to this newsletter as items of importance indicate.

Follow up tasks: Maela will send out an email requesting input on the Awards process and a separate poll on selecting one Guideline to include in the next Action Plan.

Meeting adjourned.