Approved Minutes Professional Council Meeting
Thursday, 1 February 2024, 21:00-23:00 CEST
Teleconference

Present: Marian Morgan Bindon (Chair, Division Committee A, and Professional Council Vice-Chair), Lisa Janicke Hinchliffe (Chair, Division Committee B), Karin Byström (Chair, Division Committee C), Ann Okerson (Chair, Division Committee D), Russell Lynch (Chair, Division Committee E), Vincent Boulet (Chair, Division Committee F), Edmund Balnaves (Chair, Division Committee G), Athena Salaba (Chair, Division Committee H), Saif AlJabri (Chair, Middle East and North Africa Regional Division), Ayanda Lebele, (Chair, Sub-Saharan Africa Regional Division)

Staff: Helen Mandl (IFLA Deputy Secretary General), Megan Price (IFLA Professional Support Officer)

Apologies: Vicki McDonald (IFLA President), Sharon Memis (IFLA Secretary General), Te Paea Paringatai (Professional Council Chair)

Observers: There were 6 observers in attendance

Welcome

The meeting was led by the Professional Council Vice-Chair in the absence of the Chair. The Vice-Chair passed on well-wishes from the Chair:

> *Welcome back to our first meeting of the year. I hope your break was relaxing and filled with enjoyable moments with family and friends. It's great to see all the work and progress being made in the PC Subcommittees.*

1.0   Approval of agenda

Resolution: The agenda was approved

1.1 Approval of Minutes from November 2023 meeting

Resolution: Two items to be amended - minutes were approved after minor edits

2.0 *For information

2.1 Unit updates

The Council noted the report

2.2 PC Funding update, requests

The Council noted the report

2.3 Actions from previous meetings

The Council noted the report

Action items from this meeting will be added to the document and shared in the Professional Council Basecamp

2.4 Unit standards and publications

The Council noted the report

3.0 Strategic matters for discussion (70 minutes)

3.1 PC Funds - process

The matter of an existing funding request was discussed. The primary points of discussion centred around whether approval for a funding request could come after the fact, and whether an IFLA employee could be contracted by a Unit for consultation.

It was determined in-meeting that the consultant working on this set of guidelines was not an IFLA employee, but a consultant. Follow up by the PSO to determine the arrangement between the consultant and the Section was requested.

Following this discussion, a request was made for any additional amendments to the PC Funding Guidelines that would provide clarity for the applicants and the Council. The following items will be added to the guidelines, which will be reviewed, edited and amendments approved by the Professional Council:

- Funding requests for IFLA publications, such as Standards and Reports should include costs to cover any unforeseen expenses related to editing.
- Clarify in the guidelines that funded work may only begin after funding has been approved.
- Division Committee Chairs to ensure that there is adequate information provided in the rationale section prior to progressing a request to the full PC for consideration.
- Information regarding the use of Infinity to capture funding continuity of cross-term projects.
- Additional examples of what will and will not be approved to be included.

Action Items:
1. The PSO to research the connection of funding data points across terms and years in Infinity.
2. The PSO to propose a revision in the methodology for approving items which considers management of the reminder feature for those requests awaiting resolution.
3. The PSO to add the following two questions to the funding request form:
    a. Impact on the project if not funded?

      b. Other funding requests for the same project? Amounts and services provided.
4. Funding decisions continue to be captured in the PC Funds paper at each meeting.
5. The PSO to follow up with the consultant and the Section to determine what funding arrangements had been agreed.
6. Updates to be made to Funding Guidelines document - additional examples; clarification about funded work; clarity around copy editing services and workflow.

3.2 Governing Board Working Group updates

Code of Conduct for Volunteers Working Group (CCVWG)
GB Representative - Te Paea Paringatai (Chair of working group)
PC Representative - Division G Chair, Edmund Balnaves

The CCVWG comprises nine members, representing the Governing Board, Professional Council, Regional Council, Management of Library Associations Section (MLAS), ENSULIB (recipient of DUIA 2022), Sections, Special Interest Groups, Regional Divisions, Advisory Committees. The candidacies for IFLA volunteers who expressed interest in working group participation have been submitted for approval at the February Governing Board meeting. The first meeting of the working group is expected to be in March 2024.

Action:
The PSO, on behalf of the working group, will invite the individuals to participate after approval by the Governing Board.

IFLA/WLIC Governing Board working group

PC Representative - Division D Chair, Ann Okerson

The working group's TOR were shared. The WLIC working group is developing its work packages for examination. Work is expected to begin in February.

3.3 Subcommittee Updates

Data Management
Subcommittee members: Chair, Division Committee E – Russell Lynch; Chair, Division Committee F – Vincent Boulet; Chair, Division Committee G - Edmund Balnaves

Actions:
- Investigate feasibility of ifla.org accounts for Officers
- Research need to migrate IFLA library items into the IFLA Repository
- Scope work on the Digital Records Management for Professional Units policy

Governance
Subcommittee members: Chair, Division Committee A – Marian Morgan-Bindon; Chair, Division Committee C – Karin Bystrom; Chair, Division Committee D – Ann Okerson; Chair, Division Committee F - Vincent Boulet; Chair, Division Committee H – Athena Salaba

The Subcommittee created two subgroups for parallel work. The groups are the Process & Timeline, and the Documentation & Evaluation subgroups. Each subgroup reports and introduces items for discussion to the Subcommittee as a whole. The work can be grouped into three major areas:

1. Purpose of the Review: Why?
2. Review Process & Schedule: How, Who, and What?
3. Response & Recommendations: Outcomes

Next Steps: Confirming the review goals will help in determining the specifics. Preliminary work will be done by the subgroups to be discussed by the Subcommittee.

The Process & Timeline subgroup will be working on the schedule and stages of the review, and participants. The Documentation & Evaluation subgroup will be working on the period of activities for review, questionnaire(s), the need and sources for additional data, and an assessment rubric.

Tools and Planning
Subcommittee members: Chair, Division Committee C – Karin Bystrom; Chair, Division Committee G - Edmund Balnaves; Chair, Division Committee H – Athena Salaba

Standards for software selection/evaluation
Actions:
- Define a set of standards in software selection that includes ethical response of the company that is consistent with the values of IFLA - eg statement on Modern Slavery
- Prepare this as a paper to go to the governing board on guidelines for software selection and standards and management of existing tools and software

DOI – Digital Object Identifiers
Actions: develop a paper to go to the GB that incorporates the merits of moving to DOI and the implications in staffing/management over time.

Zoom "Sessions

Actions: Training for HQ staff will occur in mid-February and thereafter for units. Immediately forthcoming events will still be in Webinar style.

Officer Questionnaire - Tools discussion
Trainings and support to continue

Calendar of events
PSO to raise the idea of a page on the website similar to the satellite meeting page with HQ, but indicated that there is not sufficient capacity to have a dedicated HQ resource to coordinate events in the non-WLIC year as this resource is committed to the presidential meeting. PSO also committed to reviewing the Infinity to look for gaps in events publicised there but not on the website.   The overall issue is slated for further discussion in the PC.

WLIC 2024 – Professional Events 2024 (proposed name change)
Subcommittee members: Chair, Division Committee A – Marian Morgan-Bindon; Chair, Division Committee B - Lisa Janicke Hinchliffe; Chair, Division Committee D – Ann Okerson; Chair, Division Committee E – Russell Lynch; Chair, Division Committee H – Athena Salaba (as needed)

A main focus of the work is on further developing visibility of committee-led events during 2024. The PSO and Division Chairs to support units in understanding and taking action to publicise their events.

There remains uncertainty about the 2024 President's event, namely the extent to which IFLA units might be able to build their events around the same time in that region (without overlap).

3.4 Action Plans
Data on October 2023 Action Plans was provided as an Excel spreadsheet. Items requested included:

1. Outcomes statements
2. Outputs per Unit
3. # of outputs by type
4. Level of detail in output descriptions
5. Missing plans and parts of plans
6. 1-year vs. 2-year outputs
7. Collaborations, #s and types
8. Alignment to strategy – Strategic Directions, Key Initiatives

Questions about the data and the plans were posed and due to time, will be determined via discussion in the Professional Council Basecamp:

Actions:
1. Questions about the data and the plans were posed and due to time, will be determined via PC discussion in the Professional Council Basecamp.
2. The PSO to share disaggregated data on Action Plans with individual Division Committee Chairs.
3. The PSO will send a reminder and guidance regarding the 15 March Action Plan update via the Officer Basecamp. Division Committee Chairs will follow-up with reminders, guidance.

3.5 Professional Events for 2024
Guidelines for 2024 Committee Events were developed by IFLA HQ and shared with Officers across IFLA. An email was sent to Unit Chairs and Information Coordinators who had indicated they would be hosting events in 2024 as part of their Action Plan outputs. The email included a reminder to post their event to the IFLA Website and related guidance documents.

Limitations of the IFLA website calendar were raised in terms of looking at all the items as a whole offering and searching in a more specific way around topics or tags.

The President's Meeting will happen in Brisbane Australia September 30 – 3 October, 2024 and is currently under development with the IFLA President, President-elect and Secretary General.

Actions:
The PSO will place a copy of the email sent to Chairs and Information Coordinators in the PC Basecamp.

4.0 Division Matters (30 Minutes)

4.1 LSN Name change request
The IFLA Libraries for People with Special Needs Section proposal for a name change was brought to the PC for discussion and decision. A discussion was held which included the Section's existing scope and whether the new name might overlap with the scope of other Units. The Chair of the Libraries for Persons with Print Disabilities Section leant support for the name change.

While it was determined that rationale for a change in terminology was strong, the Council asked for two items: 1) To determine whether the Unit was considering expanding its scope and 2) that the opportunity be given to all Units to provide feedback on the name change.

Action Items
The PSO to contact the Unit to discuss 1) whether the Unit was considering expanding its scope and 2) that the opportunity be given to all Units to provide feedback on the name change.

4.2 Co-opting Update
The question of whether a volunteer may resign from one committee to be co-opted to another will be taken up by the Governance sub-committee and brought to the PC for discussion at the March 2024 meeting.

Action item
The Governance sub-committee will discuss the matter and report back to the PC at the March 2024 meeting.

4.3 Other matters
4.3.1 Professional/Regional Collaboration exemplars 2021-23 & 2023-25
A request for DCC to survey their Committees for examples of excellent collaboration with a Regional Division Committee during the 2021-2023 term. Additional examples will be sought for the 2023-2025 term. The request comes from Stephen Wyber, Director of Policy and Advocacy who will use this information to develop guidance and best practices for collaboration. DCCs and Units may forward examples on to him directly.

5.0 Other matters

None noted

6.0 Closing – The meeting ended at 23:04 CET

Upcoming meetings

Professional Council

Governing Board
     TBD
Regional Council - Actual dates and times TBD
w/c 4 March 2024, online
w/c 15 April 2024, online
w/c 3 June 2024, online
w/c 8 July 2024, online
WLIC 2024, hybrid