



Approved Minutes
May 2024 Professional Council Meeting
Thursday, 2 May 2024, 21:00 - 23:00 CET
Virtual

Present: Te Paea Paringatai (Professional Council Chair), 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), 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)

IFLA HQ team: Helen Mandl (IFLA Deputy Secretary General), Megan Price (IFLA Professional Support)

Apologies: Vincent Boulet (Chair, Division Committee F), Diane Koen (Chair, North America Regional Division), Sharon Memis (IFLA Secretary General), Vicki McDonald (IFLA President)

Observers: There were 6 observers in attendance

Welcome and Apologies

1.0 Approval of agenda

The agenda was revised:

1. The topic of item 3.5 was adjusted from the IFLA 100 publication to the IFLA Journal Editorial Committee
2. The PC Chair requested an in-camera session of the Professional Council and HQ team members be held after the closing of the broadcasted portion of the meeting.

Resolution: The revised agenda was approved.

1.1 Approval of Minutes from March 2024 meeting

Resolution: The minutes were approved

2.0 *Items for information only

2.1 Professional Unit updates

The Council noted the report

2.2 PC Funding update

The Council noted the report

2.3 Actions from previous meetings

The Council noted the report

2.4 Standards and publications

The Council noted the report

2.5 DDRS Interlending Conference update

The Council noted the report

3.0 Strategic matters for discussion (110 minutes)

3.1 Governing Board Working Group update

- Code of Conduct for Volunteers

Exemplars for codes of conduct across different sectors and different types of organizations were assembled into a matrix to be assessed and discussed. Part of this involves reviewing what will be appropriate in the IFLA code of conduct, the sorts of things that promote the positive engagement within IFLA within the committees and amongst volunteers, including expectations and responsibilities.

Potential ways in which the code of conduct interacts with the Handbook are also being discussed.

There is a subcommittee of this working group who will be working on the communications aspects of the work, organizing opportunity for volunteer feedback and comment. A finalized version of the code is estimated to be completed in October with a projected approval date of December 2024, in time for the December Governing Board Meeting.

- WLIC Review

The steering committee did discuss looking closely at the kind of in-person events that have been held, or being held this year in an off-Congress year – disbursement, support that would be needed, and it is the intention. The steering committee looked at a draft questionnaire that would probe these aspects that may help inform what events can look like in future off-congress years. This questionnaire will be given to those committees hosting events during 2024.

It was noted and appreciated that there are several large, collaborative meetings and virtual events across IFLA committees taking place this year. As there is a good deal to be learned from these events, the subcommittee will be compiling a summary from the collected questionnaires and using that as part of their WLIC Review process.

3.2 Subcommittee Discussion

- Data Management
 - Email Accounts for Professional Units are being investigated. The subcommittee will check whether IFLA could manage generic email accounts for professional unit officers rather than use Google accounts.
 - DSpace upgrade for the IFLA Repository which must occur before implementing DOIs and before further discussion regarding repository changes can be held.
 - The subcommittee will review whether a spreadsheet for project budgets is necessary.

- Governance

SIG reviews

The reviews are in progress. Communication was sent by Megan Price to SIG convenors, sponsoring Section chairs, and SIG's Division chairs. So far, we have not received any clarification questions. Based on the approved timeline, the Governance Subcommittee will present recommendations to the PC at its July meeting and hopefully forward the PC recommendations to GB for a decision at its August meeting.

Working Group vs. working group (or other label)

The Subcommittee is gathering data about the current use of the terms "Working Groups" and "working groups" as they exist at various levels of the IFLA unit structures (within Sections, Networks, and independent as a result of multiple unit collaborations). We also plan to meet with leaders from such groups to better understand their scope and the need for their existence as working groups vs. another, already defined structure. The goal is to have all the information for the creation, definition, scoping, and naming of needed IFLA structures.

Section Reviews

In a five-year review cycle, year one is dedicated to SIG reviews. The Subcommittee plans to schedule Section reviews during years 2-5. One consideration for the process is the timing of elections. We want to make sure decisions are appropriately timed for units that would need to elect new members. A Section Review Guideline with relevant templates will be created, similar to the ones developed for the SIG reviews. This work is planned over the summer, through September/October 2024. Information on the timeline and schedule will be shared with the Professional Committees once developed.

The Subcommittee's next meeting is scheduled for 16 May 2024.

- Tools and Planning

DOI Project

PC and HQ have provided feedback on the proposal document. IFLA Communications Manager Louis Takacs provided an update on the progress with the DSpace7 upgrade. A trial upgrade has been completed including migration from the DSpace 6.3 instance. In further good news, recruitment of a metadata specialist within IFLA will proceed shortly.

A formal approval of the DOI proposal will come to the PC mid-June and to the GB thereafter. There was discussion about timing to ensure these approvals allow the DOI registration to proceed within this calendar year.

AI Companion

IFLA Professional Support has circulated a document summarising the possibilities and problems associated with option adoption of the new ZOOM AI companion within ZOOM meetings by IFLA staff, PC and Units. Guidance will be provided to Units, which highlights how ZOOM AI companion and GDPR intersect.

Software acquisition guidelines

Edmund presented a draft set of guidelines on software acquisition. There was discussion around terminology - Policy? Guideline? Best Practice? Could be considered to be more widely published as a set of guidelines published by IFLA. Agreement that this is a valuable document to take further.

Edmund has established a Google doc to share with the PC , Megan, Vesna, Kristine, Louis, Helen at <https://docs.google.com/document/d/1MGKTF0SmA1wgHehGNDn9HpOO-0VpB73xXdHX-Stv1Rw/edit?usp=sharing>

Infinity tweaks

Some of the suggestions around changes to the infinity based on experience of usage. Ideas on project exemplar and linking to the action plan documentation pdf were discussed. IFLA Professional Support to experiment with options.

- Professional Events 2024 & WLIC 2025

The 2024 program committee has no updates at this time. The 2024 programming work of the various sections proceeds independently according to their action plans, resulting in a diverse set of participation opportunities throughout the organization. These are very rich activities, even though we (PC) were unable this year to receive any coordinating support from the HQ side.

There is now a desire from HQ to collect details about all these events (such as mini-conference, workshops, seminars) in order to compile a comprehensive report on the events conducted within the year.

We can be helpful in this regard by extracting relevant events from the Action Plans - once we have more information from HQ about the period to be covered. The subcommittee now awaits a decision on the part of the GB regarding WLIC 2025.

Comments on the reports:

- The Deputy Secretary General provided a brief overview on the proposed AMBI tax status of IFLA, stating that additional information on the process of changing over would be

forthcoming. This relationship to Stichting IFLA Foundation, which is separate from Stichting IFLA Global Libraries or SIGL, was also explained.

- The possibility of embedding the Tools and Planning software acquisition policy into an overall Corporate Social Responsibility Policy was raised. IFLA HQ is undertaking the development of several policies, of which this could be one.

3.2.2 IFLA Events Hub, IFLA Events Calendar, Zoom Sessions

An update on IFLA Zoom Sessions was provided by IFLA Professional Support

3.3 Action planning: Process, updates, Annual Reports

A summary of the items discussed and agreed upon for Action Planning and Annual Reports was provided, including next steps for both items.

The Council noted the update

Actions: Division Committee Chairs to share the Output vs. Outcome video with their Division Committees if they've not done so already.

3.4 LSN Name Change

A summary of the process of those items requested of the PC for the LSN name change was provided. Discussion regarding the use of the term "inclusive" in the new name was held. There continue to be concerns about the use of the term inclusive and confusion it may cause to those not familiar with the work of the Section, or that proposed within the Section's revised Terms of Reference.

IFLA Professional Support will coordinate the gathering of feedback and recommendations from the Professional Council, which will be provided to the Section for their consideration.

The revised and proposed Terms of Reference of the Section were praised for their clarity and approved by the Professional Council.

Resolution: The terms of reference for the Libraries for People with Special Needs Section were approved by the Professional Council.

Action: IFLA Professional Support will coordinate the gathering of feedback and recommendations from the Professional Council, which will be provided to the Section for their consideration.

3.5 IFLA Publication proposal - IFLA 100 – updated to the IFLA Journal Editorial Committee

Two vacancies for new Editorial Committee (EC) members were advertised in February 2024, with 27 applications received by the deadline of 22nd March.

Current EC members were provided with access to all applications and were asked to evaluate them and assign a score out of 20 based on 4 criterion.

Although two vacancies were advertised, we are seeking to appoint the top 3 applicants. The volume of submissions to IFLA Journal has increased substantially and an additional member would reduce the burden of reviewing on individual EC members. The applicant who was scored third highest had a higher score overall when languages were discounted.

Resolution: The Professional Council approved the appointment of Prof. Felipe Martínez-Arellano, Jim Neal and Dr Olívia Pestana to the IFLA Journal Editorial Committee for a period of four years (renewable once from 2024-2028).

4.0 Division matters (10 minutes)

4.1 Co-opting update

4.2 Other matters not covered in 3.0

5.0 Other matters

5.1 PC October hybrid meeting

Resolution: The October PC Meeting will be held from 09:00-11:00 AEST/01:00-03:00 CEST

5.2 PC October rest of day meeting

Subcommittee work and collaboration time between the Regional and Professional Councils will be explored. The PC Vice-Chair indicated that there is available space and that the location is flexible.

5.3 In-camera session

6.0 Closing

Upcoming meetings

Professional Council

- 13 June 2024, 21:00 CEST, online
- 25 July 2024, 21:00 CEST, online
- w/c 19 August 2024, 21:00 CEST, online
- 3 October 2024, 09:00 TBC AEST, hybrid
- 14 November 2024, 21:00 CET, online

Governing Board

- 6 May, online
- June – Date and time TBD, online
- July – November TBD
- 9-11 December 2024, Den Haag
- 7-9 April 2025, Den Haag

Regional Council

- w/c 3 June 2024
- w/c 8 July 2024

General Assembly

- 20 June 2024, hybrid