**MINUTES LPD/SC meeting WLIC Cape Town**

**SC1: Saturday, August 15th  & SC2: Wednesday, August 19th**

1. Opening and Welcome

Koen Krikhaar, the Chair of the LPD, welcomed all members of the Section to the meeting as well as observers.

1. Apologies

E. Zakharova (Russian State Library for the Blind); M.Stein (Stichting Aangepast Lezen - Netherlands); G. Ruebens (Flemish Library for Braille & Audio Books - Belgium); K. Keninger (NLS - USA); C. Felsmann and T. Kahlisch (German Central Library for the Blind)

1. Introductions, Newcomers and Attendance list
In attendance: K. Krikhaar (Dedicon - Netherlands – Chair); ); F. Hendrikz (South African Library for the Blind – Secretary); M. von Zansen (Celia, Finland – Information Officer); Kari Kummeneje (Norwegian Library of Talking Books and Braille – Information Officer); M. Marlin (Braille & Talking Book Library California State Library, Association of Specialized & Cooperative Library Agencies (ASCLA) – USA; N. Kaunda (South African Library for the Blind); K. Ylǎnne (Celia Library – Finland); C. Corrigan (National Library Service for the Blind & Physically Handicapped – USA); J. Lešaja (Croatian Library for the Blind); Luc Maumet (Association Valentin Haüy (AVH) -France); F. Martinez (ONCE – Spain); I. Reijntjes (Stichting Aangepast Lezen - Netherlands); A. Taylor (Vision Australia); H. Kawamura (Nippon Lighthhouse – Japan); K. Passad (Swedish Agency for Accessible Media – Sweden); I. Aanensen, K. Wygaard and E. Frisvold (Norwegian Library of Talking Books and Braille – Norway); V. van Atten (French Ministry of Culture); Y. Youssef (Bibliotheca Alexandrina – Egypt); Staff from the South African Library for the Blind: L. Ledwaba; F. Jadi; H. Samuel; P. Magabie; V. Mandongana; L. Kalashe; N. Lose;
2. Accepting the agenda / adding last minute items if needed
The meeting accepted the agenda with no additions.
3. Electing new chair and secretary
2015 is an IFLA election year. Nominations were called for three available officer positions in the Section, i.e. Chair, Secretary and Information Officer for the next two years. Karen Kenninger from the National Library Service for the Blind & Physically Handicapped in the USA has been nominated. The meeting accepted her nomination and confirmed her appointment as Chair unopposed.

Mike Marlin and Yasmin Youssef were nominated for the position of Secretary. Mike withdrew his nomination voluntarily and the meeting accepted and confirmed Yasmin Youssef as the new Secretary of the LPD Section. Kristina Passad was nominated and elected as the new Information Officer. Karri Kummeneje will continue for another term as the additional Information Officer.

1. Points from Officer’s brief (Koen, Francois)
The following matters were raised during the Officers meeting earlier the morning: the new IFLA strategic plan to serve as guide for Section to align their planning where applicable. The Plan is structured around four key initiatives, i.e. Libraries in Society; Information and Knowledge; Cultural heritage and Capacity building. The ratification of the Marrakesh Treaty is identified as one of the initiatives IFLA will promote in partnership with libraries in Member States. This is directly applicable on the LPD Section.

The IFLA Professional Committee held a mini-workshop during the meeting to establish what is working or not working in terms of communication, relations, document availability and other issues. They will report back to the various Sections about improving the work of IFLA

Based on the comments received from Officers during the Workshop.

LPD is part of Division 1 and all officers are invited to participate in the meeting as planned on the IFLA programme. Matters of mutual interest to all the Section belonging to Division 1 will be discussed. New Officers should take note and attend the Officers training sessions scheduled on the IFLA program for the week. The IFLA library is open for articles to be published from the various Sections are invited including posters and Satellite Meetings. Online survey tools, e.g. Survey Gizmo are also made possible through the IFLA platform for Sections to use. The President Elect Session has also been highlighted where everybody is welcome to talk about her theme for the next two years.

1. Finalizing LPD session at Cape Town
Members are alerted to the LPD Session on Tuesday, 18th August 2015. The theme is the Inclusive Library: How to Render Inclusive Library Services to Blind and Visually Impaired People. Speakers confirmed their readiness. Chris Corrigan and Mike Marlin volunteered to present a paper in the absence of Karen Kenninger. Speakers are reminded to load their presentations before the start of the Session in the Speakers room. Speakers should send short biographical backgrounds of themselves to Koen before the Session on Tuesday.
2. Accepting Leipzig minutes and checking action list

Correction: Item 11(b) – The Guidelines for Library Services to Persons with Dyslexia is not available in French. The Minutes were accepted. The status of the Leipzig action items is indicated in Annexure 2 of this Minutes.

1. LPD ‘s Vision and Strategic Plan 2014-2016 (Leipzig update cf. attachment)

The Strategic Plan was tabled. The Chair provided background to the document and that it was extensively deliberated on during the meeting in Leipzig.

The meeting accepted that the Strategic Plan should be called an Action Plan 2015 and 2016 to be in line with IFLA terminology. The meeting adopted the Action Plan with no additional comments.

1. Louisville, Kentucky pre-conference program (satellite to IFLA Columbus), 11-12 Aug 2016
	1. The organizing committee will be the American Printing House for the Blind in partnership with the NLS. The program committee is required to determine topics and invite speakers. The Committee members are: K. Keninger, M.Marlin (Chair), L. Maumet and M. Stein. K.Krikhaar offered to assist the committee where necessary. Kirsi Ylǎnne and Jelena Lešaja also offered their assistance. The pre-conference theme is: Tailoring the reading experience to meet the individual needs. The idea is to showcase initiatives about how to personalize assistive technologies and the reading environment, the challenges, the partnerships with publishers and any other related matter. **Action (Item 10):** K. Krikhaar will contact K. Keninger to update her about the requirements of the pre-conference. The organizing and program committee to determine the various deadlines leading up to the satellite conference.
2. Update on administrative funds
	1. LPD budget, including: There is no Treasurer responsibility anymore. The Secretary of the Section takes care of the function where necessary and to monitor the 150 Euros allocated to the Section by IFLA each year. The budget is made available to assist the Section in its functions. IFLA guidelines are available on what the funds may be spent. The LPD Section has not utilised the funds to date. Up to a 100 Euros may be spent for presenters during conferences. Kari, Kristina and Vuyo volunteered to purchase the present for the Cape Town presenters.
	2. SharetheVision Fund: It is charity in the UK and the funds are still in an account available for LPD and related initiatives or projects to use. The amount is around 1,600 Pounds. Minna von Zansen mentioned that some of the funds have been used to send LPD archive material from the UK to Finland where it will be sorted, digitized and archived for future reference. Mark Freeman from the UK could be approached to confirm the status of the funds.
	3. Ulverscroft: See action 12.1 in Annexure 1.
3. Ongoing and new projects
	1. Survey using the Performance Measures: The written proposal submitted by Menno Stein was tabled for discussion. Three themes were raised during the discussion:
		1. A distinction should be made between statistics and performance measures, e.g. the number of members is not seen as a performance measure. Performance measures could be used for comparative reasons between similar organisations.
		2. The Directory of Libraries serving people with print disabilities is regarded as a valuable reference that should be updated. The Directory will provide practical information.
		3. The database development by the Accessible Book Consortium (ABC) could also serve as a valuable resource in the future in terms of Libraries serving print disabled people and the collection they have available to be shared.

It was proposed to simplify the performance measure instrument as proposed by Menno and to send it to the members to determine the value of it. The working group is encouraged to proceed with the work. **Action 12.1:** Kari will talk to Menno about the implementation of the revised performance measurement tool.

It was also proposed to coordinate the various initiatives by the LPD, Daisy Consortium and ABC to collate available information in one comprehensive resource about Libraries serving people with print disabilities. The LPD should own the Directory and take responsibility for it and is proposed to draft a project proposal for submission to IFLA for funding. Hiroshi Kawamura offered to assist with the drafting of the proposal. A project leader was not identified. It was proposed that the Incoming Standing committee members should take the lead with this project. The matter will be raised again during the following meeting or during February 2016 meeting.

* 1. Dyslexia Guidelines dissemination /translations/best practices: **Action 12.2:** Yasmine offered to translate the Guidelines into Arabic and Luc will assist with the French translation. Any initiatives of good practice should be shared with Kari Kummenje to share it on the LPD Website.
	2. New projects
	The development of a Directory has been raised under sub-item a above.

A second project for consideration by the Standing Committee is the development of guidelines on the acquiring of e-books. The focus is more on the format of these books to make it accessible to blind people. **Action:12.3** Hiroshi Kawamura will circulate the WIPO ABC document on accessibility standards for e-publishing.
A third project to consider the update of the guidelines for *Libraries for the blind in the information age.* Project proposals should be submitted to IFLA by 31st October for consideration for funding.

1. Cross Border Lending Projects (updates)
	1. Marrakech VIP Treaty: 9 countries ratified the Treaty to date. Spain and Brazil is close to submit their documentation to WIPO to ratify and so are some other countries as well. 20 countries are required to ratify the Treaty before it will come into force. Mexico is the latest country to ratify. It not clear whether the EU will ratify on behalf of all members states and whether individual member states will ratify the Treaty on the won. Discussions are on-going.
	2. TIGAR (ABC): Up-to-date information about the activities of the ABC is available on their website: <http://www.accessiblebooksconsortium.org/portal/en/index.html>

LPD members are encouraged to visit the site from time to time to see what is happening in the three focus areas, i.e. Capacity development, Accessible Technologies and the TIGAR database. More than 280,000 accessible audio and braille titles are available in more than 52 languages.

1. Section Communications
	1. Newsletter; Next edition planned to be ready before Christmas 2015.
	2. ALA connect: An LPD Group has been set up on the ALA Platform. LPD members are encouraged to set up a profile at: *connect.ala.org* LPD Members do not have to be a member of the ALA to use the facility. The facility could help to share information and documents of and about the LPD. Facebook
	3. **Action 14.1:**The blog should be removed from the LPD website (Kari and Kristina)
	4. **Action 14**.2: LPD Twitter account to be established by Yasmine and Kristina.
2. Next Midyear meeting: The Norwegian Library of Talking Books and Braille (NLB) from Norway offered to host the meeting in Oslo during 8 and 9 February 2016.
3. Any other business

Koen shared the written statement by Karen Keninger accepting to be the new Chair of LPD for the next two years.

**Annexure 1: Action items (Cape Town Meeting)**

**Pending from Leipzig Meeting – see Annexure 2**

Action 9.1: M. von Zansen offers to make available a checklist in Finland to make library services more accessible to persons with print disabilities. M. Stein will send Dutch Guidelines to M. von Zansen to make available to the Section for consideration for further development. **Cape Town status: First draft available in Finnish. Menno sent the Dutch Guidelines to Minna. The project is still in progress. Any other country involved with a similar initiative is invited to share information with the Finnish and Dutch project. The item will remain on the Action list.**

Action 11.2: K. Kummeneje will look into translating the Guidelines in Norwegian. (Dyslexia Guidelines). **Cape Town status: In process. Item to remain on the Action List.**

**Cape Town Action Items:**

**Action (Item 10):** K. Krikhaar will contact K. Keninger to update her about the requirements of the pre-conference.

**Action (Item 12.1):** Kari will talk to Menno about the implementation of the revised performance measurement tool.

**Action (Item 12.2):** Yasmine offered to translate the Guidelines into Arabic and Luc will assist with the French translation.

**Action (Item 12.3)** Hiroshi Kawamura will circulate the WIPO ABC document on accessibility standards for e-publishing.

**Action (Item 14.1):**The blog should be removed from the LPD website (Kari and Kristina)

**Action (Item 14**.**2):** LPD Twitter account to be established by Yasmine and Kristina

**Annexure 2: Action items (Leipzig Meeting)**

Action 7(d): F. Hendrikz will recommend a number of hotels for consideration. The list will be made available to M. von Zansen and K. Kummeneje for distribution to all members. **Cape Town status: Done**

Action 9.1: M. von Zansen offers to make available a checklist in Finland to make library services more accessible to persons with print disabilities. M. Stein will send Dutch Guidelines to M. von Zansen to make available to the Section for consideration for further development. **Cape Town status: First draft available in Finnish. Menno sent the Dutch Guidelines to Minna. The project is still in progress. Any other country involved with a similar initiative is invited to share information with the Finnish and Dutch project. The item will remain on the Action list.**

Action 9.2: LPD members are requested to share during the LPD meeting in Cape Town activities they are busy with at their libraries that link with the actions listed in the LPD Action plan. **Cape Town status: Item to be addressed under the Strategic plan item on the Agenda, Item 9.**

Action 9.3: LPD members are requested to submit proposals for a Vision for the Section to K. Krikhaar who will formulate a draft vision. **Cape Town status: Item to be addressed under the Strategic plan item on the Agenda, Item 9.**

Action 10.1: K. Krikhaar will write to Victoria Owen of the CLM Section to offer LPD assistance where required with the ratification of the Marrakech Treaty. **Cape Town status: Done.**

Action 11.1: T. Kahlisch will look into translating the Guidelines in German. (Dyslexia Guidelines). **Cape Town status: Done.**

Action 11.2: K. Kummeneje will look into translating the Guidelines in Norwegian. (Dyslexia Guidelines). **Cape Town status: In process. Item to remain on the Action List.**

Action 11.3: The Dyslexia Project team will urge LSN to have the Guidelines on LSN Website. (Dyslexia Guidelines). **Cape Town status: Done. The Guidelines are also available on the LPD IFLA Website.**

Action 12.1: K. Krikhaar will follow-up the Ulverscroft decision on the expenditure of funds. **Cape Town status: Ulverscroft will make funding available to travel to the planned Satellite Meetings of the LPD Section.**

Action 15.1: M. Stein will send a proposal to LPD members on Policy matters relating to the Performance information, e.g. confidentiality and where it will be available, etc. **Cape Town status: Menno submitted a proposal on how the address the matter. It will be discussed under item 12(a) on the Agenda.**

Action 18.1: The meeting identified the follow topics for the next Newsletter: Word from the Chair of the Section (K. Krikhaar); Overview of the Post-Conference in Paris, 2014 (L. Maumet); Overview of the Cape Town Conference Program (F. Hendrikz); Research by Julianne Bally; Report of the Badi Symposium (T. Kahlisch); Update of the Dyslexia Guidelines (G. Ruebens); Announcement of the 2016 Satellite Conference in the USA (K. Krikhaar). The deadline for submissions is the end of April 2015. **Cape Town status: Submissions have been received and the electronic Newsletter is available on the LPD Website**.

Action 20.1: The Satellite Conference Program Committee under K. Keninger will work on a proposal to be ready for submission by 15th March 2015 to IFLA. **Cape Town status: Done and accepted.**

Action 20.2: K. Keninger will contact the WBU to determine a date for the Conference and then make a decision on a date for the Satellite Conference. **Cape Town status: Done**.