



**Sitka**

# Sitka Business Function Group - Agenda

Wednesday, February 1, 2023 at 11:00am PST (12:00pm MST/1:00pm CST/2:00pm EST)

Duration: 1 hour - *The meeting will be recorded for minute-taking purposes*

<b>Join Zoom Meeting</b> <a href="https://us02web.zoom.us/j/83861448338">https://us02web.zoom.us/j/83861448338</a>	<b>Meeting ID:</b> 838 6144 8338
<b>One tap mobile</b> +16475580588,,83861448338# Canada +17789072071,,83861448338# Canada	<b>Dial by your location</b> +1 647 558 0588 Canada +1 778 907 2071 Canada +1 780 666 0144 Canada +1 204 272 7920 Canada +1 438 809 7799 Canada +1 587 328 1099 Canada +1 647 374 4685 Canada

## Members Present:

**Chair:** David Christensen (Manitoba PLSB)

**Co-op Staff:** Christine Burns (Co-op Support - Operational Lead), Jennifer Pringle (Co-op Support - Training Lead), Sharon Herbert (Deputy Director/Sitka Manager)

## Agenda

- 1) Introductions (David)
- 2) Land Acknowledgement (Sharon)

- 3) Motion to Approve the Agenda (David)
- 4) Co-op Updates (Sharon)
  - a) Welcome to new members
  - b) [Co-op Strategic Plan](#) and Project updates
- 5) Support Updates
  - a) Bug fix roll-up - February (Christine)
  - b) Annual Upgrade - October (Christine)
  - c) 3rd party Services Authentication and Password Guidelines (Jennifer)
  - d) Continuing Education (Jennifer)
- 6) Cataloguing Working Group - Decolonizing Description update (Sharon)
  - a) [2nd Summary Report](#) (*covering work since January 2021; first report covering the period March 2019-November 2020 is linked in the 2nd Summary Report*)
  - b) [Draft Statement on Decolonizing Description](#) in Sitka's Evergreen (*provided as a draft statement for member libraries to share with staff/users*)
- 7) Additional items/questions (David)
- 8) Next meeting (David)
- 9) Adjournment (David) - 11:00am Pacific