

**INTERNATIONAL ASSOCIATION OF
TECHNOLOGICAL UNIVERSITY LIBRARIES**

IATUL BOARD

**Minutes of the meeting which took place on
Sunday 2 June 2002
at the Linda Hall Library, Kansas City**

PRESENT

Michael Breaks (Chair)(MB)
Gaynor Austen (GA)
Egbert Gerryts (EG)
Maria Heinje (Treasurer) (MH)
Irmgard Lankenau (IL)
Lee Jones (LJ)
Marianne Nordlander (MN)
Judy Palmer (Secretary) (JP)
Murray Shepherd (MS)
Mateus Zaucer (MZ)

The Chairman welcomed members of the Board to Kansas City. The meeting commenced with a presentation by Michel Dagenais promoting the Universite Laval as the venue for 2005. The bid was strongly supported by GA and agreed to by the Board.

1. There were no apologies
2. The Minutes of the Board Meeting held on the 2 December 2001 in Edinburgh were approved
3. No matters were raised which could not be discussed on the Agenda

4. Report on the 2002 Conference

Registration

LJ reported that while registration was satisfactory, it was not as high as he had hoped it might be. 20 registrations had been lost through the events of the 11 September and some potential attendees had been unable to obtain visas. One hundred and thirty five participants were expected and this included day registrants.

Sponsorship

Sponsorship had been very successful. The final budget for the conference was estimated as being \$165,000 and monies obtained from sponsorship amounted to \$164,500. The Board congratulated LJ and agreed that profits from the conference should be equally divided between the Linda Hall Library, University of Missouri at Kansas City (UMKC) and IATUL. LJ said that this would be welcomed by UMKC.

Contributed papers

The programme had been organised so that as far as possible papers on similar topics were scheduled together. There would be no product presentations apart from one.

Scholarships

This had been a successful experiment. However, it had also proved extremely difficult to decide who should receive help amongst so many worthy applicants. Twenty applications had been received and 17 had been selected. LJ had decided that with additional sponsorship money it would be possible to award \$1000 in special cases. Five people were awarded \$1000 and the rest received \$500. LJ recommended that \$1000 should become the minimum award. The criteria used for selection were

- a) first time attendance
- b) good description of the benefits of attendance

Most applicants had found news of the conference and IATUL from the web site

All agreed that it was desirable that a member of the Board should hold a brief for the Scholarship Programme and should work with each succeeding conference committee. At this meeting no volunteer was identified and it was agreed that this matter should be discussed again at the next Board meeting later in the week.

5. General Assembly

This was scheduled earlier in the week than usual in the hope that greater numbers would attend. The Agenda was reviewed, as was membership of the Board. GA would remain until the end of 2003 and LJ would remain for a further 2 years. It was agreed that all nominations received by the required deadline should be recommended for acceptance by the General Assembly. These were Mateus Zaucer, Irmgard Lankenau, Cathy Matthews and Ana Azevedo. A late nomination had been received for Charles Lowry. The Chair agreed to meet and discuss membership of the Board with Mr Lowry. MS and LJ agreed to nominate and second the candidate.

EG recommended that Judy Henning from South Africa should be considered for future membership of the Board.

Jay Bhatt had agreed to become the IATUL representative on the Engineering Libraries Division (ELD) of the American Society for Engineering Education (ASEE) and would give a short presentation.

6. Financial Report

The Treasurer reported that final year-end results were acceptable. There had been a considerable loss from stock market investments (€18,000) although this balanced the considerable gains we had made in 1999 and 2000.

A short report from Robeco prompted a discussion about where best our reserves should be invested. It was suggested that good investment should fund the Scholarships Programme. It was agreed that we should move the funds currently in an interest free account (€32,000) to an interest-earning account.

The Auditors Report did not favour an increase in subscriptions with our present reserves. This advice, in conjunction with the Board's intention to review subscription levels for financially disadvantaged applicants, led the Board to agree

that we should be guided by a report commissioned by IFLA (and expected soon) on differential pricing of subscriptions.

MS stressed the need for IATUL to formulate its objectives more clearly and develop a business plan that would support our aims. The Chair suggested that the Board might also consider the need to appoint a part-time Executive Secretary. IL pointed out that Robeco were investment advisers and could be asked to advise us on how best to invest our funds in order to support our objectives. It was agreed that an additional meeting should be scheduled for Wednesday 5th June in the evening in order to discuss these matters further.

The Treasurer raised the problem of non-payers and it was agreed that she would circulate the names to Board members who would take the responsibility of pursuing the reasons for non-payment for members in their country. MH pointed out that her appointment as Treasurer needed to be approved by the GA.

7. Membership Report

There was a large number of new members in the year 2002 compared to previous years. As of the 14 May the Secretary had received approximately 30 applications, 23 of which had been approved. Additional applications had been received since that date. The Board agreed that with this number of new applications the Secretary could be granted the authority to approve membership where criteria were clearly filled, without circulation to the Board for approval.

8. Honorary Membership

It was agreed that Sinikka Koskiala be offered Honorary Membership in recognition of her long association with, and many contributions to IATUL.

In future the Secretary and Treasurer would automatically be offered Honorary Membership and other candidates would be decided on an individual basis.

9. Website Report

GA gave a demonstration of the new central Membership database. She had brought a report made by Barb Ewers which included some proposals and many questions. After the Board meeting GA would telephone BE to discuss our recommendations and answers.

Discrepancies had been found between the membership list supplied by MB and that obtained for Delft. BE was now in the process of manual checking which would result in a single, authoritative membership database. The Secretary, Treasurer and Web Coordinator would have read/write access while Board members and others would only have read access.

Following the demonstration the Board discussed proposals made by BE for enhancements to the web site. Future work that would be done included building a searchable archive of the e-mail discussion list, redesigning the calendar of events, finding and including links to more web resources and sites and writing clear guidelines on producing CD proceedings for conference organisers. In this connection GA pointed out that BE was undertaking work that was not properly website management and was also getting increasingly involved in web development work that was not part of the original contract. Thus four proposals for

projects had been made. These included the development of a file store, automated membership approval mechanism, more accurate logging of web page use and customised reports. It was agreed that there should be more discussion on the need for a file store and that there was no requirement for customised reports. However the Board requested a revised estimate for specified reports, namely

- annual membership changes by category and country
- full membership report capable of being sorted and formatted
- mailing labels

The Board agreed that BE should develop an automated approval mechanism at a cost of e4100. Logging of use was deferred until the Wednesday meeting.

It was further agreed that

- amendments (addresses etc) to the database should be made by BE
- new applications should be made via the web and that paper applications were not acceptable
- the Treasurer would undertake to carry out an annual audit of the database to check that all invoices had been despatched
- conference registration should be separated from membership application and that the conference manual should be accordingly amended.

GA agreed to ask BE to produce a procedure manual for web design and management of the website.

All agreed that the Web Coordinator should receive free conference registration. The Conference checklist should be revised accordingly. MB agreed to update the Conference Checklist on an ongoing basis.

The Newsletter had been identified as a task for BE. It was agreed that we no longer wished to produce a Newsletter. And that the web page should accordingly be deleted. BE and MS were asked to discuss the matter of amalgamating the alerts circulated by MS with a page on the website which could display highlights of these messages. Membership could then be alerted to a new 'edition' when this was compiled. BE would be asked to put some of their suggestions to the test and seek the views of Board members.

10. Publicity Report

MS reported that 3000 brochures had been printed and shipped at a cost of \$8400 Canadian

It was agreed that

MS should collect the addresses of all those organisations that had been sent brochures and hold these in a central database. Board members were asked to forward these to MS.

MB would take responsibility for sending brochures to UK, India, Thailand, China, Japan, Mongolia and Tibet;

LJ would mail brochures to US and Mexico,

GA would mail to Australia, New Zealand, Oceania, Papua and NG, Malaysia, Indonesia, the Philippines.

11. 2003 Conference

This would be held in Ankara at the Middle East Technical University. There were excellent facilities. The theme of the conference would be "Libraries and Learning".

There was discussion as to what support the conference organisers might need. It was felt that there would not be any difficulty in finding ready sponsorship.

12. Forthcoming conferences

The Chair confirmed that 2004 would be held in Cracow and 2005 in Canada.

13. Board Membership

This had been discussed under 5 above

14. Essay Prize and Poster Prize

It was agreed that there should no longer be an Essay Prize. JP and IL agreed to judge the posters. Prize money of \$500 could be awarded to one individual or split between two. The prize would be given to the winner in cash. LJ agreed to design and produce a certificate.

15. AOB

EG suggested that we should consider the need to hold a pre-conference web conference.

16. Date, place and time of next meeting

This was fixed for Wednesday 5 June at 8pm in the Linda Hall Library, subsequently changed to the Raphael Hotel. A further meeting was fixed for 7.30 am on Friday 7 June in the Raphael Hotel.

MB agreed to host the December Board Meeting in Edinburgh.