International Association of Scientific and Technological University Libraries

IATUL

IATUL BOARD MEETING

Sunday, 14 April, 2013
Cape Town, South Africa

Present
Reiner Kallenborn (RK) **President (and Chair)**
Imogen Garner (IG)   **Vice President**
Elisha Chiware (EC)   **Secretary**
Irma Pasanen (IP)   **Treasurer**
Regina Schmidbauer (RS) **IATUL Office**
Choy Fatt Cheong (CFC)
Gwendolyn Ebbett (GE)
Gillian Barthorpe (GB) (temporarily) Web Manager

1. Welcome & Apologies
Apologies were received from Jim Mullins and Alena Ptak-Danchak.
Gwen Ebbett was attending her first meeting

2. Minutes of the Board meetings held in Bangkok November 7, 2012
The minutes of the Board meeting held in Bangkok on 7 November 2012 were noted without any corrections.

3. Matters arising from the previous meeting not mentioned below
There were no other matters noted.

4. Matters arising not elsewhere on the Agenda
The Board was requested to consider the following additional issues with related items on the agenda.
 • The behaviour of non sponsoring vendors during conferences
 • Travel grants withdrawals
 • Last minute withdrawals from the conference

5. Website report and related matters
Gill Barthorpe the Web Manager presented the Website report. RK noted a decline in the number of people accessing the website. GB reported on the setting up of an additional tab and joint blog for the two special interest groups: Information Literacy and Quality management. GB will furnish a separate blog for each of the SIDs. The SIGs blog posts will also be added to Facebook automatically. It was agreed that Gill will be responsible for coordinating the timely updates on these platforms and where necessary Regina will assist her and cover in case of absence. Regina will continue to be responsible for the updating the membership pages.
Action: EC to send latest Board photo to GB; all board members to publish comments to and provide issues for the IATUL alerts

A Wikipedia entry has been developed and there was need to make it more attractive with the addition of photos. An IATUL Facebook page has also been set up
Action: RK and RS to add photos and further features to the IATUL Wikipedia entry

IATUL communicate! (Elgg) – The usage is low among board members. It was noted that the Elgg platform was a better way to communicate rather than using e-mail. Board Members receive

alerts on their e-mails from Elgg when there is a new posting. The Board noted that the IL group was more active on Elgg. It was also agreed that Elgg could be used as a booking platform for the proposed English Coaching and Leadership Academy.

The Board agreed that there is the need for further development and marketing of Elgg if it is to become an effective tool for communication for the association.

6. **Strategic plan**
    - **Projects**
        - **Leadership Academy**
    The Board agreed that the **Leadership Academy** that was proposed in 2012 be implemented and that it should start off with a workshop for library directors – excluding senior management this time. RK has been able to find experts from the Executive Education Centre at TUM's faculty of Economics to facilitate the workshop. Their offer includes:
    1. A survey of potential participants in a targeted region (e.g. South East Asia)
    2. Two day course for €17 000 accommodation and travel not included.

    RK indicated that UNESCO could also be approached to finance the leadership academy. The Board agreed that the first workshop should be run in South East Asia targeting 20 Library Directors in the more developed countries like Singapore, Thailand, Hong Kong, Malaysia, Brunei, Japan, Korea and Philippines. And Bangkok was chosen as a suitable venue with the first workshop in September 2013 or the beginning of 2014. In case Bangkok is not possible, Hong Kong is to be the second location. The participants would be required to pay a fee of about €500 and make their own travel arrangements. It was however noted that participants from the less developed countries in the region would need full sponsorship. It was also agreed that Board members will be involved in the initial academy with the possibility of making presentations and chairing workshops.
    Action: Hold first Leadership Academy in South East Asia in September 2013 or early 2014. Coordination of preparations RK

        - **English Language Coaching**
    RK noted that there could be potential language barriers with participants from South East Asia and hence he proposed an English language coaching programme. The programme could be used to prepare participants to take part in IATUL conferences as well as attend the proposed Leadership Academy. The Board agreed on the proposal and that IATUL will bear the full costs.
    Action: Offer English language support (coaching and writing) service starting in the course of 2013. Coordination of preparations RK

        - **Staff exchange**
    The Board agreed to a staff attendance programme among member libraries and that IATUL would provide up to a maximum of € 2000 euro each to 5 individuals to participate in a two week programme. An application form for the programme has been developed. It was also agreed that there must be clear guidelines on a reporting mechanism after the exchanges and that for reporting blogs could also be used to reach out to all members including those who can't speak English.
    Action: all board members to review application form draft (on Elgg)

- **IATUL profile**

The Board considered the continued relevance of IATUL as an association of university libraries addressing library directors and senior managers. It was noted that most of IATUL's member libraries belong to comprehensive universities. In a discussion based on a list of asserted characteristics of scientific and technological research it was concluded that such characteristics have no significant impact on information provision services. As a consequence the name IATUL posed a number of questions and challenges and was seen as a barrier to new membership. However it was noted that IATUL is one of the very few organizations operating in the international environment addressing issues of academic libraries in general. The Board agreed that the name, mission and hence constitution of the organization should be re-examined so that there is more inclusion whereas Library Management remains the focus of the association. RK would also present the proposals to the General Assembly for further input.
Action: Explore ways of expanding IATUL and look into possibilities of an inclusive name (coordination RK, EC; all board members)

- **IATUL governance**

It was noted that of the two SIG the Library Organisation and Quality Management group was not active and hence the decision to observe it closely for a period of one year and drop it if does not perform. It was agreed that instead of having SIGs the Board could consider special projects' groups with a specific life span. It was also agreed that the Board consider outsourcing the marketing and communication initiatives and that Board members focus on strategic planning instead of involvement in operational assignments (excluding the executive board).

- → Executive board=President, Secretary, Treasurer

It was noted that the two Board meetings during the year were not sufficient to deal with all the strategic issues of the association. It was then agreed that other means of communication should be used during the year and these will include:
  - o Skype meetings every two months
  - o Teleconference

All board members are encouraged to respond timely to Board-internal communication throughout the year.

- **Project management approach**

RK provided a draft of project management sheets, which can be reviewed and used for IATUL projects
Action: EC, RK to put back on the agenda as soon as the need for a structured management of IATUL projects arises

- **Special interest groups**

There were no reports from the two SIG and it was agreed that the QM group should be dropped if it fails to attract enough members and activities.
Coordinators of SIGs must ensure that their agenda is in alignment with the latest version of the strategic plan. It was suggested that SIGs focus on well defined projects in order to ensure participation of their members. RK informed the Board that TUM is planning on hosting an IL workshop under the auspices of IATUL in 2014.

- **Regional boards**

The Board agreed that the issue of IATUL name and mission is to be settled and concluded first. As a next step, assignments and mission for Regions Board may be discussed. Tasks must be consistent with the constitution

Action: EC, RK to put back on the agenda as soon as preliminary issues are concluded

- **IATUL archives**

It was noted that the digitization of historically relevant documents of
 IATUL records that were housed at DCU and other institutions - transfer to the IATUL office concluded - would be completed by end of year.

- IATUL / UNESCO cooperation

RK reported on his visit to UNESCO in Paris to explore areas of cooperation and funding opportunities. The contact person was Paul Hector who is a member of the Programme on Information Literacy for All (UNESCO IFAP). A draft MOU has been drawn up and it includes requesting support from UNESCO for the following:

1. Leadership academy
2. Language support
3. Library attachments
4. Information literacy
5. Take out tech and science issues

Action: Board members to provide feedback on the proposed IATUL/UNESCO MOU by middle of May, 2013

- **IATUL membership recognition**

The Board agreed to explore how to increase membership participation, recognition and appreciation of their work by members in the association.
Action: Consider various new categories for awards and discussion will be on Elgg

7. Financial report

IP presented the financial report. The report reflects a total of € 23, 508 earned as income for 2013. The assets as of April 2013 stood at € 130, 085.

The current liabilities stand at €57, 988 with an actual realisation of €36, 396
IP reported that travel expenses have gone up slightly and that membership fees were still the main source of income for the association. Other sources include the profits generated by previous conferences. The last conference in Warsaw generated no income. The Board noted that the membership fees were still very low and the scales could be compared to IFLA.

Support was also provided for the running of the Bangkok workshop in November 2012.
It was noted that UNESCO coupons could now be used as method of payment for membership.
The Board was requested to consider budgetary provision for the following projects:

- Leadership academy
- Staff exchange
- Language coaching
- Regional boards' events

IP presented the 2014 budget, with projected expenses of €82, 010. There are projections to support the initiative programmes that include the leadership academy, English coaching, events and regional activities and support for an IATUL initiated MLIS thesis.

Action: EC was tasked with finding an LIS school in Africa that could utilize the MLS thesis funds

Action: Review membership fees in the next Board meeting in December 2013.

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8. Membership report

EC presented the membership report. It was noted that since November 2012, 10 members had joined the association and 12 had cancelled their membership. New members include libraries from Indonesia, Zambia, USA, India, Turkey, Greece, Botswana, Finland and Brazil. The current membership stands at 213 in the following categories:

- Band 1 – 159
- Band 2 – 41
- Honorary – 11
- Sustaining - 2

9. Board membership and nominations

Jim Mullins will be leaving the board at the end of the year and it was agreed that a call for applications for a new Board member to represent the USA should be sent out soon. The call will be widely distributed on IATUL-L, website, IATUL alerts, LinkedIn, Facebook and IATUL communicate. It was suggested that in the future board membership representing different parts of the world could be as follows (including co-opted members):

- Europe (EE, NE, Continental)   3
- Americas   3
- Asia (3 Australia/ NZ, SEA)   3
- Africa/Middle East   2

Action: EC to call for applications for a new Board member representing the Americas and ask Board members for possible nominations as well.

10. Conferences and seminars
a. 2013 Conference report

EC presented the report for the 2013 conference which was being held in Cape Town. 161 delegates had registered for conference, representing 22 countries. The programme includes 3 keynote speakers, 4 plenary, 1 poster and 9 parallel sessions making up 45 papers and 7 poster presentations. Meetings of SIGs have been incorporated into the parallel sessions. Similarly a plenary session will be held where all delegates will have an opportunity to hear the IATUL President present on the IATUL Strategic Plans and proposed projects.

b. Travel Grant Programme

The 2012 Travel Grants were awarded to five recipients from: Nigeria, Philippines, Zimbabwe, India and Malaysia. However it was reported that the recipients from India and Philippines had cancelled their travel plans to South Africa due to other financial constraints.

c. Post IATUL Conference Workshop

IATUL is sponsoring a post conference workshop on: improving the collection of statistics in African academic libraries. A total of 21 participants had registered and the facilitators are Prof Tord Hovik from Norway, Helen Livingston from Australia and Mike Moll and Debbie Becker from CPUT.

The Board noted that participants at the Bangkok seminar in November 2012 had also requested for a workshop on library statistics to be run in the region. The Board agreed that more information should be obtained from the participants on the exact nature of the workshop requested and that UNESCO and the United Nations Statistics Office should be approached for financial assistance

Action: RK, follow up on Nellie Sunny's Bangkok statement about the need for a statistics workshop in SAE, coordinate further action with EC

d.   Future Conferences
2014 Conference preparations report
IP presented on the 2014 Conference which will be held in Helsinki, Finland and will be hosted by Aalto University. The proposed theme of the conference is: Measures for Success: Libraries under scrutiny. The proposed venue of the conference is the upper main campus of Aalto University. Several other universities in Finland will have been incorporated into the Local Organizing Committee. IP will incorporate at least two Board members on their LOC.

2015 Conference
The 2015 conference will be held in Hannover in Germany and will be hosted by the German National Library for Science and Technology TIB

2016
To be discussed at the Board meeting in December 2013.

2017
Hosting request: Istanbul University of Technology Library

e.   Forthcoming autumn seminars
2013
The 2013 autumn seminar will be held in Oxford, England and AP will soon provide more details on the preparations.

2014
The board suggests the 2014 autumn be held in Austria.
Action: RK to follow up with Eva Ramminger, TU Vienna library director

2015, 2016
There was agreement that the 2015 and 2016 autumn seminars be held in Istanbul and in China or Canada respectively. Commitment for 2015 already given by Göknur Aslan, TU Istanbul library director.
Action: RK to inform Göknur Aslan about seminar requirements

11. Portfolio reports
It was agreed that the Board should not require written formal regional reports; instead board members are to focus on follow ups on memberships and report on any other initiatives taking place in the regions.

12. Any Other Business
EC reported on the presence of representatives from Proquest who were attending the conference but not sponsoring – but were actively recruiting participants for a workshop and dinner during the period of the conference.
Action: RK will write a letter of concern to the CEO of Proquest on its representatives' behaviour. RK EC draft amendment to organiser's checklist concerning:

- **Prevention of marketing activities of non-sponsors during conference**
- **Definition of refunding of conference fees according to the time of a cancellation request of delegate**

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13. Date, time and place of next Board meeting
The next Board meeting will be held in Oxford, England on 5th December, 2013.

Appendix

Action Checklist

Action	Responsibility	Due Date
1. Leadership academy implementation	RK	
2. Consider various new categories for awards and discussion will be on Elgg		
3. Board members to provide feedback on the proposed IATUL/UNESCO MOU by middle of May, 2013	All	
4. EC was tasked with finding an LIS school in Africa that could utilize the MLS thesis funds	EC	
5. EC to ask Board members for possible nominations for the Board	All	
6. Explore ways of expanding IATUL and look into possibilities of an inclusive name	All	
7. Discuss how fees for leadership academy could be waived for poorer countries	All	
8. Finalize MOU with UNESCO	RK	
9. Identify LIS schools in Africa who can qualify for the 2000 grant for MLS thesis on IATUL activities	EC	
10. Review membership fees	Board	Board Meeting, December 5 2013
11. Send latest Board photo to Gill	EC	

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