**International Association of Scientific and Technological University Libraries**

**IATUL**

# IATUL BOARD MEETING

# Minutes

Thursday, 5 December, 2013
Rewley House, 1 Wellington Square, Oxford, UK
(9.00-16.00)

**Present**

| | |
|---|---|
| Reiner Kallenborn (RK) | **President** |
| Imogen Garner (IG) | **Vice President** |
| Elisha Chiware (EC) | **Secretary** |
| Irma Pasanen (IP) | **Treasurer** |
| Choy Fatt Cheong (CFC) | **Member** |
| Gwendolyn Ebbett (GE) | **Member** |
| Alena Ptak-Danchak (APD) | **Member** |
| Jim Mullins (JM) | **Member** |
| Ainslie Dewe (AD) | **Member and Immediate Past President** |

## 1. Welcome & Apologies

Apologies were received from Irma Pasanen who could not attend the meeting due to illness. The Board wished her a speedy recovery.

## 2. Minutes of the Board meetings held in Cape Town 13 April, 2013

The minutes of the Board Meetings held in Cape Town on 13 and 15 April, 2013 were approved with the following changes:

- Project Management: The draft project management sheets, available at the IATUL communicate! IATUL Forum is to be reviewed and put to discussion as a basis for IATUL projects.
- Awards: the issue of introducing further IATUL awards is to be pursued at the next board meeting
- Future conferences: organisers are encouraged to exclude platitude presentations or posters, even if it is difficult to fill the time slots. More focus should be laid on actively inviting further speakers we know. As for posters there should be a show of posters only, no additional ppt presentations.

The above is to be included in the organizer's checklist, in an appropriate form.

## 3. Matters arising not elsewhere on the Agenda

Additional items added for consideration – items were to be considered later with related items.

## 4. Minutes of the General Assembly held on 15 April, 2013

The minutes of the General Assembly held in Cape Town, South Africa on 15 April, 2013 were approved.

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**5. Website and related matters report**

**Website use**
It was noted from the Website report that there is an increased use of the IATUL website. Separate blogs have been set up for the Special Interest Groups on Information Literacy and Quality Management. There was a suggestion made that the in future the Board should consider moving the web management to the IATUL Office at TUM. It was agreed that members should alert Gill of any important papers/articles that could be posted on the site for the benefit of all members.
**Action: Review website related contracts and regular expenses including free conference ticket, web manager portfolio and IATUL Office Coordinator's activities; start planning to move all website related activities to one central place (next board meeting**) (RK).
Board Members to alert Gill of any important papers/articles that can be uploaded onto the website
**Wikipedia**
It was noted that there is fair use of the Wikipedia entry, however it will be revamped and photos will be added. (RK, RS)
**Action: Alena to write a concept paper on training members on how to become Wikipedia editors and that this becomes an IATUL service: Wikipedia editing programme (APD)**

**Facebook**
There has been a good start to the use of Facebook as a communication tool by the IATUL Office. Statistics show an increase of use and 'likes'

**LinkedIn**
Statistics can only be provided for paid profiles

**Alerts on Facebook**
Alerts which are posted automatically to Facebook are not read as frequently as individual posts on our events, services.
**Action: five posts per months, selected individually, including some of the website alerts to be posted (RK/RS)**

IATUL communicate! (Elgg)
The forum is established as a booking and communication platform for the proposed English Coaching and Leadership Academy

6. **Strategic plan**
RK presented on a number of current and future projects.

**Southern American initiative**
GE, EC and RK contributed to an IATUL/UFSC workshop in Florianopolis, Brazil. The workshop was attended by over 70 library directors from various countries in that region. It was noted from RK's report that this was a very successful networking activity for IATUL. It has been a long time goal of the association to get a foothold in the South American region and in that regard it was agreed that more projects should be identified for the region for 2014 et seq. with subject specific seminars and this would require about €3000 each. It was noted that IATUL should not be seen to be in competition with local Library Associations but rather build networking synergies. One strong partner in the region is CBBU – the Committee of Brazilian University Libraries. RK has also followed up on the successful workshop with a letter to all delegates.
Action: RK to work out workshop suggestions, connected to regional group meeting

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**IATUL Leadership Academy**
A report on the preparations for the first Leadership Academy to be held in Bangkok, Thailand was tabled. The academy will be led by management experts from TUM and three Board members IG, FCC and RK will also join in the presentations. The academy is focused on Library Directors and their deputies. RK expressed concern that not enough candidates had signed up for the seminar and hence the extension for call for participants to 15th December, 2013. The issue of language was also raised as a concern as most of the participants are not English speakers. It was agreed that for the seminar to proceed there should be a minimum of 15 participants. To date applications had been received from Sri Lanka, Philippines, Thailand, Malaysia and Nepal. The fees for the seminar were paged at 500 for band 1 countries and 250 for band 2.
It was suggested that in 2015 a Leadership Academy workshop for an international audience be held in conjunction to the Hanover conference

**Brunei Statistics, Bibliometrics and Research Evaluation Workshop 2014**
EC tabled proposals on a proposed workshop in Brunei in 2014. Due to lack of constant communication and secure funding the Board agreed that the initiative should be cancelled.

**English language coaching programme progress report**
The recently launched English Language Coaching programme is proving to be popular. The Board agreed that the programme must be promoted more and that future facilitators must at least have a librarianship background. RK suggested that the programme be actively offered as an assistance to non-English speakers of the IATUL conference in Helsinki

**Proposed IATUL Leadership Academy – Africa, October 2014**
It was agreed that if the leadership academy is to be run in Africa it should be linked to another IATUL event that draws African library directors.

**Staff Attendance Programme**
CPUT and NTU Libraries made a request for a staff exchange programme in 2014. It was agreed that there is a necessity to work out criteria and decision processes as a next step. The NTU/CPUT applications are expected soon; in all cases of such a grant IATUL must insist on reports after the study tour. An application form has been developed to facilitate the applications.
**Action: Criteria and decision process to be worked out (RK, IG)**

**MLS grants applications call for LIS schools in Africa**
There was no response to the call for grants sent to a number of LIS schools in Africa. It was agreed that more marketing needs to be done and Board members should come with ideas on whom to approach.

**IATUL proposed new profile and revision of the constitution**
The Board continued with the discussion on a proposed new profile for the association as well as the revision of the constitution that was started at the last board meeting in Cape Town. It was agreed that:
- **There is need to open the profile to include university libraries in general and not just focus on science and technology only.**
- **The acronym should be kept to reflect the history of the association.**

The General Assembly in Cape Town, April 2013 also noted that many member universities were no longer being referred to as technological but as comprehensive.

There was also a suggestion that discussions should focus only on the part of the constitution that needs to be changed and not lose site of the science and technology aspects as they were still an important element.

**Action: New name: IATUL – International Association of University Libraries.**
**The draft constitution, available on IATUL communicate should be used to make the necessary changes reflecting the new mission to open up to all university libraries and the main focus is on library management.**
**Action: A working group on the constitution made up of RK, GE and APD was agreed on.**

**Special interest groups**
*Information Literacy*
The group was reported to be very active and various reports from its activities have been posted on its blog. Report and agenda were available and discussed.
*Quality Management*
Debbie Becker the coordinator for this group has asked for time as the group is not very active yet. Suggestion to be pursued: SIG LOQUM **to be involved in a QM workshop in Malaysia (host: Kamariah Binti Nor Mohd, Johor)**

**Regional boards**
It was reported that the first Regional Board has been established in South East Asia and is made up of library directors from Thailand, Malaysia, Nepal and Japan. The first meeting is scheduled 12 February 2014 in Bangkok.
It was also hoped that there will soon be a similar group in South America coordinated by UFSC. UFSC Library director Dirce Maris Nunes da Silva volunteered to be the group's chair. First meeting intended in 2014 in Argentina in conjunction with an IATUL workshop.

**IATUL archives**
A major part of the records have now been digitized after they were received from various locations.

**IATUL history**
It was agreed that Reiner should seek an author among previous Board members to compile the history of the association.

**IATUL / UNESCO cooperation**
RK reported on the IATUL/UNESCO cooperation – that an MOU had been sent to Paul Hector. However no response has been received yet as UN organs tend to take time to respond to such initiatives. Paul Hector has also indicated that the UNESCO cooperation policy was currently under review.

RK promised to find more cooperation partners and that a working group should be established to that end. Another agreed approach was to approach national library associations as potential partners.

**Awards**
It was agreed that the scope of IATUL Awards should expanded. The traditional conference travel grants should be for registration purposes only as there have been many problems in the past with recipients asking that they be converted for other uses. On the other hand grants for travel might be considered.
Other categories for grants should include:
- Best papers that capture the theme of the conference

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- Award for best student in LIS grants category

**Action: IG, EC and RK to work on new Awards Guidelines for further discussion, finally update the Conference Handbook with the new information accordingly**

### 7. Financial report
The interim financial report for 2013 was presented by RK.
It was noted that the association is in good financial standing but that there was need to find other sources of funding to support the growing number of activities and initiatives.

- **Income** in 2013 from membership fees, royalties, conference profit (Singapore) and tax refunds stood at €60, 544
- **Liabilities/ Expenses** – Budgeted expenses for 2013 were projected at €60,990 and the realisation stood at 36,247
- **Assets** which include  the Checking account and MLP Financial Investment stood at €154,613
- **Projected expenses budget** for 2014 – is €82,010

It was noted that at this stage the Vice President is not designated as one the executive members of the Board and does not have a travel budget. The Board agreed to review this in the revision of the constitution. .

The current practice of Board members claiming up to €1000 for travel to meetings not associated with the conference will continue and that this should also be reviewed in future. It was also agreed that Board members attending IATUL business such as the South American initiative should be reimbursed at the same level.

**Action: CFC and RK to work on guidelines about claiming board member money for events. GE, IP, RS to review and make suggestions for improvement of data fields and structure of the financial report for further transparency of its entries**

### 8. Membership report
EC tabled the membership report which reflected a current membership of 222 members. 9 new libraries from France, Zimbabwe, China, Ukraine, Nepal, Germany, Vietnam, Canada and Thailand had joined the association. 4 cancellations were also received since the last report in Cape Town, April 2013.

### 9. Board membership and nominations
Nominations received for Board representation from the USA
- Erika Linke, Carnegie Mellon University, received one nomination
- Sharon Bostick, Illinois Institute of Technology received one nomination
- Catherine Quinlan, University of Southern California, received two nominations
The Board agreed that Catherine Quinlan will be approached for the vacant Board membership.

**Size of the Board and representation of the various parts of the world**
FCC suggested that the Board should also consider membership of the board from other regions like China.
As a guideline for further discussion the board might consider
1. Europe (EE, NE, Continental)  3
2. Americas  3
3. Asia (Australia/ NZ, SEA)  3

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4.  Africa/Middle East          2

**Membership fees**
It was agreed that the issue of raising membership fees according to the association's requirements should be postponed to the next Board meeting.

## 10.  Conferences and autumn seminars

### 2013 Conference final report
EC tabled the final report for the 2013 Conference held in Cape Town, South Africa. It was noted that the conference made a profit of 5500 Euro that has now been transferred to the IATUL accounts.
It was noted that as result of the activities of some vendors in Cape Town, the Organizers Checklist list had been updated to reflect actions on:
*   Sponsoring Vendors
*   Travel Grants
*   Last Minute Withdrawals
As a response to conflict with commercial marketing during the conference RK sent a letter to the ProQuest CEO.

### Post IATUL Conference Workshop
EC tabled a brief report and evaluation of the post Conference Seminar on Statistics that was held in Cape Town.

### 2014 Conference preparations report
No report was received as the conference chair; Irma Pasanen was not present due to an illness.

JM offered that Purdue might commit several thousand $ as a sponsor for the 2014 conference. Information was received that the organising committee rejected a sponsoring offer from Elsevier.
**Action: RK to approach IP to ensure the Elsevier offer and inform about the Pursue offer**

### Forthcoming conferences
2015 – To be held in Hannover at TIB.
2016 – To be intended in Canada. GE will approach colleagues of the Toronto area.

### Forthcoming autumn seminars
2014 – Agreed on Toulouse, France during the month of October.
2015 – To be decided at a later date.

## 11.  Any Other Business
There were no other separate issues to be considered.

## 12.  Date, time and place of next Board meeting
The Next Board Meetings will be held on Sunday 1 June and 3 June, 2014 at Aalto University in Espoo, Helsinki, Finland