

**INTERNATIONAL ASSOCIATION
OF TECHNOLOGICAL UNIVERSITY LIBRARIES**

IATUL BOARD

**Minutes of the meeting that took place on Saturday 29 May at the Campanile
Hotel, Krakow**

PRESENT

Michael Breaks (Chair)(MB)
Gaynor Austen (GA)
Maria Heijne (Treasurer)
Lee Jones (LJ)
Cathy Matthews (CM)
Marianne Nordlander (MN)
Judy Palmer (Secretary) (JP)
Murray Shepherd (MS)
Mateus Zaucer (MZ)

Apologies were received from Ana Azavedo (AA). She would attend the Tuesday Board. Barb Ewers (BE) attended for part of the meeting.
A minutes silence was held in memory of our colleague Irmgard Lanckenau.

2,3 MINUTES AND MATTERS ARISING

The minutes were accepted as a true record of the last meeting in Oxford and there were no matters arising.

The Chairman requested that items 12 and 4 be taken first on the agenda.

12. 2005 CONFERENCE

Michel Dagenais and Richard Laverdiere from Laval attended for this item which was taken first. Planning was well under way. The conference would have the theme of Information Innovation and would take place in Quebec from 29 May until June 3 2005. Sub-themes would be

- Infrastructure
- People
- Global Innovation initiatives

Suggestions for keynote speakers were made by members of the Board. These included Ann Wolpert, MIT, Ray Kurzweil, Brian Cantwell-Smith, Ailine Wilson and Lorcan Dempsey.

GA queried whether the sponsorship goals were realistic and was reassured. BE would set up a link from the IATUL home page to Laval's web site. MS agreed to encourage the Canadian team to use travel agents rather than try to manage accommodation, social activities and accompanying persons programs themselves.

Activities for the evenings and the study day were also planned. There was some discussion about the location of the hotel for Board members and the content of the post-conference tour.

4. 2004 CONFERENCE

MB reported that all was going well. There was some disappointment about numbers attending, especially from Poland. Current registrations amounted to 125.

In this respect, the timing of the Conference was discussed and it was suggested that further investigation needed to be made regarding clashes with other competing conferences, e.g. the Crimea Conference and ALA.

5. GENERAL ASSEMBLY

Arrangements for the General Assembly were discussed.

Membership of the Board was reviewed.

GA would be taking over the President ship for two years. MZ had resigned and was thanked for his contributions. Three new members would be joining the Board after the General Assembly. These were

Paul Sheehan (Ireland)

Arja-Riitta Haarala (Finland)

Reiner Kallenborn (Germany)

Lee Jones would be retiring in 2005 and suggested that Alice Trussell from Kansas State University would be willing to consider joining the Board in his place.

GA also suggested that she would seek a replacement member from the Australasian region. JP pointed out that she would be retiring in 2006 and may wish to stop sooner.

At the end of the general Assembly the Quebec Team would make a presentation.

6. FINANCIAL REPORT

Some Board members felt that the Auditor had gone beyond his remit in commenting on the state of IATUL finances. GA asked that in future the budget be presented in such a way as to indicate that we were using reserves to carry out much needed project work. Currently the budget was presented in such a way as to suggest that we were running an unplanned deficit.

Missing from the budget was future expenditure for Sinikka Koskiala to complete the Archives Project and there was no record of the costs of transporting surplus past publications from Oxford to Australia.

MH had costed the time that was spent at DUT on behalf of IATUL in managing the accounts. This amounted to 0.2 FTE which equated to 7000 € MH agreed to provide a paper with this costing in writing. The Board agreed to pay the 7000 €

New plans for the web site were discussed and it was agreed that in future web maintenance and web innovation would be recorded as separate lines on the budget. Discussion of GA's web proposals may affect the budget.

7. MEMBERSHIP REPORT

The Membership Report now formed part of the President's Report at the GA. JP suggested that the current practice of managing the membership database needed to change. Confusion and overlaps often occurred between MH, JP and BE. It would be more sensible for BE to approve new members. This was agreed and BE agreed to change the alerts that were sent to Chair, Treasurer and Secretary.

BE also reported that cancellations and lapsed subscriptions caused problems. It was agreed that in future DUT would send invoices and MH would bring to the June Board Meeting a list of those members who had not paid the previous year. At this meeting it would be decided who should be chased and by whom. Those approved for cancellation would also be identified. A deadline would be set for Board members to follow up lapsed members. A revised list would then be brought to the November Board meeting with actions.

The following decisions and actions are noted

Nicholas Copernicus University *Cancel*
MacMaster, University of Toronto and McGill *CM would follow up MB will chase*
Kunglia Biblioteket *MN would contact*
Scottish Science Library, Bath, Coventry and Cambridge *MB would contact*
University of Illinois *Ignore for the time being*
California Polytech *Cancel*
Ex Libris *would be contacted by MH*
Logan Library and Van Houten *would be contacted by LJ*
Ingenta *would be contacted by MB*
Capilla Alfonsina in Mexico *Cancel*
Papua and NG *Cancel*
North West Library in SA *Cancel*
Institut IMAG *CM would contact in conjunction with the 2005 Conference*
Instituto Superior in Cuba *Cancel*
Queens University and Birmingham . *MB would contact*
Egerton in Kenya *Cancel*
Odessa National Maritime University *Ignore for present*
Tata Institute and Jawaharlal Nehru *Cancel*

GA led a discussion on membership.

Membership fees

She had spoken to Alex Byrne Incoming IFLA President who had commented that using GDP as the basis for subscription was problematical. GA agreed to bring a paper to the next Board meeting outlining a proposal to institute two bands of membership.

Categories

Following some discussion we agreed that the proposal should also discuss the possibility that we abandon the separate categories of Ordinary and Associate Member. Criteria for membership should be further discussed at the November Board.

Any changes agreed would come into effect in 2006.

New members

It was important to increase the membership and encourage members to join from currently under and non-represented countries. GA would target SE Asian countries with suggestions from Alex Byrne. The US was seriously under-represented. LJ suggested that there was more competition in the US both in terms of professional organisations and also conferences. If Alice Trussell were to join the Board he was sure that she would be willing to devote time to increasing the US membership. Heads of STM and Engineering Libraries should be the focus. A list of Engineering libraries was available on the Web. CM would get someone to work on the list for the 2005 conference. Jay Bhatt could also be more actively involved.

8. WEBSITE REPORT

GA presented a paper on Website proposals pointing out that the current agreement with QUT expires September 1 and that she may not be at QUT after 2 years. Alternative arrangements should therefore now be set in motion especially in view of the fact that we wished to integrate the membership and financial databases and probably purchase different web-based software for this purpose.

The paper includes 4 possible options

Allow external contractor to take over site management

Solicit interest from IATUL member libraries to undertake work

Seek a contract with Board member library

Renew the contract for a limited period with QUT.

Considerable discussion took place around these options and also considered JP's suggestion that it was now time to review the role and functions of Secretary, Website Coordinator and Treasurer.

CM would be interested in managing the website once she had a better estimate of work and time involved and especially if QUT would continue for a further 12 months to the end of 2005.

BE was asked to draw up a 'job-description' for a website manager incorporating some membership responsibilities. It was also suggested that once new software was in place that the Treasurer might also take on the responsibility of approving members and managing the single membership/financial database. If this were to happen then the Secretary might resume the responsibility for publications distribution.

LIBER had approached MB about areas for future cooperation. MB raised the matter of whether LIBER might be contracted to manage the membership database. The Board was not generally enthusiastic. MB would obtain more information and GA suggested that they might also be able to provide us with advice.

Finally it was agreed that CM would investigate further the possibility of Ryerson taking on the management of the website and report in November. GA would draft an extended contract to the end 2005. BE would re-jig web roles and draw up job descriptions for (1) membership and finances and (2) the web. In the meantime the two databases would be tidied up. It was emphasised that there must be a change from individual focus as existed currently on the QUT members list to an institutional focus as currently existed in the DUT list.

9. PUBLICITY

MS would like someone to take over this job but is happy to continue managing the listserv. One of the new Board members would be offered this task.

GA intended to circulate occasional news emails to members which would include details of Eduserv offers and a reminder of members' benefits.

11. COOPERATION WITH LIBER

MB will explore how they manage their subscription database and report in November. He will also ask LIBER to help us increase membership by asking whether we might have access to their mailing lists.

12. REPORT ON NEW ACTIVITIES

There was no discussion

13. 2006, 2007 CONFERENCES

Discussion of the 2006 Conference was deferred until Tuesday 1 June Board. A suggestion was made that we might consider Alexandria for the 2007 Conference.

14. POSTER PRIZE

This has been named the Irmgard Lanckenau Poster Prize. MZ and CM would adjudicate.

15. DATE OF NEXT MEETING

Board would next meet on Tuesday 1 June at 7.30 am in the Campanile.