

THE MINUTES OF THE IATUL BOARD MEETING 2001, EDINBURGH

Minutes of the meeting which took place on Saturday 2 December 2001 at the Herriot Watt University Library, Edinburgh

Present: Michael Breaks (Chair)(MB)
Sinikka Koskiala (Secretary)(SK)
Maria Heinje (Treasurer) (MH)
Lee Jones (LJ)
Marianne Nordlander (MN)
Judy Palmer (Secretary designate) (JP)
Murray Shepherd (MS)

Online from Queensland, AUSTRALIA for 1.5 hrs

Gaynor Austen (GA)
Barb Ewers (BE)

1. Apologies

Egbert Gerryts (EG)

The Board assembled in the video-conferencing room. GA had previously identified Agenda items 6,7,8 and 10 for particular attention. These items were further discussed by Board after disconnection.

VIDEO-CONFERENCE

6. Membership

There was a short discussion on how best the membership list should be maintained in conjunction with the discussion list. At present there were serious discrepancies between the two, as well as delays in implementing changes - there were 189 contacts on the discussion list whereas membership exceeded 200. SK pointed out that this was due to the fact that some members were without an e-mail address, e.g., honorary members. Current practice was described and agreed to be problematic. The Treasurer is in charge of the membership database, but day to day input was carried out by Danielle Hoyer. Every time this is updated, DH sends the entire database to GA. Queries about membership were often received by the Secretary from serials librarians who were chasing missing numbers of the Newsletter. In many cases it was only the Treasurer who knew whether someone had paid their subscription or whether they had ceased to be a member. GA stressed, and all agreed, that it was important to decide whose responsibility it was to maintain and update the database.

BE had added an extra field to the record to indicate latest date of amendment of record. This was welcomed.

LJ pointed out that it was also important the conference organiser was in possession of an up to date listing and therefore any changes should also be notified to him/her

There had been 16 new applications for membership of IATUL. Eight had been approved.

See later discussion for decisions that were agreed.

7. Web-site developments

a) Content

In terms of content Board requested that a link be established from the 'meetings' to the conference page.

b) Statistics

BE presented the Web-site Report and summarised activities to date. Referring to the Statistical

Report of usage statistics, tabled, she asked whether these were in accord with the wishes of the Board. It was agreed that in addition a geographic analysis would be useful and that the statistical report should be produced three times a year with one report appearing prior to the annual conference. Since the web-site was new, Board members agreed that the collection of statistics would be reviewed in a year.

c) Discussion list

Since iatul-I was a closed list, anyone who was registered could post to the discussion list and no outsider could lurk.

8. Conference Proceedings

BE asked who was in charge of sales for the Conference Proceedings, how many copies were printed for sale and who held these. This was discussed later in more depth

9. Newsletter

GA asked whether we should continue with a print version of the Newsletter given the activity now associated with the web. Might a note alerting all members to new material on the web be an acceptable alternative since much of the material that used to appear in the Newsletter was now available on the web. BE thought that it was important that members received something as a benefit of membership. All recognised that it was unlikely that any Board member would have the time to undertake editing a Newsletter. See later discussion.

10. Archives

With reference to a minute of the previous meeting, BE asked for clarification regarding QUT responsibility for archiving. There had been agreement (MN) that Link"pings would archive material on CD ROM, e.g. conference proceedings. BE asked whether the Board wished QUT to archive all data currently on the web site. See later discussion.

17. Any other business

a) LJ asked how best to alert NZ/Australian librarians to the conference. GA said that she would be helping to do this and would post information sent to her to the CAUL (Consortium of Australian University Librarians) list. It might also be possible to alert the Australian Library Association ALIA. She queried whether there was a list of keynote speakers available.

b) In response to a question from SK, MH agreed to find out how soon the Delft Conference Proceedings would be available for posting to the web-site.

c) GA confirmed that she would support a proposal to raise the membership fee. She pointed out that this would have to be ratified by the General Assembly and went on to suggest that it may soon be necessary to find a speedier method of decision making in respect of financial matters. As an example she cited the losses we have sustained from terrorist activity in the US.

MAIN MEETING

Apologies were received from EG. The Agenda was approved and it was agreed that the Minutes and Matters Arising should be taken at the end of the meeting.

5. Financial Report

The changeover of Treasurer had been hurried with Leo Waaijer's departure to Wageningen. MB thanked MH for taking on the job of Treasurer and welcomed her to the meeting.

With respect to the large loss sustained in our investments the Board asked MH to request an investment report from the brokers Robeco, that detailed all IATUL investments and their recent performance Action : MH

It was agreed that no shares would be sold until the market had recovered and that the Board should review its investment strategy.

The 5000e Bursary Fund did not appear on the balance sheet and should do so in future. The Bursary was allocated to the annual Conference Organiser to award to 1st-time attendees. LJ hoped that sponsorship in 2002 would enable this fund not to be used.

Free registration at Conferences was provided for the Chair, Treasurer, Secretary, Web Editor and a free registration place was offered to the organiser of the next conference. It was agreed that this would be extended to the Honorary Auditor. Past President was eligible for free registration for only one year following term of presidency.

The final balance sheet for the Delft Conference was not yet available. In connection with the mailing of the brochure, MS asked whether bulk-mailing services from the Netherlands might be an option. MH agreed to investigate.

Action : MH

With reference to an allocation to support a possible project, it was agreed that this would not be pursued this year and would only be included in a future budget if a fully appraised project proposal was presented to the Board.

With effect from 2003, membership fees would be raised to 125e (from 107) and sustaining members to 750e subject to ratification by the General Assembly. MS stressed that it was important that all renewal notices should be sent to the Director rather than addressed anonymously to the Library. Consequent changes to the Constitution may be necessary and MB and JP would review this document for presentation to the General Assembly. MB agreed to send JP an e-version of the document.

Action MB : MB & JP

6. Membership

The 8 new members should be welcomed and later it was agreed that this Should be done by MB. SK agreed to forward a standard letter to JP.

Action MB : Action SK

MS asked why the 6 new members who had registered as members at the Delft Conference had not appeared on either the iatul-I list or the membership list. MH agreed to investigate.

Long discussion resulted in an agreed plan of action for future management of the membership list. MH would send BE the database to mount on the web-site. MB would ask BE to provide read access for members of the Board and read and write (password protected) access to MH, JP, DH and BE. This would mean that any amendments would be made to a centrally held, single copy.

Action : MB

MH, JP and BE to discuss mechanism for doing this.

Action : MH, JP, BE

MB agreed to ask BE to provide a pdf version of the membership list so that it could be printed by members. This would obviate the need to print and mail the list and would ensure that an up-to-date version was easily available to all members.

Action : MB

With regard to the receipt of membership applications, SK described current practice and after some discussion it was agreed that the Secretary should continue to filter applications and pass on

only those considered to be worthy of the Board's attention. There was some discussion about the criteria that were used to decide eligibility and a suggestion made that these should be reviewed by MB and JP when they reviewed the Constitution. However it was finally agreed that since the definition of an ordinary member had been amended and agreed at Delft, there was no need to pursue this matter further.

7. Web-site development

It was accepted that there might have to be a complete re-design of the web-site in 2 to 3 years and this would coincide with the end of the contract term with QUT.

JP would ask GA to provide a link from the meetings page to the Conference and also a link to the Linda Hall site.

Action : JP

As list owner, MS confirmed that he would monitor the list for misuses and abuse.

Following discussion on the iatulboard list it was agreed that there should be one member per organisation on the iatul-I list and that the annual conference organiser should be allowed to request registration on the iatul-I list for up to 5 extra people for two years before the conference.

8. Conference Proceedings

The CD of the Delft Proceedings should include the Proceedings as both html and pdf files.

It was confirmed that the Conference Organiser was responsible for mailing the Proceedings to all participants and also to the whole membership.

Board members felt that the time and effort involved in selling Conference Proceedings was not worth the return received. Accordingly it was agreed that these Proceedings should be distributed free of charge and MB was asked to ask BE to undertake this task as part of the QUT contract with IATUL, covering the postage costs.

Action : MB

9. Newsletter

Following the discussion that took place in the video-conference it was agreed that " MS should continue posting items of interest to the iatul-I list. Board members should also inform MS of any important news items

" MS would investigate the possibility of making a digest of messages available to list members

" MB would ask BE to produce a regular alert for iatul-I drawing the attention of members to new or items of special interest.

" MB would take on the task of welcoming new members and would ask them to provide certain standard information. MB would then post this information to the list. Previous experience indicated that if new members were asked to do this themselves, it was unlikely to happen. MS and MB would design a template.

Action : MB and MS

10. Archiving

JP agreed that the University of Oxford should be the repository for the IATUL archive of printed papers. A further three metres of shelf space would be made available in the Radcliffe Science Library and MB would request Nancy to weed the existing material to fit that space.

Action : MB

It was agreed that the permanent archive should be with Link"pings and that there should be regular dumps of the web-site (on CD or tape) which would be stored at Link"pings. MN agreed to find out

what the position was with respect to the Norwegian Repository and clarify the terms and conditions of deposit. Board members were unclear as to whether all links would be included. She further agreed to investigate the practicality of archiving the web content once a year.

Action : MN

The Board did not accept the need to archive the conference site but suggested that the final version of the whole conference web site should be included in the CD of Conference Proceedings. LJ would ensure this for the 2002 conference.

Action : LJ

The Sponsorship Form proposed by Gaynor should be adopted and included in the Conference Checklist. The amendments suggested by GA were approved and MB will incorporate those as well as adding amendments made at the Board meeting to the Conference Checklist.

Action : MB

11. Brochure

MS displayed samples of the brochure and card that had been chosen. All felt that lighter card would be preferable. Since the size of the folded brochure was not a European standard size, MS was asked to organise all mailing from Canada. Changes were made to the text.

It was agreed that the brochure should be self-sealing and that it should contain an envelope for return of membership applications. 3000 copies would be printed and Board members would be given a number for distribution. LJ would mail the brochure to US addresses, printing the envelope (as part of conference effort) and paying for postage. MN would cover the Nordic countries. The mechanisms for identifying potential recipients of the brochure were discussed.

MS was thanked for his hard work.

Action : MH and MS to check bulk mailing
MB to send JP letterheads

12. The 2002 Conference

LJ reported that every member of IATUL had received a conference brochure as had all as those who had expressed an interest. Additional names were required.

MB and MN would inform LJ to what lists they had posted conference information. LJ asked to what printed journals he should send advertisements. The best place to advertise was agreed to be the UK Library Association Record and then Aslib's Managing Information. LJ would be sent details of these publications.

Action : MB, MN

Eleven papers had been received so far, but registration was slow. Board members were urged to register. Sponsorship had been so good that only 150 registrations would be necessary to break even.

LJ agreed to prepare a bibliography of Kansas to include in the conference pack

After some discussion it was decided that the award of travel grants would be managed differently. The grant would be used to cover accommodation and registration and applicants would be expected to fund their own travel to and from the conference.

13. Future Conferences

2003 : MB described progress so far for the 2003 Edinburgh Conference and outlined the social

programme and accompanying persons programme. Then conference would be held from 2-5 June. A post-conference tour of Scotland would be offered.

2004: MB had visited Cracow and was impressed by the site and even more by the enthusiasm of conference organisers. The conference centre on the University site was a 15-minute walk from the main conference hotel. It was recognised that sponsorship would not match that for the 2002 conference and that the organisers would need financial support. The fact that the 2004 conference was also the 25th conference would legitimise this support

2005: It was agreed that the location should be outside Europe. MS was asked to explore the possibility of Quebec City. MB agreed to chase up potential Chinese members since there had not been a conference in the East.

14. Conference Contracts

A formal letter that stated the terms of working between IATUL and the conference organiser's organisation was important. MB noted that he should write such a letter for the 2003 conference.

Up to now IATUL was able to contribute a maximum of 2000 guilders to the conference organiser as pump-priming money. It was agreed that 10,000e should be made available to Cracow as a guaranteed loan on the understanding that any profit was shared by organiser and IATUL and that any loss was borne by IATUL. For the Edinburgh conference a sum of 5,000e would be allocation. Conference organisers would be entitled to claim these funds during the December meeting prior to the conference.

The Sponsorship Form proposed by Gaynor should be adopted and included in the Conference Checklist.

15. Board membership

Irmgard Lanckenau had agreed to join the Board by MB and Matjaz Zuacer would be asked again.

Action: MB

It was important that a succession plan for Board membership was drawn up. All Board members agreed that the process of nomination to the Board should be changed and made more open. Thus in future there would be a call for nominations on iatul-I, closing in June. The board would then decide once nominations had closed.

Action : MB and JP to check Constitution.

The appointment of JP, MH should be confirmed on the iatul-I list

16. Project

No projects would be supported this year and would only be considered by the Board in future on receipt of a fully appraised project proposal which included full costings.

17. Any Other Business

a) Expenses for Board members

Annual allowances for officers should be reviewed to ensure that they were sufficient to support their contributions to IATUL. Officers should not suffer any financial difficulty through their service to IATUL and should have all costs covered. It was confirmed that those Board members, whose institutions were able to contribute to their attendance at the Board meetings, would receive 150e towards their expenses for attendance at the December meeting. Mechanisms for reimbursement were discussed and it was agreed that a sum of money should be transferred to the personal bank accounts of Chair and Secretary. They would be required to return a full account of their expenditure against this budget at year-end.

b) Sinikka Koskiala

SK was warmly thanked for the significant contribution she had made to IATUL over many years and especially during her term as secretary.

19. Next Meeting

This was fixed for Sunday the 2 June in Kansas

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