

Minutes

IATUL Board Meeting

5 - 7 July 2015

Hannover, Germany

In Attendance

- Reiner Kallenborn (RK) (President and Chair)
- Sharon Bostick (SB)
- Elisha Chiware (EC, minutes)
- Gwendolyn Ebbett (GE)
- Alena Ptak-Danchak (APD)
- JoAnne Sparks (JAS)
- Shirley Wong (SW)
- Pia Ludwig (PL, guest, IATUL Office)

For questions concerning minutes please contact
Elisha Chiware, IATUL Secretary

1. Welcome and Apologies

Apologies were received from Pierre Chourreu who could not make it to the meeting due to institutional commitments.

2. Previous Minutes

The Minutes of the Board Meeting held in Toulouse, France on 7 October 2014; and minutes of the IATUL Video Board Meetings held on 6 May 2015 and were accepted as true records.

3. Matters Arising not elsewhere on the Agenda

There were no other matters added to the Agenda.

4. IATUL Conference and Workshops

2015 IATUL Conference matters

The meeting noted that traditionally Board members are available as moderators for conference sessions and that the following will take part in these sessions:

- Welcome remarks after registration and during the welcome event on Sunday 4 July: RK
- Welcome remarks at the Official Opening Session on Monday 5 July: RK
- Closing address at the end of the conference on Thursday 9 July: RK
- Welcome remarks on location Hannover Adventure Zoo Monday 5 July: SB
- Participation in a panel discussion on Information Resources and Societal Change on Monday 5 July: EC
- Welcome remarks on dinner location H'UGO's Restaurant Tuesday 6 July: GE

As agreed in Toulouse the association will have an IATUL stand to provide new and regular conferences attendees with more information on IATUL existing and planned activities. The stand will host an IATUL poster and roll-up-display as well as various items (pencils, sweets tins, brochures) to be handed out. A roster has been drawn out for Board Members to attend to the stand.

It was noted that the Board had a joint IATUL /ICSTI Board dinner on 4 July, 2015 prior to the Conference in Hannover, to exchange ideas and strengthen cooperation and collaboration. It

was also noted that discussions were held on the possibilities of a joint project to start with interest groups and that both organizations should work with possible donors to assist with issues of how libraries react to the challenges of supporting research especially in eResearch and data management. It was also agreed that both IATUL and ICSTI should release a joint statement to reinforce our position on Research Data Management and its importance and how the two organizations can move forward together. One possible route to the joint activity was to second people from member institutions and prepare a joint report. One suggested possibility was Linda Obrien from Australia and that each Board member provide more information to the consultant. Joint Terms of References for the consultant will be developed and circulated to

Board members or further comments. RK agreed to have a follow meeting with the ICSTI President.

Action: JoAnne Sparks will coordinate the project. Write a statement for circulation to members (end of July)

The Board noted that the IATUL Secretariat in Munich has been working on: Proposals on the Governance Structure and Organisation of Annual Conferences. The proposals include standing committees, workflows, decision structures, workgroups, sessions, and a review of the existing IATUL Conference Checklist and inclusion of more specifics. It was agreed that the proposals will be circulated and possibly finalised during the second Board Meeting in Prague. The working group for the conference restructure will comprise RK, PL, AK, GE, SB, SW

Action: Circulate Proposals on the Governance Structure of Annual Conferences (RK)

IATUL Annual Conference 2016 Halifax, Canada

The Board noted that the preparations for the 2016 Annual Conference to be held 5 – 9 June in Halifax were in the early stages. The Conference will be hosted by Dalhousie University Library. The local organising committee has made preliminary hotel bookings and is working with potential sponsors and aiming to raise about CAD100 000. It was reported that the Conference theme will be: **Library Leadership in a sea of change** with several tracks focusing on: data management, skills development, scholarly communication, physical space, library leadership, new library leadership, personal relations, retiring directors summit, assessment, collaboration, researchers, leadership and management and that the target group was librarians and researchers. Panel discussions will also be included. It was agreed that the following Board members will assist with the planning of the conference: RK, PL, AK, GE, SB, and SW.

Action: GE to follow up with NTU Library Director FCC for conference management software.

IATUL Seminar and Board meeting

The Board noted that the 2015 IATUL Seminar and second Board meeting will be held in Prague, Czech Republic, 22- 24 November 2015.

The programme has been placed online and there will be presentations from the following:

- Overview of IATUL (RK)
- eRIC (eResearch Information and Communication) project at TUM and CPUT (RK,EC)
- e-research projects in Canada (GE)
- A report on a project among university libraries in Hong Kong on Information Literacy Survey (SW)

The Board acknowledged the hard work done by SIG-IL chair Caroline Leiss to ensure that the logistics of the seminar are in place. It was however noted that the issue of the participants was still to be confirmed and the aim was to reach about 70 participants.

Action: Follow up on board accommodation in Prague (RK).

5. Board matters

RK reported that according to German laws there was a need to renew the registration of the association to be acknowledged as a non-profit organization and that the full complement of the executive positions (approved by the GA) must also be submitted with the renewal application.

The Board nominated Sharon Bostick for the position of IATUL Treasurer and this will be put to GA for endorsement.

The Board further agreed that RK is to remain as President for a second term and that this will be forwarded to the GA for approval as well as the rest of the Executive Board members.

The Secretary's position will remain as is provided in the constitution but there was need to start thinking of converting it to an "Executive Secretary" so as to consolidate the work of the secretariat that is being developed and set up in Munich.

The Board agreed that the term of office for co-opted members will be the same as that of the other Board members. It was also agreed that a file on Board decisions should be set up and maintained for future reference.

Action: Have a decision for record purposes on newly agreed procedures and guidelines (Board Members)

IATUL Board Procedures

The Board agreed to drop the proposed assessment form on the performance of Board members but rather have a standing item on "self-reflection on the workings of the Board" on the agenda of all future Board Meetings. It was also agreed that members were expected to do more and contribute towards the advancements the goals of the association.

The Board confirmed the respective statement in the Constitution that it is the IATUL Board that decides and appoints new Board members and these are then approved by the GA. All Rules for Board members apply to co-opted Board members as well. It was agreed that decisions such as the above are to be documented in the above-mentioned decision file, e.g. the Rules for the IATUL Board, cited in the Constitution.

6. IATUL Office matters

RK also reported that the TUM Chancellor has agreed to keep the IATUL Office in Munich, based on a secondment model and that IATUL's financial/legal advisor Joseph von Ranke is preparing a contract to manage the relationship. A clause will be included in the contract that gives the TUM Chancellor as well as IATUL the option to opt out. The contract will be based on a model of full costs. The Board agreed that a formal acknowledgement should be sent to the TUM Chancellor on this offer as well as the in-kind contributions towards the running of IATUL Office from TUM.

A total of €40 000 will be reserved for personnel only and currently there are 4 persons working 5 hours each per week.

Action: Formal acknowledgement to TUM Chancellor on housing the IATUL Office at TUM (GE)

7. Website and related matters

The Board noted the Website report and that there was not much difference in activities. The migration from one company to another Webserver in New Zealand has taken place and problems with inner-NZ migration have essentially been solved.

The Board noted that the IATUL Office is working on a concept for a new website. It was agreed that as part of the conference planning there should a standard IATUL Annual Conference

website template. It was agreed that LinkedIn should be used in place of an experts databases. The following Board members agreed to assist with the revamping of the website: SW, GE.

Action: Website working group to develop a concept to be presented to the Board (PL, AK, RK, GE, SB.)

IATUL events websites archiving

It was agreed that follow ups should be made with all previous workshops to ensure that content delivered is archived and that at the moment follow ups are being made on the Hong Kong seminar with the NTU Library.

It was also reported that both the Purdue and Bangkok conference and seminar websites respectively have been off line and that e-mails will be sent to the host to reconnect the sites.

Action: IATUL Office (AK) to pursue archiving of IATUL events

8. Treasurer Report

RK presented the Treasurer's report. The current membership fees contributions and assets stand at €132.000 euro. The management of the assets continue to be handled by a financial management company MLP. It was noted that the overall value of the assets had dropped due to the prevailing economic situation from €148 000 a year ago and even though there were more members, the fees collected have dropped as there were still many outstanding fees from standing members. It was noted that the Dynamic portfolio yields more than Government bonds but in volatile times this type of investment was more vulnerable than Government Bonds which are more stable. However in the reporting period both have dropped due the economic conditions.

Each year IATUL is urged by financial advisor J. von Ranke to spend money to guard against losing its non-profit status.

IATUL Office administrative staff member Regina Schmidbauer has left IATUL, her work being taken over by Christine Friebohn (CF) and Annette Kiefer (AK).

It was agreed that travel expense allowances for Board members remain as presented: Executive Board can utilise funds allocated for both the conference and the seminar and the rest of the Board members claim up to €1000 for the travel expenses for the IATUL Seminar.

It was agreed that to reduce cost only two dinners, one at the conference and one at seminar will be paid for by the association for attending Board members.

Action: pursue the rest of the financial issues in Prague.

It was agreed that RK will make a presentation on the Elgg platform in Prague as some members felt it's too complex to use. It was also agreed to look at other communication/docs sharing options.

It was agreed to limit IATUL promotional events to three per annum and that is one IATUL Seminar, and two others and ensure that there is an accountability mechanism in place if funds have been transferred to third party institutions who will have hosted/or assisted with seminars.

The Board agreed to maintain the current membership fees structure for now and that any proposed increases should be put to the GA first. It was also agreed that for the future a global fee structure (200 euro irrespective of UNESCO band affiliation) would be better than the current UNESCO band structure of fees.

The Board noted that currently only EBSCO is a corporate IATUL member. It was also agreed to maintain two kinds of membership only - ordinary and associate - but to split fees with the later one: civil at €150 and commercial at €500

Action: set up a list of potential commercial members (JAS)

9. Membership Report

EC presented the membership report and noted a marginal growth in membership from 225 to 232. It was also noted that the trend was that new members join from the region that was hosting the last Annual Conference.

Action: All Board members

10. Projects

IATUL History project

The Board noted that a final draft on the history of the Association has been received from Paul Sheehan and that it had been circulated for comments and corrections. The Board agreed that further work is required to turn it from the oral historical presentation to a proper historical narrative and analysis. An executive summary of the revised piece will be circulated at the 2016 IATUL Annual Conference in Halifax, Canada.

Action: engage a professional editor to finalize the history project draft. RK to approach Karl Hughes, the IATUL Editing Service coordinator

Social media initiative

It was noted that FCC from NTU had earlier suggested the use Instagram to host IATUL Libraries' photos for promotional purposes. It was also noted that the NTU Library in principle is willing to continue coordinating the social media initiatives but recommends the activities will be centralised at the IATUL Office as the social media activities will work hand in hand with the website activities.

Action: RK to approach NTU representatives during the Hanover conference informing them that the social media initiative is part of the website restructure from now on

Potential analysis project

RK reported that the student's consultancy group based at Oxford University had sent out a survey on the analysis of the Association and that a second reminder has been sent. To date 50 responses received and a report will be produced and circulated soon.

Action: RK to send report to Board members as soon as results will be available

Editing Services

The Board recommended that the editing service should include assistance to both faculty and librarians and that the fees should be based on the IMF GDP band – as worked out and suggested by Karl Hughes - on an experimental basis and reviewed in a year's time. It was also agreed to include the IMF GDP pricing levels on the website and that RK will contact Gill during the conference. Karl Hughes of the Editing Services is also identifying addresses of non-IATUL members in South America, South East Asia and China to further promote the services to these regions.

Promotional and Marketing events and structures Regional groups

The Board agreed that the idea of regional groups should be dropped. Focus should be placed on promoting the International Study Programme to librarians to travel and exchange ideas. It was also agreed that IATUL should open up to linkages with other library associations.

Leadership Academy

To date only one leadership academy has been held in Thailand and it had 15 participants of which only 2 were library directors. There is need to re-think the initiative and come up with a better model or drop it altogether.

Directors' summit

The proposed Directors' summit at the Hannover could not proceed due to lack of resources to organise and run the event. The initiative is considered worth pursuing and elaborating a more detailed concept.

IATUL One World Forum

RK proposed a new initiative to be called IATUL One World Forum that could see library directors from developed and developing countries coming together to share ideas and will provide the Board and membership with further details on how it could be pursued. This could e.g. be part of an IATUL seminar to be held in Gandhinagar, India, Feb 2016, where both the President (RK) and Vice President (GE) will participate.

Cross-Country Cooperation Initiative

The Board noted the Cross-Country-Cooperation Initiative has not been pursued or taken up by members and as a result it should be dropped.

Special Interest Groups (SIGs)

The Board noted that in Toulouse it was suggested that the Board consider expanding the SIGs to include the following:

- Library Building / Refurbishment / Architecture
- Leadership / Management
- Public Relations / Marketing
- Library Education and Training / Human Resources Development
- e-Research / Data Management
- Automation and User Services

RK reported that the SIG-IL will hold an internal survey after the Hannover conference to determine the continued participation of members.

Action: include SIG in social media activities (RK, IATUL Office).

Proposed workshops

The Board noted the following proposed workshops:

- Paññāsāstra University of Cambodia Library, Phnom Penh, Cambodia
- Indian Institute of Technology Gandhinagar, India in February 2016 (GE and RK will participate).
- Almetrics international perspective workshop at NTU, Singapore.
- eResearch in Australia to cover skills for librarians

11. Grants and Awards

It was noted that 5 travel grants were awarded for the 2015 Annual conference and that this and all future awards will be based on a reimbursement model and that they will remain at €1000 each.

Best MLIS Award

The Board agreed to drop the Best MLIS Award.

International Study Programme

It was noted that only one application has been received from CPUT on the International Study Programme 2015-16 and that the deadline for applications was end of September 2015. It was then agreed that if no further applications are received the programme should be dropped.

12. IATUL Strategic Plan

Revision of statements

Mission/Vision Statement

The Board agreed on the following statements:

IATUL – the voice of university libraries worldwide

The International Association of University Libraries supports effective communication among university libraries throughout the world and contributes to future developments in scholarly information through a cooperative network of library directors and senior managers.

IATUL promotes the introduction of innovative technology and information management methods to facilitate and optimise library services for its members.

In a continuous interchange with its membership, IATUL represents the interests of and serves as a partner to its members. We enable the networking of university libraries around the world.

Action: finalise the strategic plan in Prague – but retain strategic discussion issues on all future agendas

Fellow of the IATUL Board of Directors award

It was noted that this was work in progress and that files were uploaded onto Elgg. It was also suggested that two levels be considered for this award and that is silver and gold medals and that calls for suggestions should be made every year. The medals should also be accompanied by certificates and press releases on the IATUL website. The Board agreed on the medal draft showing the name of IATUL with a stylized globe in the background.

13. Any other business

It was agreed that two more Video Board meetings will be held before the Prague Meeting in November 2015 and that RK will circulate the proposed dates.

14. Date and Time of the next Board Meetings

- 2nd Board Meeting, Hannover, 7 July 2015
- Video Meeting - TBA
- Prague Meeting, 22-24 November 2015