

IATUL Board Meeting
23 October 2016
University Library, Free University of Bolzano
Bolzano, Italy

1. In Attendance

- Reiner Kallenborn (RK) - Chair
- Elisha Chiware (EC) - Minutes
- Gwendolyn Ebbett (GE)
- Anne Horn (AH)
- Annette Kiefer (AK) - IATUL Office
- Gerda Winkler (GW) – present temporarily

2. Welcome and Apologies

RK welcomed everyone to the meeting. Apologies were received from the following Board members:

- Sharon Bostick (SB)
- Shirley Wong (SW)
- Howard Amos (HA)

3. Previous Minutes

The Minutes of the Board Meeting held on were approved as true record.

Halifax conference had a surplus of 27 734 euro.

4. Matters Arising not elsewhere on the Agenda

There were no other matters for consideration.

5. IATUL Conference and Workshop matters

2016 IATUL Seminar, Bolzano

GW the host of the 2016 IATUL Seminar updated the Board on the preparations for the Seminar. She indicated that the Seminar had received two donations from two sponsors CaeB and Pedacta and that they had contributed a total of €3700 toward the running of the seminar.

The other sponsors were the Free University of Bolzano (the host institution) which had made a total contribution of €7 308 towards speakers compensation (€5929), catering for two days (€1 350) and consumable material (€29).

GW also reported that the total revenue received was €3 700 and the total expenses were € 3 177 leaving a surplus of €523. A total of 45 delegates had registered for the seminar and that there was no registration fee for attendance.

It was noted that there was a lot of collaboration and communication with the IATUL Office in organizing the event and that this model will be adopted for all future IATUL events.

It was also agreed that GE, AH and EC will assist with moderation during the Seminar.

2017 IATUL Conference, Bolzano

RK reported that the contracted sponsorship agency will help restructure the fundraising approach for the conference. It was also noted that the Organisers Checklist/Handbook is being finalized and will be shared with future organisers. The checklist describes in detail the allocation of work between the IATUL Office and the hosting institution. So far, the sponsorship agency has approached 4 global sponsors: IEEE, Springer, EBSCO, ExLibris and Springer. The local sponsors shall be approached by the local host supported by the IATUL Office. Uni BZ contacted Elsevier, they are also interested in supporting the conference.

It was agreed that host institutions should share names of potential donors with the IATUL Office. The main sponsoring approach will be coordinated by IATUL Office. The platform for the call for papers, OSC, will be up soon and be used for the 2017 Annual Conference and further events.

GW requested that the Local Organizing Committee in Bolzano will indicate to the IATUL Office how they plan to handle the received sponsorship funds, so as to keep in line with their institutional requirements/regulations.

It was suggested that sub-themes of the 2017 Conference topic "*Embedding Libraries: Service and Development in Context.*" could include what the Free University of Bolzano is well known for so as to attract more delegates and sponsors to the conference. Board members agreed to follow up with a video meeting for the conference preparations. It was agreed that the following Board members will be included in the Programme Committee and Review of Papers; RK, AH, GE, EC and AK from the IATUL Office. The call for papers should start in the end of November. The Local Organizing Committee will keep IATUL Office and Board members updated on the planned Social Programme.

EC suggested to install various local committees on different issues because this structure has proven its worth in former conferences.

The Board also agreed that further discussions will be held on the finalization of a model of profit sharing from Annual Conferences', and, when required, conference proceedings.

The Board urged GW and the Local Organizing Committee to ensure that block hotel accommodation is booked well in advance.

2018 IATUL Conference candidates

The Board agreed that the preference for the 2018 will be Australia and that AH will get in touch with potential hosts institutions. It was also agreed that Melbourne, which is more accessible, should be the main priority and that other host cities could include Brisbane.

Governance Structure and Organisation of future Annual Conferences and other events

RK reminded the Board that in the past the organisation of annual conferences was mainly left with the local host, for example during the Purdue and Singapore conferences. However the fundraising agency suggested that IATUL keep the organization lead of annual conferences and other events in the IATUL Office. This centralised programme formulation and coordination approach has worked

well with the Bolzano Seminar as well as the planning for the Seminar in Cambodia.

RK pointed out that the capacity of the IATUL Office was limited due to time limitations allocated for IATUL activities and he urged all Board members to be more active in between board meetings in order to support the planning and execution of all events. It was also suggested that coordination of events in particular regions should involve substantial time commitment of local Board members.

RK pointed out that communication will be further strengthened through the website, a proposed newsletter, speedy publication and release of the proceedings from the annual conferences, as well as digital linking services and creating networking opportunities. It was agreed that to kick start the digital linking services a seminar will be held in the UK, at Sheffield focusing on Digital Literacy.

The Board agreed that the host institutions should formulate their wishes and aims in an early stage of the organizing process to jointly be better able to meet these expectations.

EC suggested to focus on high quality in a few limited areas and make IATUL well known for these key issues, e.g. high quality speakers.

IATUL Focus Workshop Gandhinagar

RK reported that the planned workshop in Gandhinagar, India has been postponed at the request of the host institution. It was agreed that Board members with connections in India could also assist in identifying potential host institutions as the association was still determined to have a presence in the region.

To further promote IATUL it was agreed that RK will write a global invitational letter to be distributed to Board members for further recruitment of members in their respective regions.

EC suggested to insist on an institutional approval before organizing upcoming workshops (e.g. of the vice chancellor of the institution) to avoid late cancellations of workshops which have yet caused a lot of work.

One World Forum Phnom Penh

RK reported that the preparations for the IATUL Directors' Summit on Strategic Library Management in Emerging Countries' to be held in Phnom Penh at Paññāsāstra University are being finalised and that they are at an advanced stage. It was also agreed that RK, EC, GE, will attend the event representing the association and participate in the round table discussions. AH agreed to get in touch with colleagues in Australia who have connections in Vietnam and Laos for further promotion of the event. The event will be held on 25 and 26th March, 2017 with an additional day for a Social Programme, as well as a fourth day, a meeting of IATUL representatives and selected Cambodian library directors, aimed at specifying content and further procedures of an IATUL 'One World Library Programme' initiative to further university library infrastructure in Cambodia and neighbouring countries.

The Directors' Summit will be delivered through discussions preceded by keynote introductions of the topics concerned. The focus will be on:

1. Infrastructure, Collection development, Human Resources, use of Webinars, outreach and funding, fees, regional donors

2. Strategy and alignment, quality management, innovation, service development, cloud services, Information Literacy, synergies, networking structures.

It was agreed that Annette will forward the agenda for the summit to Board members.

RK reported that Kolap Mao from Paññāsāstra University will provide the Board members with more information on hotel accommodation and that those traveling to Cambodia should book hotels by December. It was also noted that the IATUL Office is busy preparing a website for the workshop. The local hosts are distributing save-the-date-card files to potential delegates in the region.

Paññāsāstra University is not yet an IATUL member but the IATUL Office will remember them to join the association.

Directors' Summit Abu Dhabi

RK reported that the event planned for Abu Dhabi has been cancelled at request of the local hosts. Board members agreed that RK should pursue an alternative venue and that he should get in touch with Dalia Dolev at Haifa University for a possible Israel / Arab Directors' Summit.

Directors' Summit in Windhoek, Namibia, October, 2017

RK reported on the progress on the planned Directors' Summit to be held at the Namibia University of Science and Technology (NUST), in Windhoek, Namibia. It was reported that a video meeting was held with Library at NUST and it was agreed that they should propose a topic for the event which is in line with regional academic libraries' pressing needs, the structure/format of the event as well as the financial needs and plans for fundraising.

It was noted that the proposal that has been received on the topic was rather too broad and that EC will provide assistance in find a more focused topic. Another video meeting in the end of November will also be held to assist with the planning of the event.

Other workshop possibilities

Board will consider an event at the University of Porto, Faculty of Engineering, to deal with specific competencies on supporting engineering information needs and this will be slotted for April 2018. It was agreed that RK will contact the Director of the Library, Luís Miguel Costa.

RK also informed Board members of plans of the Special Interest Group for Information Literacy (SIG-IL) to host a workshop on IL requirement in Industry in October 2018 at TUM in Munich. This workshop is to be the 2018 Annual IATUL Seminar

6. Board matters

Constitution

RK informed the Board that the updated version of the IATUL Constitution has now been forwarded to Munich Registration Court and that the IATUL Office had worked on the German translation.

New Board members

Board agreed to a new call-for-applications. According to the Constitution, Board members must be Library Directors of university libraries. It was also agreed that younger Board members should be brought on board. Current Board members were also urged to suggest potential new members.

It was also noted that the IATUL office can stay at TUM until 2022/23 (RK retirement) at least.

7. Website and related matters

The new website will be launched in January 2017 and website templates for IATUL events via OCS (PKP Open Conference System) are being developed and these include call-for-papers and review management features. It was noted that the upcoming events in Phnom Penh (Workshop March, 2017) and Bolzano (2017 Annual Conference) will both use OCS.

RK also reported that a lot of work is going into the development of the website structure and that a lot of content was required. Once the website has been launched, the IATUL Office will proceed with the development of IATUL presence on social media platforms and a new online newsletter. AH has a social media expert in her team who can be involved.

8. Treasury

AK gave a report on the financial report for 2016.

It was noted that compared to the same time last year the amount of membership fees received was higher. Membership fees received currently stand at €24 005. It was also noted that the income levels had gone up due to the extraordinary conference profit received from the Annual Conference held in Canada in June, 2016. A total amount of €27 734 was received which was the total conference profit that Dalhousie University decided to remit to IATUL without retaining 50% as is the normal practice. The report then noted that a total €55 000 income was received this year. The outstanding membership fees stand at €10 725 and – in the future – reminders including invoices will be sent directly to library directors whose institutions have outstanding fees to pay.

The current assets stand at €88 597; checking account with €46 079 and MLP Financial Investment at €42 518.

The liabilities, which include; periodic expenses, non-recurrent expenses, travel expenses, awards, events and initiatives stood at €60 301. It was noted that the engagement of the fundraising agency has pushed up the expenses account. The awards for travel grants amounted to only €2 000 and the Norwegian applicant for the 2017 International Study Programme grant had withdrawn due to unforeseen time constraints.

The report noted that the savings account remains largely unchanged from its 2015 position.

It was noted that the budget planning for 2017 was already concluded during the Board meetings in Halifax, Canada, in June 2016.

RK reported that the Strategic Plan draft has been updated to provide the fundraising agency with more clarity in their drive for fundraising for the association. The finalized version of the Strategic Plan will be accessible through the website and it was agreed that an updated version will be circulated to all board members once AH and GE have reviewed the vision and mission statements therein until mid-November.

The Board also discussed the possibilities of retaining 20% of registration fees at the annual conferences to ensure a steadier stream of income. It was also

agreed that all proceeds received from sponsors during conferences should be used fully for running that particular conference. It was also agreed that Board members should be incorporated into the local financial committee's running annual conferences to ensure transparency. The Board agreed to incorporate the new ideas into the future conference handbook by mid-November 2016 and make it available for use with the 2017 Annual Conference in Bolzano, Italy.

The Board agreed that individual Board Members travel allowances be consolidated into a single account. The agreed position will also be communicated to the General Assembly at the next Annual Conference in 2017. For 2016/17 the travel account stands at €12 000 for Board members and €5000 for non-board members.

Sponsoring

The Board agreed that the global sponsoring concept suggested by the fundraising agency will have to be reedited in order to lead to sufficient results. There shall be a document with sponsoring levels for each event but the figures have to be updated for each event. The Board agreed that the sponsoring approach must be individual for each event in close collaboration with the local host.

9. Membership

EC reported on the current state of membership and it was noted that; current membership stood at 231 members – with 5 new members joining in 2016 and with 7 cancellations in the same period. It was agreed that all Board members with following up on outstanding membership fees and that, when reminders are sent out, they should include an accompanying letter and a short version of IATUL's vision and mission statements.

10. Projects

IATUL History project

It was noted that the short version will appear on the new website.

Proposed SIG

RK suggested that a new Special Interest Group (SIG) on Metrics and Quality Management will be established and that Board members should approach member institutions in their regions for a volunteer to join the group. There will also be a call for applicants on the list serve and the web.

11. Grants and Awards

International Study Programme 2017

There were no applications received for 2017. The Board agreed that the initiative should be promoted more widely and that more communication channels should be used to alert members. Board members with ideas could send them to the IATUL Office

12. Any other business

It was agreed that the IATUL Office will proceed with publishing papers that have been received from the 2016 Annual Conference on the Purdue platform. In addition to publishing on Purdue the IATUL Office will publish an E-Book with the available papers. The E-Book shall contain links to the presentations of the contributions which do not provide a full text paper.

13. Date and Time of the next Board Meetings

The date for the next Board Video Meeting will be communicated soon.