

INTERNATIONAL ASSOCIATION  
OF TECHNOLOGICAL UNIVERSITY LIBRARIES

**IATUL BOARD**

**Minutes of the meeting that took place on Sunday 29 May at 9.30 am  
Hotel Chateau Laurier, Quebec City**

**PRESENT**

Michael Breaks (MB)  
Gaynor Austen (GA) **Chair**  
Ana Azavedo (AA)  
Arja-Riitta Haarala (AH)  
Lee Jones (LJ)  
Cathy Matthews (CM)  
Marianne Nordlander (MN)  
Judy Palmer (JP) **Secretary**  
Paul Sheehan (PS)  
Murray Shepherd (MS)

Apologies were received from Maria Heijne (Treasurer) and Reiner Kallenborn.

**1. Minutes of the Board Meeting held in Porto 29 November 2004**

These were accepted as a true record of the meeting

**2. Matters arising not elsewhere on the Agenda**

- a) MB had contacted LIBER regarding management of the accounts, but it had now been decided that the new Treasurer should be a Board member.
- b) GA and BE had started to revise the Conference Checklist. It had taken some time to elicit comments from the Krakow organisers, but these had now been incorporated into the draft.
- c) MH had investigated the costs of appointing new Auditors. Since these were high a decision had been made to retain Tony Evans until such time as the work of the Treasurer moved from Delft.
- d) Work continued on reconciling the QUT and TUD membership databases. It had proved difficult to maintain parallel records, and this had confirmed the desire to purchase new software that could provide financial and membership control.
- e) JP reported that Sinikka would be coming to Oxford in the autumn for a final week's work on the archives.
- f) PS confirmed that the November Board could take place in Dublin.

**3. Report on the 2005 Conference**

Michel Dagenais attended and with CM outlined plans for the coming week in terms of the programme, transport, and social events. The Board were pleased with the memento key fob marking the 50<sup>th</sup> Anniversary of IATUL. Last minute sponsorship of 17,000 Canadian Dollars had brought the total amount of sponsorship to 84,000. This did not include 5000 dollar assistance from CISTI. Gwen Ebbett was congratulated on her work in this respect.

Registered participants were down on Krakow but over the last few days there had been several registrations which had brought numbers up to 115 and there were 14 accompanying persons. Two travel grants had been awarded to participants from South Africa and India.

Brochures for the 2006 conference would be included in the conference brief case and arrangements were made to do this after the Board Meeting.

LJ raised the issue of travel grants and queried whether it was sensible to continue to offer a fixed amount that, in many cases, was not sufficient to allow the recipient to attend. Board agreed that one of our aims in awarding travel grants was to attract new members. Travel costs varied from country to country and depended on the location of the conference. There was some discussion as to whether the award of the grant should be tied into a requirement for the recipient's organisation to apply for membership. No agreement was reached. It was also acknowledged that there were no clear instructions as to who would make decisions regarding the award and the amount. Lee Jones agreed to draw up a paper for the November Board outlining the principles and suggesting solutions. At this meeting a Board member would be assigned the responsibility for managing the travel grant process with the conference organisers. Lee offered to continue his role as Travel Grant Officer after leaving the Board. This offer was gratefully accepted.

The amount of the conference registration fee was discussed and it was agreed that there should be more communication between the Board and the conference organisers as to what the amount should be set at. In future, it was agreed that the President should be added to the conference organisers e-mail list and would communicate with the Board in this respect when necessary.

**ACTION : LJ to draw up paper on travel grants for November Board**

**4. General Assembly 2005**

Organisation of the General Assembly were reviewed and after discussion it was accepted that Tony Evans would speak to the Treasurer's Report as well as presenting the Auditor's Report. AA was intending to leave before the end of the Conference and so a time was arranged for her to make a presentation about the 2006 Conference.

**5. Financial Report (MH)**

In the absence of MH, Board members took some time to analyse the budget information. Forward budget for 2006 was presented in two forms – with new proposed fee changes and according to current practice.

Regarding payment to conference organisers, it was agreed that in future a cheque should be made to Conference organisers for the registration fees for Association office bearers, rather than for this to be declared only in the written budget.

In answer to a question from PS about the level of reserves in relation to the operational costs, GA explained that TU Delft accounting procedures prevented us from presenting an integrated budget which separately identified both investment and operational budget.

The question was raised as to how we should manage the problem of members who had paid in advance (i.e. 3 and 5 year subscriptions) if we moved from the current fee structure to that which was to be proposed at the GA. It was agreed that the new Treasurer would be asked to spread advance payments over the term of the subscription rather than record it only in the year of receipt. Members who had already paid in advance are not required to pay the increase in fee if approved.

**6. Fee structure**

No changes in membership fees had occurred for 10 years or more. Whilst some members had reservations about the new proposed fee structure, the Board agreed that it was important to introduce an impartial system which increased revenues to the Association, while reducing fees to libraries in countries with lower GDP. The possibility for exceptions to be made still existed for genuine cases of hardship. The fee schedule should be reviewed regularly. GA would present to the General Assembly.

## **7. Membership**

Ten new members had joined in the current year. Regarding membership cancellations, the Board were unclear what the position was with OVID and MH would be asked since she had contacted them in the past. Slovak Republic would be cancelled as would the Scottish Science Library. MB would further pursue Cambridge and Birmingham and also obtain the name of the person to whom invoices should be sent and inform MH. IMAG would be cancelled.

Further discussion on membership was deferred until the second Board meeting to be held on Tuesday.

## **8. Website Report (GA)**

MS suggested that the 'notice board' that had been created to hold the Iberic Seminar should be advertised to the membership.

Details of the EDUSERV offers were now on the website. It was envisaged that when new deals were posted that the opportunity should be taken to advise members and at the same time draw their attention to exiting offers.

**ACTION: GA would advise Barb that regular advice emails should be sent to members.**

It was acknowledged by all that the web site is now getting clumsy and that a lot of important information is too deeply embedded. However no radical changes are being made pending the responsibility for the web site moving. CM queried the end date of the present agreement. GA would check and let CM know. CM also wanted clarification on the number of hours separately required per week for database management and executive officer duties. Ryerson were still interested in taking on this work. Once CM was able to establish exactly what work and costs were involved she would then bring proposals to the November Board meeting. **ACTION : GA would provide CM with more detailed information and CM would draw up a proposal on how Ryerson might manage the web site for the November Board. This proposal would include costings for web maintenance and review and revision of the website.**

## **9. Publicity Report**

There were no publicity materials left and MS was withdrawing from this office. AA asked what we were doing to publicise IATUL in forms other than print. She suggested that we should consider asking member libraries to advertise their membership of IATUL on their home page and that we should ask Sustaining members to do the same.

MS stressed that we need to identify a Board member who would be prepared to publicise IATUL actively if not aggressively!

Publicity was identified as an important agenda item for the November meeting.

**ACTION: JP would include Publicity as an agenda item for November meeting**

## **10. Board Membership**

### **a) New Board Members**

The Board agreed that Alice Trussell and Sohair Wastawy should be invited to join the Board and that Louis Houle should be encouraged to nominate again for the following year. GA agreed to discuss this with Louis Houle.

**ACTION : GA to discuss Board membership with Louis Houle**

**b) Posts**

JP would be retiring as Secretary in December and would be succeeded by PS. The matter of who would succeed MH as Treasurer was still under discussion. It was felt important that the Board member identified should be working in a country that used Euro currency. MH would be asked to discuss the work with both RK and AH.

**ACTION : MH would be asked by GA to hold discussions with AH and RK regarding the Treasurer's work**

**11. Projects**

**a) Cross Border Project (RK)**

Board discussed the lack of response to this project proposal. It was suggested that it should be promoted again but that study tours should not be eligible for funding. There was some disagreement because it was pointed out that a study tour might act as a catalyst for further cross-border collaboration. GA would re-publicise. It was agreed to allocate €3000 which might be divided between two collaborating partners.

**ACTION: GA would re-publicise the Cross-Border Project, and add a sentence to the guidelines indicating that projects should be “bi-directional” and would not normally cover study tours.**

**12. 2006 Conference**

AA reported on plans for the 2006 conference in Oporto. It was her intention to involve as many librarians from Portugal, Spain and Latin America as possible. Initial plans had already been made to establish a Programme Committee and an Operating Committee. Draft budget was circulated. The decision to award free places to members of the Programme Committee should be made by the conference organisers in the context of their budgeting procedure.

There was general discussion about the cost of the conference and how this related to extensive social programmes. The possibilities for sponsorship had yet to be investigated. AA would welcome all help and suggestions.

No special transport would be provided for conference days. Participants should be able to use public transport to the venue.

The Board meeting would take place on the 21 May 2006.

The Conference Checklist would be discussed at the Tuesday Board meeting.

**13. Forthcoming Conferences in 2007, 2008**

Stockholm would be the venue for the 2007 conference. MN would work closely with Gunnar Lager and GA would discuss the possibility of Auckland hosting the 2008 conference with Ainslie Dewe.

**ACTION: GA to talk to Ainslie Dewe about 2008 conference.**

**14. Poster prize**

LJ and MN would judge the posters.

**15. Date, time and place of next Board meeting**

The next Board meeting would take place on Tuesday 31 May in the Chateau Laurier at 8.15 pm following the reception.

PS would investigate the feasibility of a Seminar preceding the November Board Meeting. The Seminar, if held, would take place on the 10 November and Board would meet on Friday 11 November.

Judy Palmer 22 June 2005