

IATUL BOARD

Meeting held on Saturday 12 November at 9.30 am
Dublin City University, Dublin

PRESENT

Gaynor Austen (GA) **Chair**

Ana Azavedo (AA)

Michael Breaks (MB)

Arja-Riitta Haarala (AH)

Maria Heijne (**Treasurer**)

Lee Jones (LJ)

Reiner Kallenborn (RK)

Cathy Matthews (CM)

Judy Palmer (JP) **Secretary**

Paul Sheehan (PS)

Alice Trussell (AT)

1. Apologies were received from Marianne Nordlander (MN) and Sohair Wastawy (SW)

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2. Minutes of the Board Meeting held in Quebec 29 and 31 May 2005

Minutes were confirmed subject to the correction that Ana Azavedo had been present at both Board meetings in Quebec

It was agreed that in future minutes would only be posted to the web site after they had been confirmed as correct by the Board.

3. Matters arising not elsewhere on the Agenda

There were no matters arising.

4. Minutes of the 2005 General Assembly

These were accepted as a correct record.

5. Matters arising from the General Assembly

There were no matters arising

6. Report on the IATUL/CONUL Seminar

PS reported that CONUL members had been pleased to be invited to meet with IATUL. All agreed that the event had been both successful and enjoyable. CONUL members had been pleased to hear about IATUL initiatives and looked forward to the possibility of future collaborative ventures. Board members would have liked more time for questions and discussion although it was agreed that lunch had provided good opportunities for networking. PS agreed to circulate a list of all participants together with their contact details. The Board congratulated PS on a very successful event and agreed that we should continue the practice of holding a seminar prior to the November Board meeting. RK was interested as to whether contacts made at the meeting would be continued and developed into cooperative/collaborative projects. PS agreed to discuss this at the next CONUL Meeting.

ACTION : PS to raise collaboration between IATUL and CONUL at next CONUL Meeting.

7. Conferences

a. 2005 Conference outcomes and evaluation

CM reported that there had been a Conference Debriefing and circulated a note of this meeting. A full financial statement has yet to be sent to the Treasurer. Overall it was agreed that the Conference had been a success. The organisers were disappointed at the small number of evaluation forms that had been completed. All papers with the exception of one (Cantwell-Smith) had been received and the Proceedings were due to be published soon. There had been some problems associated with the receipt of papers for the conference and ambiguities as to whether these should be sent to the Programme Committee or to the moderator of the session. In future a member of the Conference Committee would take responsibility for ensuring that papers were received and passed on to the session moderators.

ACTION: Conference Checklist to be amended to indicate that a member of the Conference Committee would take responsibility for ensuring that papers were received and passed on to the session moderators. (GA)

ACTION: AA to identify Conference Committee member responsible for receiving papers

A list of attendees should be included in the Conference satchels distributed to delegates. This should be indicated in the Conference Checklist. Organisers should be asked to ensure that as much time as possible was allocated to questions and discussion. The organisers in Quebec are happy to answer any questions from the organisers of the 2006 conference.

Board discussed the question of the Conference registration fee and it was reiterated that conference organisers must receive Board approval for the level of the registration fee. In the conference literature the fee should be stated in euros and in dollars as well as in local currency.

ACTION: AA to ensure that Conference literature states registration fee in euros and and GA to amend Conference Checklist accordingly

CM was unsure as to how travel grants had been paid and would report to MH in due course.

ACTION : CM to report to MH re payment of Quebec travel grants.

b. 2006 Conference report and Budget (AA)

AA reported that the Conference web site was now active. All were urged to access it and provide feedback to Ana.

Keynote speakers had been identified and invited and as soon as these were finally confirmed AA intended to issue a Call for Papers. Speakers enlisted so far included Herbert Van de Sompel, Anurag Acharyr, Jan Wilkinson, Herberto Morael. Members of the Board were pleased to hear that David Streatfield would lead the group work session. Additional keynote speakers were still required – Michael Ridley and Lorcan Dempsey were suggested. The possibility of conducting a plenary session on Information Literacy, possibly facilitated by Judy Peacock, was discussed. GA is to provide a biography of Judy to AA for consideration.

ACTION : GA is to provide a biography of Judy Peacock to AA for consideration.

AA was asked to make sure that there were no more than two parallel sessions at any one time. The final session should be planned to provide a satisfactory closing to the conference with a speaker that would attract participants to remain until the end.

AA described the social programme.

The General Assembly would be held on Tuesday at 2pm and papers would be included in the Conference bag. The Board meeting would take place on Sunday morning at 9.30 in the Hotel Ipanema which had been named as the Board Hotel. AA would arrange a block booking for Board members.

The cost of the Conference would be 400 euro. Most Board members thought that this fee was reasonable.

It was agreed that Murray Shepherd would be given a free conference place in recognition of the work he does for IATUL.

Deadline for abstracts of papers was agreed to be mid January with full papers required by 5 May.

GA stressed that previous regular sponsors should be contacted.

c. Forthcoming Conferences – 2007, 2008

There was no discussion on the 2007 Conference in the absence of MN. GA will contact MN to seek information of development of plans for the Conference.

The possibility of the 2008 conference being in New Zealand rested on the continued presence of Ainslie Dewe in Auckland. Other places were discussed.

d. Conference Checklist (GA)(paper attached)

GA asked for feedback on the Checklist within the next two weeks. She will then finalise with a view to mounting the revised version onto the website by the end of 2005.

ACTION: All to provide GA with feedback on the Conference Checklist ASAP

e. Travel Grant Programme report (LJ)

LJ presented the paper he had written on Guidelines. All felt that it was not clear who made the decision as to who should receive a travel grant. It was agreed that this should be done by the Conference Committee, and that this should be clarified in the Checklist. There followed considerable discussion as to whether the limit of 1K was acceptable. It was agreed that the IATUL grant should be no more than 1000 euros. However, if conference organisers wished to solicit money from sponsors to enhance this amount for specific applicants, or more generally, this was acceptable. However, it should be made clear to the recipient that the IATUL quantum could not be greater than 1000 euros.

Board discussed a proposal made by AA that there should be a prize for the best presentation but concluded that we should continue to offer only a poster prize. AA was asked to advertise the existence of the poster prize more overtly on the web site.

MH queried whether we currently advertised the conference on the International Calendar of Information Conferences. AA agreed to investigate that and other possible sources for advertisement.

ACTION: AA to investigate sources for advertising the Conference

Financial Report (MH)

The full Financial Statement was not yet available as the Conference balance sheet had yet to be received. MH drew attention to the improved profit from investments and explained the procedure for attributing income for multi-year subscription payments.

MH asked for the full costings for the IATUL Executive Assistant to be separated from the costs of web maintenance and administration.

There should be some allowance made in the 2006 budget for the costs of transferring the web management to Ryerson.

JP would send the surplus from her Secretary's allowance to MH.

ACTION : JP to send surplus of secretary's allowance to MH

f. Future arrangements for financial management

MH and RK had been in discussion for many weeks. It was hoped that the transfer to RK would take place in the Northern Spring of 2006. RK intended to develop a combined membership and financial database that would be capable of maintaining the membership data as well as the financial data necessary for accounting.

Thanks were given to MH for her many years of work as Treasurer and to RK for what he had achieved so far

8. Membership

a. Membership report (JP)

JP reported that there were 9 new members although 2 of these were unfinancial members who were rejoining.

Looking at outstanding membership fees the Board agreed that

- a) The Scottish Science Library should be cancelled
- b) The Elsevier 2004 overdue subscription was for a former separate company now incorporated into Elsevier. This subscription should be deleted.
- c) MH would sort out the Eduserv membership which was duplicated
- d) The Technical University Sofia would be written off in May. Before doing this MH would send PS a copy of the invoice and he would write to Sofia for the last time.
- e) A similar procedure should take place with the University Library of Kosice.

b. Membership development (GA)

The new finance/membership database would be developed by RK using Filemaker. He would circulate a template of the record structure for approval and amendment. Further dialogue will be necessary to determine the functional needs of the membership component.

ACTION : RK to circulate template of record structure for new membership database to Board members.

GA had circulated a list of the top 100 Technological Universities. Board agreed that those who were not already members of IATUL should be targeted. GA would e-mail all CONUL members inviting them to become members. PS agreed to provide an email list for CONUL members. JP would contact Manchester and MH would investigate China. AT would review the US.

ACTION: GA to e-mail CONUL members re membership; JP to contact Manchester; MH to investigate China; AT review US membership.

9. Website Report (GA)

The contract with QUT ends on 31 December 2005. However QUT would continue to maintain the site for the next 6 months until handover without additional charging.

a. Future management (CM)

CM confirmed that Ryerson would take on the management of the web site but would not provide executive assistance. The latter would be more properly located with the President. CM would provide costings and would draw up a contract using the QUT contract for guidance. GA is to send a copy of current agreement to CM.

ACTION : GA is to send a copy of current web management agreement to CM.

10. Publicity

In discussing the administration of the membership it was agreed that a Board member should take on the responsibility for developing a membership strategy and plan and that this should be integral to publicity and marketing. AA generously volunteered to take on this role once the 2006 Conference was over. Her offer was gratefully accepted.

11. Archives

JP reported on the visit made by Sinikka Koskiala in October. SK was happy to return to Oxford in the Spring at her own expense in order to finally complete her work. Board offered to make a contribution to her travel expenses. Board thanked SK warmly for her hard work.

JP drew the attention of the Board to the future security of the Archives post her retirement in September. It was agreed that JP would draft a letter for GA to send to Ronald Milne and David Perrow in the University of Oxford asking for reassurances that these archives would be secured.

ACTION : JP to draft letter to Ronald Milne re future security of archives

12. Board Membership (GA)

a. New Board Members and posts

Board membership would be changed on the web site as from 1 January.

GA reported that MH had agreed to become the new IATUL President following GA's retirement. This news was welcomed.

Treasurer and Secretary posts would transfer on 31 March.

13. Projects

a. Cross Border Project (RK)

RK reported on this work. RK suggested that there should be a web page which showed suggestions for collaborative projects. GA to request BE to establish the Cross Border project as a separate page on the website, with a link to a sub-page outlining suggestions for collaboration projects. MH suggested that this invitation to collaborate should be placed at the top of each Alert bulletin. RK asked whether Board members should not set an example by collaborating together and he was asked to provide examples of what we might do. It was agreed that the IATUL web site should link to the sites of members. BE to be requested initially to provide a link to the Library of each Board member on the Board webpage.

ACTION : BE to provide links from IATUL Website to all Board member sites.

b. Special Interest Groups (RK)

RK presented his paper and there was enthusiastic discussion about the formation of SIGs. It was agreed that there should be 3 in the first instance

- Information Literacy (Currently chaired by Jay Bhatt. SW had agreed to join the Working Party)
- Organisational Development and Quality chaired by [Reiner Kalleborn](#)
- Library Buildings and design chaired by [Inken Feldsien-Sudhaus](#)

Board were not entirely agreed as to whether the Chair of these groups should be a Board member. JP suggested that a Board member should rather take on responsibility for

monitoring and coordinating all 3 SIGs. This was agreed. GA would ask Sohair Wastawy to take on this role.

14. A O B

Board approved MB's attendance at ICCSTI

15. Date, time and place of next Board meeting

Sunday 21 May Hotel Ipanema, Oporto