

**INTERNATIONAL ASSOCIATION
OF TECHNOLOGICAL UNIVERSITY LIBRARIES**

IATUL BOARD

**Minutes of the meeting that took place on
Saturday 20 November at the Faculty of Engineering, University of Oporto**

PRESENT

Gaynor Austen (GA) (Chair)
Ana Azavedo (AA)
Arja-Riitta Haarala (AH)
Michael Breaks (MB)
Maria Heijne (MH) (Treasurer)
Lee Jones (LJ)
Reiner Kallenborn (RK)
Marianne Nordlander (MN)
Judy Palmer (JP) (Secretary)
Paul Sheehan (PS)

Apologies were received from Cathy Matthews (CM). CM and Murray Shepherd (MS) joined the Board meeting via video conference at the end of the meeting

1. Approval of the Agenda

The Board agreed to the Chair's suggestion to add 'finances' as item (d) under Item 6, to add '2007 Conference' as Item 14 and under AOB to list '(a) Board membership and (b) Iberic Seminar.

2. Minutes of the Board Meetings held in Krakow

Minutes of the Krakow Board Meetings were approved.

3. Matters arising from the Board Meetings

a) Item 11 Board Meeting of 29.05.04

GA reported that she had contacted Peter Fox to open discussions regarding closer cooperation with LIBER believing him to be the Incoming President. It transpired that he was the Honorary Secretary and GA had not had further contact. The Board thought that it would be useful to pursue this contact in order to establish what cooperation might be useful and also to discover how LIBER managed their administration and especially their membership list and invoicing. MB would follow this up.

ACTION : MB

b) Item 1 Board Meeting of 01.06.04

MH confirmed that the Poster Prize for 2003 had been paid. 2004 Poster Prizes had been paid in cash.

4. Minutes of the 2004 General Assembly

Minutes of the General Assembly were approved.

5. Matters arising from the 2004 General Assembly

There were no matters arising.

6. Report of the 2004 Conference (GA)

GA had received a financial report of the conference but no other report.

a) Proceedings

Proceedings had now been distributed. No one could confirm whether these had been put on the website.

b) Conference Checklist

The definitive document was on the website. It was important for each conference organiser to check their experience against the Manual in order to improve and amend it. GA would send a copy to the Krakow team and ask for their input

Quebec organisers have asked about the advance payment and what procedures were in place to pay speakers. In answer to the second query the Board confirmed that organisers could do what they wanted as long as it formed part of their financial plan for the conference.

With respect to Letters of Invitation, it was in order to issue these if required provided it was made perfectly clear that a letter of invitation did not imply any financial commitment.

It was agreed that we should ask CM during the videoconference to look at the Manual in the light of their experience for the 2005 Conference.

MH thought that the procedures for the Travel Grant Program should be clarified. GA agreed to ask Barb Ewers to review the Checklist and then to circulate to Board members for their suggestions and amendments.

ACTION : GA & BE

A discussion followed on what should be included in the manual with regard to programme organisation and content. Several points emerged

- Potentially popular speakers and sessions should be held in large, rather than small rooms
- Parallel sessions should be kept to a minimum
- Short 10-minute papers were an effective way to cater for large number of contributors providing they were well managed as at the Delft Conference
- The success of parallel depended on geographical contiguity and tight management of timing
- To encourage active participation by more participants, organisers might consider providing the opportunity for some group work. The Board agreed that 'topic tables' at lunch or breakfast did not generally work well.
- Organisers should be requested to ensure that the social programme was not too heavy. Many participants found it difficult to return very late at night and then to arise early the next day to attend the conference sessions. Some space in the timetable was essential. A late evening once was acceptable, but not every night. It was suggested that a better way might be to organise the study day and evening so that it was possible to opt out at the end of the afternoon.
- Being bussed early to the conference venue in order to have breakfast was to be avoided. Delegates preferred to breakfast in their hotels and leave slightly later.

c) Travel Grant Program

There was no report from Krakow. LJ pointed out that it was important for conference organisers to communicate with previous years' organisers in order to ensure that the same people did not receive grants year on year.

d) Finances

GA had received a financial report from Krakow and would forward a copy to JMP. A profit of 8,000 euros had been split between IATUL and Krakow. They had obtained 40,000 euros in sponsorship money. With respect to sponsors, GA said that it was important that we must be clear about whether we are prepared to give them the opportunity to sell their products. Certainly sponsors should not be inserted into the programme at the expense of contributed papers.

ACTION : GA

Further discussion regarding sponsors and sponsorship resulted in an agreement that it was better to encourage sponsors to contribute as conference participants rather than to provide a Trade Show. The experience of sponsors in Krakow had not been positive. If sponsors were to be included in the programme they should be told that this was not an opportunity to make a hard sell.

The question of exhibition space was discussed and GA thought that the IATUL was too small to attract many exhibitors, but that the nature of the conference would attract sponsors who wanted to participate more directly in the conference itself.

7. Web Management (GA)

The Board discussed location of the web management. GA would like to move the activity from QUT and awaited confirmation from Ryerson that they were interested in taking this over. RK said that he might be interested, but wanted clarification of exactly what the responsibility for web maintenance involved. GA confirmed that the greater proportion of Barb's time was spent carrying out Executive duties.

A notice board had been created for members following AA's need to display the programme for the Iberic Seminar on our website.

A link was to be set up with EDUSERV so that IATUL members could be alerted to new deals. A request from EDUSERV to gain access to our membership list had been refused. Instead they would send us notice of any new deals and we would circulate to ordinary and associate members. In order to do this BE had created a new mailing list.

(a) Membership database

JMP summarised previous practice with regard to the role of the Secretary. Following the last Board meeting attempts had been made to change the authorisation procedure, without success. It was agreed that we would revert to the old system.

Other business

RK suggested that we should consider the possibility of having publicity banners on our website. These could prove to be lucrative. It was suggested that the period pre and post conference could be attractive to conference sponsors. It was agreed that this should be suggested to Quebec Conference Committee for investigation. Any proposal re this would need to be rechecked with the Board.

8. Financial Report (MH)

MH presented the budget. At the previous Board meeting members had asked whether the budget could be presented in such a way that it did not appear that we were in deficit. Some way should be found to indicate that we had substantial reserves from which we were drawing down funds in order to carry out worthwhile projects. MH confirmed that it

was not possible to include a head for 'official reserves'. Any consideration of the budget should be carried out by taking into account both statements of budget and the balances. GA agreed to write a covering letter making the position clear for the next General Assembly.

LJ asked whether we had created a forward estimate for the 2005 budget. MH pointed out that this was normally presented at the June Conference.

With regard to the Auditor MH agreed to find out what the fees of the TUD accountant would be to carry out a professional audit of IATUL Books. If this was nearly the same as our current costs for the Honorary Auditor, we would switch. Tony Evans would be invited as a guest to the Quebec Conference and thanked for his past contribution.

ACTION : MH

MH alerted the Board to changing circumstances at TUD which might mean that she had to relinquish the role of Treasurer.

A discussion on the 2005 budget followed.

- a) All agreed that the travel grants should remain
- b) Costs for the November Seminar might be built into future budgets
- c) AA's fare to the Barcelona conference should be paid
- d) MB's travel costs to ICSTI should continue
- e) A separate budget head should be created for travel by other members of the Board who attended conferences in order to promote or represent IATUL
- f) In considering what else we should do with our considerable reserve, it was agreed after discussion, that an amount of 1500 euros should be set aside for cross-border collaboration – physical or virtual. RK would draft a proposal and circulate to the Board before end of December

9. Membership

a) Membership report (JP)

Because the alerts system for Secretary, Chairman and Treasurer were not working it was difficult to report on the number of new members. JP had received a letter from Springer cancelling their Sustaining Membership. She had acknowledged the letter and asked for the reason.

GA reported that there were still differences between the TUD and QUT databases. These would be corrected. For example, Catalonia and Uzbekistan were on Maria's list but were not on Barb's.

ACTION : BE & MH

All agreed that it was important to move towards having a single database which was able to perform financial and membership functions.

b) Membership cancellation follow up (MH)

The outline of the cancellation process as agreed at the last Board was repeated. Maria had circulated Board members for the results of the follow-up they had agreed to do. She had received no replies.

The following actions to be done and those completed are noted below. Board members should take action before the end of the year and notify MH by early January 2005. MH

would then compile a new list to circulate to Board members and seek agreement as to who should be removed from the database.

Nicholas Copernicus University *Had been cancelled*
MacMaster *had paid*
University of Toronto *had paid*
McGill *should be left for the time being*
Kunglia Biblioteket *They wish to cancel*
Scottish Science Library and Cambridge *MB would contact*
Bath and Coventry *should be left for the time being*
University of Illinois *Ignore for the time being*
California Polytech *Cancel*
Ex Libris would be contacted by MH again
Logan Library and Van Houten would be contacted by LJ
Ingenta should be cancelled
Malmo University *Cancel*
Capilla Alfonsina in Mexico *Cancel*
Papua and NG *Cancel*
North West Library in SA *Cancel*
Institut IMAG CM would contact in conjunction with the 2005 Conference
Instituto Superior in Cuba *Cancel*
Birmingham . *MB would contact*
Egerton in Kenya *Cancel*
Odessa National Maritime University *Ignore for present*
Tata Institute and Jawaharlal Nehru *Cancel*

ACTION : ALL & MH

c) Membership fee structure (GA)

GA's paper was discussed. After some discussion about previous attempts to introduce a similar fee structure, it was agreed that a two band structure based on the UNESCO Scale of Country Assessments should be introduced. The UNESCO list consisted of 3 bands but there were not IATUL members countries in Band 3. GA agreed to produce an analysis of members in the 2 bands and to model several different fee levels against each Band. She would then circulate these to the Board for decision on a preferred model, before presenting a recommendation to the General Assembly for the new fee structure. If members asked why the fee had risen for the Band 1 countries it should be explained that there had been no fee increase for over 6 years and during that time the Board had incurred many additional expenses and had improved services and communication. We now also had to pay administration and financial charges for the work being carried out on behalf of the membership. The membership fee was still very low compared to all other professional associations.

ACTION : GA

c) Increasing IATUL membership (GA)

It was important that the key US libraries that were eligible for membership should be contacted. The list of members would be circulated to Board members by Barb. All were asked to think about targeting those areas currently underrepresented. MH voiced an interest in encouraging membership in China.

ACTION : BE

10. IATUL Archives (JP)

The Report of the work done by Sinikka Koskiala was discussed. The Board would like to support further, limited work. JP was asked to ask SK what could most usefully be done in one more week of work. This would be the last amount of paid time committed to the Archives.

ACTION: JP

11. 2005 Conference

(Videoconference at end of Meeting with Cathy Matthews [CM] and Murray Shepherd [MS])

a) Programme

Work was well underway with inviting speakers. A call for contributed papers had been circulated and was on the web site. Board members had been identified to chair sessions. MS asked Board members to distribute flyers for the Conference at any meeting, seminar or conference they attended in the next few months. MS would mail and e-mail flyers. The Information Literacy Group should be scheduled into the Programme and given space to meet. They should be asked to draw up Terms of Reference and submit a written Report to the General Assembly.

CM was asked to write to the President of the Group, Mr Chandra.

ACTION : CM

Michel had asked for a view about the preliminary printed programme. The Board agreed that the preliminary programme should either not be printed at all, or a much simpler and less costly version produced in contrast to previous years. In general the Board agreed that we should rely mainly on the web.

With regard to producing the Proceedings on CD, it was agreed that this must continue as a tangible benefit of membership.

b) Finances

No problems had been encountered so far.

c) Accommodation

Several hotels had been identified. Board members would be staying in the Hotel Chateau Laurier in the new section. An agent had been hired to handle the hotel accommodation. JP asked that rooms should be booked for the Board Meetings on Sunday 29th from 9-12 and include lunch. The General Assembly would take place at 12 noon on the Tuesday

d) Sponsorship

This was going well. CISTI was now subject to new Government regulations and while CM had no doubt that their sponsorship would be forthcoming, this was going to require more time and form-filling than had been expected.

e) Travel grants

LJ agreed to act as adjudicator. Travel Grants were not associated with status and both Library Directors and their staff were eligible. Lists of recipients for previous years would be collected by GA and passed onto current organisers

ACTION : GA

f) Other

Quebec organisers were asked to review the Conference Manual in the light of their experience.

Feedback from the Krakow Conference would be forwarded to CM.
ACTION : GA

Other points discussed earlier were relayed to the Canadian team.

Queens University had agreed to pay but wanted a new invoice as did the University of Quebec.
ACTION : MH

12. 2006 Conference (AA)

After the Meeting had concluded, Board members were taken to Guimaraes and shown the 2006 Conference site by Eloy Rodriguez. Plans for 2006 were discussed.

13. 2007 Conference

Whilst we had received an invitation from Indian colleagues there had been no further communication. The other possibility was New Zealand. GA would discuss this with Ainslie Dewe.

MN and RK were both willing to host the 2007 Conference in Stockholm or Munich.
ACTION : GA

14. Any other Business

a) Board Membership

GA informed the Board that the Constitution stipulates fewer Board members than currently exist. All agreed that it was important to have more than 'Office bearers plus 3' in order to manage changes in the Board membership and ensure sensible overlaps. A proposal would be drawn up to take to the next General Assembly that 'Office bearers and *at least 3*' members constituted the desired complement.

ACTION : GA

LJ would be leaving at the beginning of 2005 and JP wished to relinquish the role of Secretary after the Quebec Conference.

b) Iberic Seminar

All congratulated AA on an extremely successful Seminar. It had been well attended, well managed and enjoyable. The break-out sessions had been particularly good. The feasibility of repeating this in future years was discussed, but no firm decision taken.

15. Date, Place and Time of Next Meeting

After some discussion PS agreed to find out whether it would be feasible to hold the 2005 November Board meeting in Ireland.

ACTION : PS

The Board would next meet on Sunday 29 May at 9am. No time or date was set for a second Board Meeting during the Conference.

JP

11.01.05