

**INTERNATIONAL ASSOCIATION OF TECHNOLOGICAL UNIVERSITY
LIBRARIES**

IATUL BOARD

**Minutes of the meeting which took place on Saturday 29 November 2003 at the
Keble College, Oxford**

PRESENT

Michael Breaks (Chair)(MB)

Ana Azavedo (AA)

Lee Jones (LJ)

Cathy Matthews (CM)

Marianne Nordlander (MN)

Judy Palmer (Secretary) (JP)

Apologies were received from Maria Heijne (Treasurer) (MH), Irmgard Lanckenau (IL) and Mateus Zaucer (MZ)

ONLINE FROM QUEENSLAND, AUSTRALIA

Gaynor Austen (GA)

Barb Ewers (BE)

Prior to assembling in the video-conferencing room, the Board agreed that it would be difficult to fully discuss financial matters in the absence of the Treasurer. It was important to discuss the Presidency with GA and also the need to increase Board membership in addition to web-site matters. With regard to increasing Board membership it was agreed that there should be a call for volunteers. The Board would then decide on new members taking into account the need for a wide geographical representation and the need to include the Far East and Asia.

VIDEO-CONFERENCE

Presidency

It was agreed that GA would take over the Presidency at the beginning of the Krakow Conference for a period of 2 years only. MB would present the Presidential report at the conference. In the New Year MB would announce the new Presidency and also put out a call for volunteers for Board membership. All recognised that Board members might also have to approach individuals to ensure geographical representation.

Web Management

BE presented the Web Coordinators Report, drawing attention to the budget analysis. All projects had been completed apart from the filestore which we had agreed not to pursue. The last payment would be in 2004 when the current contract would come to an end. We were not clear as to the best procedure thereafter. While GA pointed out that when she was President it might be desirable for the job to be done elsewhere to avoid having 'all the eggs in one basket'. However, the Board felt that there were also the advantages of continuity to be considered.

Previously there had been some financial advantage because of the weakness of the Aus dollar. This was no longer the case. QUT systems staff had been under some pressure. This pressure may decrease now the system is set up. What was now needed was a review and redesign of the web page. GA and MB would discuss further by e-mail.

ACTION : GA & MB

BE then discussed a range of operational issues to do with website and conference management. There had been problems in JP receiving copies of web applications. BE would investigate.

ACTION : BE

BE had made changes to the database so that there was both a contract and separate billing address. CD of Conference Proceedings would be sent to the billing address which was, in most cases, the serials department of the library.

The Conference Manual would be put up as a PDF file to make it easier to print. It was agreed that the Travel Grant should be €5,000 and not €10,000 and that individuals should receive no more than €1,000. MB would make the necessary amendments to the Conference Manual and send them to BE. Bulent had started on the production of the Ankara Conference Proceedings. CM would communicate changes in Manual to 2005 organisers.

ACTION : MB & CM

BE would install a link from conference to membership page for Krakow to ensure fast track to give new members reduced conference fees. Best contact for BE was Marzena.

ACTION : BE

BE asked for feedback on the Alerts Bulletin and also for more sources to scan. MB would send BE information gleaned from the JISC e-mail list.

ACTION : MB

Although the Board had agreed to an extra 20 hours of BE's time this had not yet been used.

Financial

An extra field had been created for comments on the state of payment and also a field for ex-member status. The main problem was the discrepancy between the Delft (DUT) database and the QUT database. BE outlined the possible options and the Board agreed to recommend the 2nd option. BE would therefore contact Danielle and arrange for the data to be transported to QUT. DUT could not transport the data electronically and so would have to send a hard copy print-out. BE was concerned about understanding Dutch accounting terms but would ask DUT to provide a basic glossary.

ACTION : BE and Danielle Hoovers

A sentence was still needed for the web page which explained that potential applicants for membership could ask for reduced fees if their library/university faced severe financial hardship. The Board would then decide on a case by case basis.

ACTION : JP

Membership

BE reported that there were 3 new Associate members and 8 ordinary members since the June conference. There were 6 non-renewals or cancellations. BE agreed to provide JP with list.

ACTION : BE

BE departed.

Other business

MB will put GA on the organising Committee for the Krakow conference and also suggest that the deadline for papers be extended.

CM asked what had happened about the planned deficit of €30,000. Marek had now raised the registration fee to cover this.

Looking at the deficit in our budget of €7634, MB suggested that we can cut down on expenses, increase the membership fee or increase the membership. After some discussion it was agreed that it was not necessary at this time to increase the fee, but that we should attempt to increase membership.

It was suggested that Alex Byrne be approached to give a talk at the beginning of the conference on ways in which IFLA and IATUL might work more closely together. MB would alert the Krakow organisers and GA would approach Alex.

ACTION : GA & MB

The 2005 conference in Quebec would also be the 50th anniversary of IATUL. CM would alert the organisers.

VIDEO CONFERENCE ENDED

5-7. MATTERS ARISING FROM BOARD MEETINGS AND GENERAL ASSEMBLY

1st Board Meeting item 10: Report on New Activities

AA would attend the national conference in Portugal on 12,13,14 May 2004. No financial support was required from IATUL. MB would also attend, with financial support from IATUL, and deliver a paper on IATUL and the themes of its conferences to encourage further participation from Spain and Portugal

It was suggested that we should prepare a standard presentation of slides in Powerpoint which could be used by any member of the Board. MB would circulate his Uzbekistan presentation as a basis.

MN would be attending IFLA in Buenos Aires and would promote IATUL as she always does.

AA had circulated IATUL information to 70 associations in Spain and Portugal and had received a considerable response.

With respect to the FEBAD conference in Brazil – it was now thought that the conference would not take place in 2004 or 2005.

The December 2004 Board meeting would be held in Oporto and AA would organise a seminar for librarians from other technological universities the day before, thus making the meeting a two-day event. AA would discuss with GA.

ACTION : AA & GA

With regard to the 2005 conference, CM will encourage the organisers to solicit papers in French.

2nd Board Meeting : Speaker grants

Referring now to the Matter Arising, LJ reported that no further action had been taken in respect to soliciting views on a suitable theme for a paper on Best Practice in.... All agreed that it was probably too late to include this in the 2004 conference. LJ would liaise again with MS.

ACTION : LJ & MS

2nd Board Meeting : Financial Database

MH had agreed in Ankara to cost the effort currently being provided at DUT to support the work of the Treasurer. The Board was anxious that DUT should be reimbursed if necessary and asked again for this information.

ACTION : MH

8. 2003 CONFERENCE

The Board received a report from Bulent Karasozen on income, expenses and papers delivered. Overall there had been a profit of €10,874. Of this €4,000, given as an

advance, should be repaid to IATUL. The remaining profit would then be divided between METU and IATUL.

There were still some papers that had not been sent in and it was agreed that it would simplify matters if ppt files were to be accepted.

9. FINANCIAL REPORT

It was noted that several Sustaining Members had lapsed. After discussion it was agreed that it was more important to invest effort in obtaining sponsorship from commercial companies rather than spend the effort in encouraging renewal of Sustaining membership.

The Board examined the list of non-paying members provided by MH. The following actions were agreed

MB agreed to ask MH and BE about the status of Nicholas Copernicus University.
Rutgers – LJ had enquired and their membership should be cancelled
CM would follow up MacMaster, University of Toronto and McGill and the Ecole Nat. des Ponts et Chaussés.

Limerick were OK for 2003-12-10

MB will chase Universiti Putra Malaysia

The status of Philippines was OK

MH would be asked to chase the Slovak Centre

MN would contact Kunglia Biblioteket and Lund

MB would contact Bath, Coventry and Cambridge

Liverpool Moores should be cancelled

LJ would contact Illinois and California Polytech

Witwatersrand should be cancelled

California Riverside was OK

Cluj-Napoca in Romania should be cancelled

LJ would contact Oregon

Bourgas University of Technology and University of Mining and Geology in Bulgaria should be cancelled

Logan Library and Van Houten would be contacted by LJ

Karnatak should be cancelled as should

Wayne State and the Punjab Forestry Institute

LJ will call the Kansas State University

AA would contact the Capilla Alfonsina in Mexico

Papua and NG should be cancelled

LJ to contact Purdue

MB would contact the North West Library in SA

MH would be asked to contact IMAG

AA would contact Instituto Superior in Cuba

MB would contact Queens University and Birmingham.

Egerton in Kenya would be cancelled

MB would contact Sabanci

MH would be asked to contact Odessa National Maritime University

Remaining members were new and it was thought that there was probably an administrative delay in processing their payments.

There was further discussion about the need to increase membership fees in order to cancel our deficit, but it was thought that it was more important to attract new members. GA might wish to review membership fees when she came into office.

The Board agreed to continue allocating funds to the travel grant programme.

MH would be asked to include GA's travel costs for December Board meetings in the budget.

The Board recorded its gratitude to MH for her work as Treasurer.

10. MEMBERSHIP REPORT

Following the discussion on lapsed members and the need to attract new members, the Board debated whether existing categories of membership should now be revised. The original criteria for membership had been formed at a time when it was felt important to maintain a select group of Library Directors. It now seemed more important to provide support and encouragement for new members who might not fulfil all membership requirements, in particular the need for their parent organisations to offer masters and doctoral programmes. GA would be asked to lead a discussion to review both membership categories and membership fees at the Board meeting in June.

ACTION : GA

11. IATUL ARCHIVES

The Board received the report of Sinikka Koskiala's work on the archives held at the Radcliffe Science Library and agreed that she should be asked to carry out further work for a period of one week under the same terms. This would complete the work she had started.

In answer to a suggestion that we should consider digitising the archives, LJ offered to do this on behalf of IATUL under the umbrella of an existing project at Linda Hall. JP agreed to assess the feasibility of picking out one copy of each year's conference proceedings to send to Linda Hall.

ACTION : JP & LJ

LJ asked what level of indexing was required and it was agreed that authors, titles, Date, volume/issue were sufficient. Each year would list contents

12. RIGHTS AND PERMISSIONS

Arising from an enquiry from EBSCO to include the full text of IATUL Proceedings in their database, the Board clarified that at present IATUL has the right to publish an author's paper once. While it might be possible to request authors for further permissions retrospectively, this was not practicable. In future the author statement would be altered and joint ownership of copyright with IATUL would be requested.

AA asked whether it would be possible to ask EBSCO to index without providing full content.

MB agreed to write to EBSCO explaining that we could not provide access to past Proceedings but that we would be changing our copyright statement for the future. He would also enquire whether EBSCO could point to past content on our web site.

We would also ask EBSCO for sponsorship.

ACTION : MB

13. 2004, 2005, 2006 CONFERENCES AND CONFERENCE CHECKLIST

2004: The Hotel Campanile had been chosen as the Board Hotel. Reviewing the Programme, Board members

- suggested that two parallel sessions were preferable to three
- requested an earlier Saturday Board meeting to allow a tour of Krakow for Board members on the Sunday
- suggested that the Assembly should be scheduled for the Tuesday rather than Thursday and Poster session should be scheduled with some papers in order to attract participants for that afternoon.
- Would meet on Tuesday for a Board Meeting at 7.30am

MB was asked to discuss these points with Marek

ACTION : MB

2005: CM would remind organisers of the 2005 Conference to ask MH for the advance. No detailed budget information was necessary to make this request.

The Conference would be bilingual as far as practicable.

2006: AA was concerned that Spanish colleagues would need to be brought on board with the organisation of the 2006 Conference in Portugal. She would report at the next Board meeting.

Checklist: MB would contact BE about the best format to provide for the Checklist. The number of CDs required should also be determined.

ACTION : MB

14. ISCA

MB reported that ISCA were still considering whether to expand their membership.

15. DATE OF NEXT MEETING

Board would next meet in Krakow on Saturday 29 May. The end of year Board meeting would take place in Oporto on the 19 and 20 November 2004.

10.12.03