

**IATUL Board Meeting
5 October 2017
Windhoek, Namibia
Minutes**

1. Attending

- Reiner Kallenborn (RK, Chair)
- Elisha Chiware (EC, minutes)
- Gwendolyn Ebbett (GE)
- Anne Horn (AH)
- Lucille Webster (LW)
- Invited guests (present temporarily)
 - Judy Grobler (JG, Namibia host)

2. Welcome and Apologies

RK welcomed all present and noted apologies received from the following members: Howard Amos (HA), Jill Benn (JB), Sharon Bostick (SB), Anna Walek (AW) and Charles Eckman (CE).

3. Previous Minutes

The Board approved of the notes from the video meeting and it was agreed that the Zoom conference platform worked well and will continue to be used for the foreseeable future for Board meetings and events interfaces.

4. Matters Arising not elsewhere on the Agenda

It was emphasized that attendance of on-site Board meetings was important as stipulated in the constitution and it was also agreed that the issue of quorum at Board meetings be further addressed at the next Board Video meeting.

5. IATUL Conference and Workshop matters

2017 IATUL Conference, Bolzano

The Board noted the successful 2017 IATUL Conference held in Bolzano, Italy and the income earned totalling €38 000. It was also noted that the IATUL Office's involvement in preparations of conferences was growing and contributing to the success of the events. The Board noted that conferences is likely to be the main source of income going forward. In this case it was important to note that there were two possible contractual agreements for events and i.e. a. IATUL does not make any forward covers and still shares the proceeds with the hosts and b. if IATUL takes the full risk then they will take all the money. It was however noted that in some instances hosts did not wish to take any proceeds from the events and forwarded all earnings to IATUL as was the case with the Canada and Italy conferences in 2016 and 2017 respectively.

2019 Conference, Perth

It was agreed to start video meetings on the 2019 conference after IATUL Seminar 2017 in Windhoek.

2018 IATUL Conference, Oslo

RK informed the Board that the status reports were on Sync and Share and that some of the milestones achieved to date include the production of proposed Webpage by November, 2017 and that the next video meeting will clarify the outstanding issues. This will include clarification on how far their sponsoring expert has gone with preparations to contact potential donors. It was also noted that the IATUL office was working on the SAVE the DATE card which will be finalised soon. Registration for sponsors will start in November, the Call for papers will go out 1st December. It was also noted that the hosts will publish an article in a Norwegian Journal

about the conference. The registrations for participants will commence on 1st March for early Bird registration. A decision is still to be made on keynote speakers and will be finalised in early January, 2018. Four Board members (AH, JB, GE, RK) will be members of the Programme Committee. The conference programme will be finalised in April, 2018.

RK informed the Board that IATUL Office will be finalising the Conference Hosting Handbook draft within the next few months and be ready for all to comment.

IATUL Seminar and Directors' Summit 2017 Windhoek

Judy Grobler the Chief Librarian at Namibia University of Science and Technology (NUST) gave a status report on the Directors' Summit and noted that 22 participants, mostly library directors and 5 IATUL Board members, had registered for the event. Participants were drawn from Canada, Germany, Ghana, Malawi, South Africa, United Kingdom, Zambia, and Zimbabwe. The event was being held from 6-7 November and 8 November was reserved for a study tour and 9th November was reserved to wrap up discussions and come up with a possible action programme for libraries in the region.

IATUL Seminar 2018 Munich: Research Skills and Information Literacy in the Workplace

RK reported that there was not much to report as Pia and Caroline were still working on the project to identify topics for IL in the workplace. The event will take place from 3 to 5 Dec, 2018. AH reported that she is also working on possible participation from UK industries to ensure that it becomes an international event. Board members were also urged to think of other participants from other countries. It is hoped that good presenters from universities, industries, and international delegates will be identified for the event.

Further events

2020 IATUL Conference candidates

The Board noted that no contacts have made with the following possible hosts for the 2020 IATUL Conference:

- Piraeus
- Porto
- St. Petersburg

The other possibilities include, Miami, US and Hong Kong and this issue will be taken up further as a priority at the next Board meeting.

2018/2019 workshop

The candidates for further workshops in 2018/2019 include the following:

- Porto: no response received
- Innsbruck: Eva Ramminger, University and Tyrol State Library Director, Austria has expressed interest in hosting an event. The Board will suggest the first half of 2019, RK to follow up
- Columbia: no response yet
- Australia: It was previously suggested that an e-research support workshop in Australia be held, but it was noted that the bigger eResearch Australia might be a competing event.
- Singapore: it was formerly suggested that an "Altmetrics international perspective" be held at NTU.
- EC confirmed that an e-research workshop be held in Cape Town in 2019.

6. Board matters

It was noted that in preparation for taking over the IATUL Treasury and Presidency positions Anne Horn and Howard Amos visited TUM Munich on 13 October 2017 for further consultations with the current President and the IATUL Office.

The Board of noted that Sharon Bostick and Shirley Wong's Board memberships will be ending in December, 2017.

It was agreed that the Board should stick to the agreed guidelines on size and composition of the Board to ensure fair representation of the various parts of the world:

- Europe (EE, NE, Continental) 3
- Americas 3
- Asia (Australia/ NZ, SEA) 3
- Africa/Middle East 2

It was agreed that identified Board members (AH, RK and GE) approach suggested candidates and that the issue be finalised at the next Board Video meeting.

The IATUL Board Governance has been revised by HA. RK gave a brief background on why such a procedure has had to be put in place. AH will also consult with her legal person at Sheffield to finalise the document and it was agreed that it should also be linked to other related documents pertaining to the IATUL Board's governance issues.

AH had worked on the Strategic plan and made some amendments like changing *One World* approach to the *Global Forum for University Libraries* and this will be finalised at the next Board video meeting. AH will also work on revising the Board's Self-evaluation template for further improvement.

7. Website and related matters

RK reported that the website development was work in progress now with added features such as links to IATUL's Facebook, Twitter, Wikipedia accounts. The IATUL Office is engaging in increased activities on Twitter and Facebook. The IATUL Office has also communicated the developments to Board members.

8. Event Organisation

The Board noted the need to be more specific with the Governance Structure and Organisation of future Annual Conferences and this should also include the participation of Board members as persons in charge of particular event organization. The workload should be shared and comprehensive information to the IATUL Office included in the overall planning. Further discussions on this point will be taken up at the next Board meeting.

It was also noted that Image Rights be obtained from delegates before all events to allow use of photographs on the official IATUL website.

9. Treasury

RK presented the Treasury report and noted a total income for 2017 from membership fees as €20 969 for the current year and following years and Royalties from EBSCO from our proceedings for past years as €156. Other income was received from events in Bolzano, and Cambodia and stands at €67 950 (liabilities to be deducted).

The Savings Account which includes the Checking account and MLP investments stands at €88 859 (2017 income included).

The Liabilities account stands at €83 161 compared to a planned budgeted amount of €108 830.

The 2018 budget was presented and approved and will be presented to GA in June, 2018 for final approval. The projected budget reflects the same levels as in 2017 with minor modifications at some positions.

It was agreed that the issue of the Fundraising initiative and responsibility thereof be considered at a later Board meeting.

The Board agreed that the prepared letter (AH) pertaining to the new membership fee structure should only be sent out with invoices in January 2018

10. Membership

The Board noted the Membership Report which reflects a growing trend in membership applications and approvals. To date the membership total stands at 248. A list of outstanding membership fees was also noted and Board members were urged to follow up with members in their regions.

The Board agreed that the current procedure for handling new applications be retained and this process involves an acceptance letter from the Secretary and a more detailed welcoming letter on the mission, vision and activities of IATUL from the President. It was further agreed that all Board members should now be copied in all membership applications responses from the both the Secretary and the President.

11. SIGs Reports

IL

It was noted that Caroline Leiss will hand over the chair to another group member as of 1 January, 2019. The group has also received a new membership application from India. The latest group report has been uploaded onto the shared platform Sync Share

Metrics

The group is still to identify a chair with the assistance of the Board. The Board discussed the possibility of combining the SIGs Metrics and Data but it was agreed to leave them

Data

It was agreed that a more appropriate name for the group should be found and eResearch was suggested and this will be finalised at the next Board meeting. EC will also find a replacement from CPUT for a member who resigned from the institution. And a chair is yet to be identified. GE to ask CE to encourage one of his staff to join the group

ALICE (advancement of Librarianship in Emerging Countries)

The group is now working and has held some meetings and Bethany Wilkes has been appointed chair. Further group member from UK desirable (AH)

Overall the Board agreed that all constituted SIGs will report to Board regularly under an agreed structure and that they will develop their own TORs suggestion for approval by the Board.

12. Projects

The Board noted the following progress on current IATUL projects:

- Cambodia MLIS project: in progress with high level IATUL Board's involvement
- Cambodia ILL project: introduction of an electronic National Union Catalogue including ILL module to be prepared by the SIG - ALICE
- Consolidation of IT infrastructure – in IATUL Office: work in progress and the hunt is still on for a new conference management system and should be done in due course
- Marketing and Finance: HA and CE to take up work on these aspects
- Library Conference China 2018: GE to represent the Board

13. Grants and Awards

It was noted that the report by the visiting librarian from UFSC to TUM under the International Study Programme has now been received. The study was undertaken in 2015 and due to institutional and personal challenges the fellow had not been able to submit the report on time. For the International Study Programme in 2018 three applications have been received and the Board deliberated on them and agreed to seek more supporting information from the candidates. It was also agreed, that the funding level should be increased to €4000 and the award be limited to one person per annum. Only explicit and full report acceptable.

It was also agreed that the Conference Travel Grants be limited to at most 3 annually at €1000 per grant. All applications in future should have full support from the Library Director indicating what extra funding will be available for the applicants for further consideration by the Board.

The Board also agreed that funding up to €1.000 should be availed to members of the SIGs, especially for those from developing countries who might face travel/budgetary challenges during the annual conference or SIGs special events.

14. Any other business

It was agreed that Board members should also assist in elaborating the existing list of criteria that could be used/included for evaluating candidates for the award of “Fellow of the Board” and share the information with colleagues and the IATUL Office.

15. Date and Time of the next Board Meetings

The next date for Video Meeting will be advised soon.