

IATUL Board Meeting

Meeting held on 17 & 19 June 2018

**At Oslo Metropolitan University Library
Oslo, Norway**

Minutes

1. In Attendance

- Howard Amos (HA)
- Jill Benn (JB)
- Elisha Chiware (EC, Minutes)
- Gwendolyn Ebbett (GE)
- Charles Eckman (CE)
- Lars Egeland (LE)
- Anne Horn (AH)
- Reiner Kallenborn (RK, Chair)
- Anna Walek (AW)
- Lucille Webster (LW)
- Invited guests (present temporarily)
 - Catherine Clark (CC)

2. Welcome and Apologies

RK welcomed all Board members to the meeting.

3. Previous Minutes

The minutes of the Video Board Meeting held on 26 February 2018 were approved as a true record.

4. Matters Arising not elsewhere on the Agenda

It was noted that an invitation by the Chinese Library Association to the Board has been accepted and that Anne Horn will represent IATUL at the CKNI event in China on 15th August, 2018. She will use the opportunity to advance IATUL's mission in China and recruit members from the region.

The President indicated that he will be meeting with travel grant recipients during the course of the conference and encourage them to attend the General Assembly proceedings on Tuesday 19 June, 2018. It was also noted that a meeting with SIGs chairs has been scheduled.

5. IATUL Conference and Workshop matters

The Board noted the following events:

- **The 2018 IATUL Conference** which is being hosted in Oslo by Oslo Metropolitan University was reported to be on schedule and that all preparations had proceeded well with over 200 delegates (including day registrations) attending the event from 18th to 21st June, 2018. The Board expressed its appreciation to Lars Egeland and his team for the work put into the preparations and being able to draw one of the highest numbers of delegates for an IATUL Annual Conference. It was also agreed that Charles Eckman will give a summary of the conference during the closing session on Thursday, 21st June.

- **The 2019 IATUL Conference** will be held in Perth, Australia and will be hosted jointly by the University of Western Australia and Curtin University and will take place from 23rd to 27th June, 2019. The theme of the conference is: **Shifting Sands and Rising Tides: Leading libraries through innovation**. Both Jill Benn and Catherine Clark gave an update on the preparations that are taking place and that registrations will commence on 18th June, 2018. More information was also provided on proposed accommodation, the two venues, social events and other important dates. The Board noted that the Guidelines for Conferences will be closely followed and that the Organizing Committee will work closely with the IATUL Office.

- **2017 IATUL Conference, Bolzano**

It was noted that not all the full-text papers from the 2017 IATUL Conference in Italy were submitted. It was suggested that for future conferences local hosts have to pay more attention to getting full-texts and also that the Board has to come with proposals and consult with AK in the IATUL Office on how to make the final proceedings more visible.

- **IATUL Seminar 2018 Munich**

The tentative programme for the seminar to be held in Munich in December, 2018 was presented. It was noted that it was not easy to get speakers and that presentations will be both in English and German. RK reported that they have managed to identify high level speakers from companies like Audi and VDE and more. The Board also encouraged the organizing committee to try and obtain abstracts where possible to enable translations. It was also agreed the end result could be the start of specific project by IATUL on Information Literacy in the Workplace.

- **2020 and 2021 IATUL Conferences**

The Board agreed on the following hosts:

2020 IATUL Conference will be held in Porto, Portugal.

2021 IATUL Conference will be held in Miami, USA.

- **2018/2019 workshop candidates**

It was agreed that AH and RK will follow up on the possibility of joint IATUL and the UK event in Dublin, in 2019 in the form of a Directors' Summit.

The 2019 IATUL Seminar will be held in Gdansk, Poland.

The 2020 IATUL Seminar will be held in Innsbruck, Austria

A Leadership Academy request has been received from Kabarak University, Nakuru, Kenya. The Board agreed in principle and on condition that the event be in the form of a Directors' Summit and that it be held in Nairobi which is more central and with easy accessibility.

- **IATUL Event Organisers' Handbook**

It was noted that the conference organisers' handbook has been in existence for a number of years and was accessible through the website. It has since become outdated due to the changing environment and requirements for hosting events and hence the need for change. It was agreed that the incoming IATUL Board executive and the rest of the Board will work on finalising an updated version of the Conference Organisers Handbook. The same applies for the drafting and approval of a new version for organizing smaller events. It was also agreed that a standard Memorandum of Understanding for hosting events should be put in place.

- **Governance Structure of IATUL Events**

In order to lessen the burden on the IATUL Office in handling preparations for events Board members will be asked to coordinate preparations of specific events for example the upcoming ones in Porto, Gdansk, Miami, Innsbruck and in Nairobi. The IATUL Office will be kept in the loop through video meetings and other communication channels. The Board then agreed that the following members will be responsible for these upcoming events:

- Miami 2021: CE; AH
- Gdansk 2019 (Seminar): AW, LE
- Porto 2020: AH, JB
- Innsbruck 2020(Seminar): AW, LE

6. Board matters

The Board noted the following matters concerning membership:

- **End of final term**

That the following will be ending their final terms on the Board at the end of December, 2018

- GE, Vice-President
- EC, Secretary
- RK, President

- **GA: Election of new Executive Board**

It was noted that the incoming Executive Board will be elected at the General Assembly on 19th June, 2018. The nominations and recommendations will come from the current Board. And the Board unanimously agreed to recommend the following for the Executive Board membership:

- A.H, incoming President
- CE incoming Vice President
- LW incoming Secretary

The other incoming Board Members are

- Donna Bourne-Tyson – Dalhousie University, Canada
- J. K. Vijayakumar – KAUST, Saudi Arabia

The Board was further reminded of the guidelines pertaining to regional representation on the Board to be the following:

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

In line with the IATUL tradition, the Irmgard Lankenau Poster Prize will be awarded again at the 39th IATUL Conference. It was agreed that a jury of 3 Board members will participate in evaluation and selection of the winning poster and these were AW, HA, and JB. GE advised the group on the criteria to be used consisting of innovation, curiosity, new ideas and clarity of content as well as the overall appearance.

It was agreed that the issue of a Quorum at Board meetings to be worded and decided by the incoming Board. AH and HA will finalise work on Board Governance Paper.

The incoming Board will also be reviewing the allocation of travel allowances to Board members. It was noted that in the past the practice has been to allocate a standing budget for the executive to enable them to attend all board meetings and to assist the rest of the Board with a smaller allocation for the end of the year seminar. The incoming Board agreed to finalize any changes in Perth, Australia in 2019.

RK reported that while the IATUL Editing Service was still in place but will only be offered to IATUL members and that the services would be negotiated between the service provider and potential clients.

It was agreed that further work is required to elaborate on the criteria to be used for evaluating candidates for the award of “Fellow of the Board” and that LW and AW will work on this. The agreed medal was showcased in Bolzano in 2017.

AH will work on revising the Board's self-evaluation template for further improvement and JB will also assist in the exercise.

Another area for discussion by the Board is the Friends of IATUL and personal membership with a consideration of low membership fees.

7. IATUL Office matters

The IATUL Office continue to be maintained by 4 TUM staff working 3 hours each per week at a cost of € 40,000 per year. For the future development of IATUL the current arrangements should be maintained if not further enhanced by increasing the number of hours and IATUL should be in position to pay.

RK and AH will meet with the TUM Chancellor to reaffirm the current arrangements of hosting the Office at its present location. RK suggested to invite the TUM Chancellor to the pre-IATUL Seminar dinner in December, 2018.

IATUL has always maintained an informal arrangement with Purdue University for hosting the repository of conference and workshop proceedings. The intention is to mirrored, eventually migrate it to the IATUL Office. TUM has the necessary IT infrastructure and the matter will be left to the new Board to finalise.

There are problems with the current Conference management system and the IATUL Office is scouting for a better system. The current video conference system Zoom was found to be much better and stable than the last, but it will require further financial resources to the tune of € 900 to maintain it. HA suggested he could approach Zoom for sponsorship of the platform.

8. Website and related matters

It was noted that the SIGs with an IATUL website presence are the Data, IL, Alice groups and that the SIG Metrics will be included in 2018. Each group will have their own specific webpages to promote their activities to the IATUL community. RK urged Board members to be active on IATUL social media platforms like Facebook and Twitter.

9. Treasury

The Treasury report was presented and it was noted that there were good prospects of growing the Association's income through membership which have been increased to € 250 for all member categories. The previous bands of membership according to member countries GDP have now been scrapped.

For the reporting period the following were noted from the report:

- Income from membership € 21,966
- Royalties from EBSCO €156
- Events Income **€ 69,576**
 - Cambodia workshop – € 3,286
 - Bolzano conference € 36,055 (registration) + € 28,609 (sponsorship)
 - Namibia workshop € 1,627

- The Savings Account which includes the Cheque account and MLP investments stands at €87 505
- The Liabilities account stands at € 85,781 compared to a planned budgeted amount of € 106,830.

It was also noted the 2019 budget planning will remain at 2018 level.

It was further noted that a total of € 4,000 was allocated towards the Travel Grants programme in 2017 but one of the recipients did not turn up due to visa problems. The International Study Programme was increased to € 4,000 (for one recipient) and future travel grants will be limited to 3. The poster prize is still maintained at € 500.

RK noted that in terms of comparisons between 2016 and 2017 the overall income stood higher in 2017 at € 87,000 than in 2016 at € 81,000.

The Board agreed that the fund-raising initiative should continue and that HA and CE will further develop a comprehensive concept for the initiative and this should be seen as a long term sustainability strategy and not solely rely on conferences' income especially in the running of the IATUL Office.

10. Membership

EC reported that the current IATUL membership stood at 231. It was noted that membership applications were being received from across the globe and this was an indication of a growing interest in a renewed IATUL. There were some institutions with outstanding membership fees and Board members were urged to follow up on such institutions falling in their regions. The Board also noted that the website have been updated to show the new membership fees. It was also noted that a concept for multiannual membership fee payment should be reintroduced.

11. SIGs (Special Interest Groups)

It was noted that the Board had agreed to a special session for new SIGs during the 2018 conference in order for them to share their activities and programme of action suggestions with conference delegates. Board members were also urged to meet and interact with SIG chairs.

The SIG on IL remain very active with regular scheduled video meetings and has started running webinars. To date only 5 members remain in the group and the current chair Caroline Leiss has indicated that she would like to step down as chair end 2018.

SIG-METRICS: given the results of the Windhoek workshop, there was a suggestion that there should be more cooperation with Southern African countries.

The ALICE group has had regular video meetings and is working well and it was also suggested that they should contact with African countries and identify a contact person as well.

The DATA group will try to broaden experiences for different environments and JB will identify a staff member from her library to participate as a member. CE will invite the group members to further video meetings in order to resume activities.

The Board agreed that the link members from the Board to SIGs will be the following:

- IL- LE
- Metrics - HA
- Data - CE
- ALICE - LW

12. Projects

Cambodia project

RK reported on the IATUL offer to support the introduction of an MLS programme in Cambodia. Several video meetings have been held with the Humanities Dean and Library Director at Paññasatra University Cambodia (PUC). The SIG ALICE has also been brought on board to assist with the development of the programme. The SIG is also open to be involved. IATUL has also introduced a Professor and Dean in Library Sciences from the University of Applied Sciences in Cologne (Simone Fühles-Ubach) to assist with further development of the programme. IATUL is also assisting with the development of an Inter Library Lending system in the country. It remains to be clarified if the PUC project managers can accept IATUL's terms of collaboration especially with respect to course level and project communication.

Namibia project

Since the Directors Summit some of the participating institutions have expressed an interest in research data management and have also indicated an interest to join the SIG-DATA.

13. Grants and Awards

The 2018 Conference Travel Grants were granted to the following recipients:

- Ms. Mary Ngure, United States International University-Africa, Nairobi, Kenya
- Mr. Mandeep Dutta Joshi, Far Western University, Kailali, Nepal
- Dr. Mirza Mohd. Rezaul Islam, Islamic University of Technology, Gazipur, Bangladesh

It was noted there were no approved applicants for the 2018 International Study Programme and the call for the 2019 Study Programme 2019 were published on 7^{3rd} June 2018 and will be awarded to one recipient to the value of € 4,000.

14. Any other business

There was no other business to consider.

15. Date and Time of the next Board Meetings

- 2nd Board Meeting, Oslo, 19 June, 2018
- Video Meeting - TBA
- Munich, 2 December 2018