

**IATUL Board Meeting  
2 December 2018  
Munich, Germany**

**1. Attending**

- 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)
- J.K Vijaykumar (JV)

**2. Welcome and Apologies**

There was an apology received from Donna Tyson who could not attend the meeting.

**3. Previous Minutes**

The minutes of the Video Board Meeting held on 17<sup>th</sup> September 2018 were accepted as a true record of the proceedings.

**4. Matters Arising not elsewhere on the Agenda**

There were no matters arising from elsewhere on the Agenda.

**5. Board matters**

• **Self-evaluation of the Board**

JB reported that the objective of the board evaluation will be continuous improvement by identifying board opportunities and governance framework gaps. Specific and/or longer-term objectives may include developing teamwork, better decision making, improving the effectiveness of meetings, gaining greater clarity of roles.

It was also noted that there are a number of ways to evaluate boards. JH and AH proposed that the exercise that IATUL adopt is internally managed – i.e. not employ an external consultant but be managed by the board chair through an online survey for individual directors to complete. This will then be followed by a group discussion about the survey results at a board meeting. JB further indicated that the first evaluation be undertaken after the second Board meeting in 2019 at the IATUL Seminar in Gdansk. The tool that will be used is likely to be Qualtrics which is used at UWA.

RK emphasised that for the incoming Board it was also important to see how the Board is going to work together and that this can be achieved through members sharing the workload and ensure continuity from the past. RK pointed out in the last five years IATUL had worked hard to move away from being an annual conference association to providing a range of events and activities like the SIGs, leadership academies and directors summits.

• **Zoom accounts**

In the past the Board has tried various systems such as Adobe Connect and Skype without much success. Thus far Zoom seems to be the only viable system with little if any disconnections – it was suggested to licence an account for each SIG – one account is €100 per year – translating into approximately €500 per year and currently board spends well over €700 on Zoom per

annum. HA requested for a schedule of the Zoom meetings of SIG's so that a budget can be allocated for 2019.

- **Promotion of collaboration and membership**

Board members have been requested to participate in promotional activities and be more proactive in seeking collaborations and membership drives in their regions. It was also noted that new approaches to membership drives will have to be put in place as well as strategies for retaining the current membership base. Members should use the standard letters and follow up with links to the IATUL Website pages where information about activities is provided in more detail. It was further agreed that JB and AH will work on drafting the standard letters and AH offered her communication officer to assist with editing.

- **IATUL Board Governance**

AH and HA will finalise work on Board Governance Paper and will circulate the edited version to all members.

- **Quorum at Board meetings**

It was agreed that the issue has to be finalized and decided by the incoming Board and of particular importance is the attendance and presence of all Executive Board members.

- **Library Conference China**

AH circulated a written report on her visit to China. AH reported of the opportunities for IATUL and possible Chinese members. She also proposed CNKI as IATUL's agent to promote its activities to possible members in China.

- **Fellow of the Board Award**

It was noted that comments had been received from Board members on the further work that was done by LW and AW on elaborating the criteria to be used for evaluating candidates and the final draft will be shared with board before the next Board meeting.

- **Board members' travel costs**

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.

- **IATUL Office at TUM**

The dinner with the TUM Chancellor was a success, and he spoke very highly about the work being done by IATUL and by RK in particular and he assured the Board of continued accommodation of the IATUL Office at TUM

## **6. Treasury**

- **Treasurer's report**

It was noted that the reports were on Sync and Share. In terms of membership report – a significant number of members have not renewed – HA will liaise with Christine for a comprehensive snapshot of membership.

- **Outstanding membership fees**

All Board members to follow up on outstanding membership fees of libraries in their regions.

- **Friends of IATUL and personal membership**

Area that requires further elaboration: Friends of IATUL and personal membership with a consideration of low membership fees.

- **Multi-annual membership**

HA will come up with suggestions on the concept for multi-annual membership fee payment and how they should be reintroduced. The IATUL Office will provide the Board with further guidance. HA and Board members concerned about members paying for services they have not yet received. In light of this multi-annual membership will not be pursued.

- **Non-Profit Status**

RK working to ensure that IATUL retains its non-profit status within Germany. It was noted that the loss of non-profit status has severe implications in terms of taxes. RK advised that a law expert has been retained to assist in this matter.

## **7. IATUL Profile & Fundraising**

- **Member libraries' visibility**

It was agreed that it was each Board member's responsibility to work on increasing member libraries' visibility. One of the strategies that the IATUL Office is planning to introduce is to 'welcome' new members on the website on a regular basis.

- **Benefits for members**

The Board agreed to work on well-defined benefits for IATUL members and communicate them regularly and CE shared a document that define benefits of membership. The final document will be approved at the next meeting.

- **IATUL Seminars**

It was suggested that online surveys are conducted after conferences and seminars to determine whether these initiatives met the needs of the participants.

- **Marketing Editing Service**

This service must be noted on the website – documentation is in final stages of completion and will be shared with board.

- **Fundraising initiative**

A new fundraising concept and long term sustainability strategy will be developed by HA and CE as part of the association's efforts to continue the fundraising initiative. The following suggestions were made:

- consider feedback loops to assess the benefits for travel grant recipients
- corporate sponsors of some of the programmes that we currently sponsor
- new players in research management sector that have not been approached
- identify projects that are trending in the LIS sector and linking projects to agencies to sponsor

- **Conference Management System**

It was noted that the IATUL office is scouting for a better system as the current conference system has limitations. It was also suggested that one member of Board should take responsibility for this process. Furthermore, it was noted that any future system must be able to send receipts and provide general financial management aspects.

## **8. IATUL Conferences and Workshops**

- **Organisers Handbook**

It was noted that the events' Organiser Handbook has been approved by the Board and that Annette Kiefer is working on document for circulation.

- **IATUL Conference 2019 Perth**

JB presented on the preparations for the 2019 IATUL Conference in Perth and it was noted that the website has been launched, registration is open, various working committees have been set up, promotion and communication is ongoing, the call for papers has been made and the programme committee has been selected.

JB also reported that to date sponsorship income of €28 000 including contributions from the two host institutions has been secured. The main corporate sponsors include Springer Nature, Exlibris, OCLC, and that there were still more potential sponsors and the projections are that the conference will break even and make a profit.

To better manage the awarding of the Travel Grants it was agreed that the IATUL Office will provide information on past recipients for last 4-5 years to avoid duplications. The Board also encouraged the 2019 organisers to ensure a mix of delegates including researchers and scientists.

There was also a possibility of hosting a pre-conference workshop on supporting academic with their research practices and that this could be a good opportunity for getting to Chinese delegates. AH also proposed a President's lunch to thank people who will have assisted in the preparations for the conference.

The Board also discussed the possibility of Digital posters and agreed that the usual set criteria for judging posters be maintained and that the judgment committee will include HA, AG, AW. A conference App will also be in use as well as conducting a participants' evaluation of the conference. Accommodation for the board: Forest Hall Residence Perth University

- **IATUL Seminar Munich 2018**

RK reported on the 2018 Seminar, which will be taking place in Munich. A total of 93 delegates will be attending and the seminar main goal was to target industry. RK also reported that a sponsor has been secured and that the seminar was being held at the time TUM was celebrating its 150 years jubilee.

- **IATUL Conference 2020 Porto**

It was noted that no contact yet has been made and that Board members LE, AH, DT and JB will assist with Porto organization.

- **IATUL Seminar 2019 Gdansk**

AW reported that preparations are underway for the Seminar to be hosted by Gdansk University of Technology and that the Seminar will focus on Open Science, Open Data and other connected topics that have not been discussed in the region. The confirmed dates of the Seminar are 9 – 11 December, 2019.

- **IATUL Seminar 2020: Innsbruck**

LE reported that he has made contacts with the hosts in Innsbruck and that there are plans to involve up to 100 participants and that the Seminar will focus on Open Access publishing. LE and AW are the Board contacts for the Seminar.

- **IATUL Conference 2021**

CE reported that a small group within his library has been set up to start exploring the preparations for 2021 IATUL conference and that they are also exploring the possibility of a co-host from the Miami region.

- **IATUL Event in Dublin**

AH reported that she will make contacts with the Library Director at Dublin City University for a possible IATUL event.

- **Conference Proceedings**

It was noted that IATUL has always maintained an informal arrangement with Purdue University for hosting the repository of conference and workshop proceedings. The intention is to mirror the site and 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. RK indicated that it would be possible to follow up pdf proceedings from IATUL office and it was up to the Board to decide whether to keep the archives at Purdue. It was noted that there are problems communicating with contact person at Purdue.

## **9. Grants and Awards**

- **Friends of IATUL award**

It was noted that CE, VJ, RK will assist with proposals to the Board on the issue of the Friends of IATUL award.

- **International Study programme**

RK reported on the outcome of the 2019 applications and that an offer has been made to an applicant from the University of Southern California.

## **10. Wikipedia and related matters**

It was noted that this was still work in progress.

## **11. Social media**

- **Social media accounts**

Accounts are ready to handover to a member library with capacity to continue building a profile of the accounts from January/ February 2019. AH indicated she will have someone within her library who can take over responsibility for the accounts.

- **IATUL-L mailservers**

To be abandoned and be replaced with a newsfeed.

## **12. Services /SIGs Reports**

- **SIG Terms of Reference**

The Board noted that the areas that could also be considered for SIGs could include:

- Library Building/ Refurbishment/ Architecture
- Leadership/ Management
- Library Education and Training/ Human resources development
- Automation and User Services

It was noted that Trish Wilson's draft could be used as a base to generalise for all SIGs and that the finalisation of each group's TORs will be the responsibility of the relevant Board contact persons

- **SIG ALICE**

LW circulated a report from the group. It was also noted that a further group member from UK was desirable. EC will provide contact names to LW on librarians in Cambodia who are already working on some of the proposed projects. The Board requested the group to communicate their expectations from IATUL regularly and AH suggests the SIG should contact other associations from the same area of activities.

- **SIG DATA**

CE reported that the group is beginning to come together will discuss endorsement of the proposal for a work plan.

- **SIG METRICS**

There are no reported activities as yet.

- **SIG IL**

LE reported that Caroline Leiss from TUM was stepping down as chair and that OsloMet will be joining the group.

## **13. Any other business**

The Board acknowledged the following outgoing Board members contribution to the Board and the number of years that they served:

- RK 14 years as Board member, Treasurer and President
- GE 7 years Board member and Vice President
- EC 8 years as secretary

## **14. Date and Time of the next Board Meetings**

The date of the next Video Meeting will be announced.