International Association of University Libraries

IATUL BOARD MEETING

Minutes

University of Toulouse III Paul Sabatier
Toulouse, France

7 October 2014
9.00 - 16.00

1. In Attendance
Reiner Kallenborn (RK) **President**
Imogen Garner (IG) **Vice President**
Elisha Chiware (EC) **Secretary**
Fatt Cheong Choy (FCC)
Gwendolyn Ebbett (GE)
Alena Ptak-Danchak (APD)
Sharon Bostick (SB)

2. Welcome & Apologies
Apologies were received from Irma Pasanen who could not make it to the meeting as she has stepped down from the Board due to changes in her institution.

The Board welcomed Sharon Bostick who will be joining the Board in 2015.

3. Minutes of the Board meetings held in Helsinki, 1 & 3 June 2014
The minutes of the Board meetings held in Helsinki on 1st and 3rd June, 2014 were approved as a true record of the proceedings.

4. Matters arising not elsewhere on the Agenda
There were no additional items added to the agenda for consideration.

5. Approval of the General Assembly Minutes
The minutes of the General Assembly (GA) held in Helsinki on 3rd June 2014 were approved as a true reflection of the proceedings and that they will be considered at the next General Assembly meeting in Hannover, Germany during the 2015 Annual Conference.

6. Website and related matters report

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 A paper outlining the proposals to move the IATUL Website to the IATUL Office at TUM (Technical University Munich) was presented. The Board was in agreement that those website activities should be centralised in one place to increase efficiency. It was indicated that the main server hosting the website would be located at the Super-Computing Centre Leibniz-Supercomputing Centre in Munich (http://www.lrz.de/english/). It was indicated that this will be part of the secondment model of IATUL Office services i.e. staff of the Library at TUM will assist with the maintenance of the server.

The Board agreed that there was need for a long-term plan on the maintenance of the website towards further sustainability of services. It was also noted that as the association begins to sell its new mandate to world academic libraries the website needs to be ready with the right content. It was further agreed that the contract with AUT should be cancelled in time. The option that the website should be migrated one-to-one to Munich will be examined by TUM library IT staff. In parallel procedures to redesign the website will be taken up

The redesign of the website should also include marketing activities and the planned social media campaign programme.

Actions:
- GE to act as advisor on the redesign of the website and ensure that it is simple and flexible.
- RK to formally cancel the contract with AUT, QUT, 2day,com and McGovern and finalize the plans to move the website to TUM.

A presentation on the planned Social Media campaign programme was made by FCC. The Board agreed at the Helsinki meetings that Ms Karryl Kim Sagun from the Philippines (University of the Philippines) and now a doctoral student at NTU (Singapore) would work closely with FCC on the social media programme. The Board accepted the presentation made by FCC on behalf of Ms Sagun and also agreed that she will be paid a stipend of €500 a year for her contributions towards the IATUL Social Media Project. It was also agreed that FCC would draw up the final proposals on the social media project and circulate them to Board members.

Actions:
- FCC to draw up final proposal on Social Media project.
- RK to ensure that a folder for Karyl to take files from there to post on Instagram and elsewhere

7. Projects
IATUL Mission statement: The Board agreed that the new IATUL Mission statement will be:

IATUL: the voice of university libraries worldwide

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> **The International Association of University Libraries supports effective communication among university libraries throughout the world and contributes to future developments in scholarly information through a cooperative network of library directors and senior managers.**
>
> **IATUL promotes the introduction of innovative technology and information management methods to facilitate and optimise library services for its members.**
>
> **In a continuous interchange with its membership, IATUL represents the interests of and serves as a partner to its members. We enable the networking of university libraries around the world.**

Strategic plan: The Board agreed that specific steps must now be taken in order to achieve what IATUL is meant to be and this should be done through specific projects. A projects action list (or an operational plan) telling the IATUL story should be drawn up focusing on four to five specific focus areas. It was agreed that this would also heighten awareness on the association.

Actions:
- GE and SB to finalize the strategic plan and report by mid Feb 2015).
- RK to send out letters to Library Directors on the new IATUL mandate

Fundraising requirements and solutions: The Board noted that the efforts to develop links with UNESCO had failed and it was agreed that further efforts should be abandoned. The association however is in need of more resources and new avenues for fund raising should be explored. There was need to review the membership fees as the current bands were too low compared to other similar associations. Board members were urged to come up with ideas on how to generate/fundraise for the association beyond the two main revenue streams of: annual membership fees and profits from the annual conferences.

The Board agreed to a staggered incremental approach to the increase of the membership fees as a way of boosting the revenue base. It was also agreed that current services like the English Coaching service should be charged as well as pre- and post-conference workshops. Donors could also be approached to sponsor delegates from developing countries to regional workshops on topics of relevance to the profession.

The Board further agreed that the planned upcoming workshop on Information Literacy in Prague should be based on cost recovery and that a fee reasonable for the hosting location should be charged.

The possibilities of engaging events management companies in the hosting of workshops was discussed and the Board agreed that this would be a costly route as the revenue base is not strong enough to sustain such services.

Actions:
- Identify topics and countries where events with the potential to generate revenue could be held (ALL)

- Scale down activities in South America but keep lines of communication open and also encourage them to attend the annual conferences (RK and GE).

Worldwide marketing – The Board agreed that more efforts should be made towards a global marketing campaign and that workshops could also be used as a vehicle. It was agreed that the workshops should be focused on skills development and emerging topics like Altmetrics.

Rules of Procedure: It was agreed that IG will finalize the IATUL Board of Directors Governance paper- on how we manage our own business. It was also agreed that mechanisms to review Board members' contributions/self-evaluation should be included so that there is room to ask non performing members to step down from the Board. To further strengthen the communication and carry out the business of the association, it was agreed that the Board will have extra meetings through video conferencing (Skype, Hangouts, or AdobeConnect) - every two months – in the form of mini board meetings lasting no more than an hour at an agreed date and at 2pm Munich/Cape Town time. The next such meetings will be held in early December 2014, and February, 2015.

Actions:
- RK/EC to organise and communicate the dates for the December, 2014 and February 2015 video conference meetings
- IG to finalize the Governance paper and forward to Board members for sign off
- IG to provide a board evaluation model including self-evaluation

IATUL Leadership Academy:
The Board noted the following progress on the IATUL Leadership Academy:
- Malaysia: work is in progress- the IATUL contact person is now applying for money with the Ministry of Education and the Board agreed that this will be based on full cost recovery
- Bangkok: It was noted that the potential host just wanted to use the IATUL name/ and hence it will be dropped
- Hannover: A Library Directors' summit as a post-conference workshop for a half day will be held during the Annual Conference and a fee will be charged for participation.
- Namibia: EC will report back in the next meeting on the planned African Library Director's Leadership Summit in Windhoek, Namibia.

English Language Editing and Coaching Programme: It was noted that the programme is extending the scope of the target group (i.e. beyond IATUL members) to more a global audience. The Board agreed that this should be done with care and that our share of the profits generated should be negotiated upfront.

Actions:
- RK to have oversight of the Library Directors' summit in Hannover
- RK to coordinate the 2015 leadership Academy projects

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- RK to ensure/ negotiate our share of the profits in the English Language Editing and Coaching Programme.

International Study Programme: Two applications from: Karyn Munyk Lehmkuhl from Brazil and Lenka Nemeckova from the Czech Republic were considered by the Board. The following approvals were made:

1. Karyn Munyk Lehmkuhl – €2000 to visit TUM Library in 2015
2. Lenka Nemeckova €950 to visit the Royal Institute of Technology Library in Stockholm in 2015

Actions
- RK to inform the successful applicants and supervise procedures jointly with IATUL Office
- RK & IG to finalise a review of the criteria (including the exclusion of multiple IATUL grants)
- RK to clarify the communication channels of calls-for-applications. IATUL-Official, IATUL-L, Alerts

Wikipedia Editing Programme

It was noted that APD is still working on the concept paper.

Action:
- APD to present concept paper to Board meeting

Special interest groups
It was reported that the SIG IL is planning to host an Information Literacy workshop in Prague in 2015.
It was reported that the SIG LOQUM is no longer functional.

The Board agreed to postpone discussions on the following suggested interest groups:
1. Library Building / Refurbishment / Architecture
2. Leadership / Management
3. Public Relations / Marketing
4. Library Education and Training / Human Resources Development
5. e-Research / Data Management
6. Automation and User Services

Proposed Regional Boards: The Board noted that there were no reports from the envisioned Regional Groups in Thailand and Malaysia. SB and GE proposed hosting a meeting in Chicago on a possible North American Regional Group.

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Actions:
- SB and GE to host a meeting in Chicago and suggest further IATUL activities in North America – SB and GE
- SB and GE to confer about the possibility to set up a regional group for North America
- RK to follow up on the South East Asia regional board agenda resp. Srichan Chancheewa and Kamariah Mod Desa about cancelling the group in case of further inactivity

IATUL History progress report
The Board noted the draft IATUL history submitted by Paul Sheehan. Paul has further requested to visit Munich to access and review the IATUL archives as part of the history project assignment. It was agreed that RK would furnish the Board with further information about costs involved in Paul's further activities

Action:
- RK to furnish Board with costs for Paul Sheehan's project

8. Prizes and Grants
Irmgard Lankenau Poster Prize
The Board agreed that a group of selected Judges (from Board Members) will decide on the poster prize awardee and that the President will hand over the winning prize.

MLIS grants: An application was received late and EC reported that it contained unrealistic requests and the Board declined to consider it.

Further awards
1. Best MLIS Award: it was agreed to postpone this item, however a review of the application forms must be carried before the next teleconference.
2. Fellow of the Board: The Board agreed that IG will draft the guidelines

Actions:
- IG to draft guidelines on Fellow of the Board Award
- Review the application form and criteria for MLIS Grants

9. Treasury
It was agreed that while the Board is still deciding on the replacement for IP for the Treasurer's position, the President should assume the position as an interim measure.

The Board agreed to postpone the review of the membership fees.

10. IATUL Office
In order to manage the IATUL Office effectively the Board agreed that 20 hours be allocated for the executive services and 10 hours for operational work (invoicing and membership

administration). It was also agreed that a total of €50 000 should be allocated towards the running of the IATUL Office in 2015.

The Board agreed that there is need for a proper business plan to project the business of the association and APD agreed to seek/negotiate for the services of OX Consultancy Services in Oxford for a potential analysis of IATUL.

Action:
- An Oxford based Consultancy company to be approached for: An IATUL Business Plan (APD)

11. Membership report

The recent membership report was noted. There were no new members or cancellation in the reporting period.

12. Board membership and nominations
The following appointments were made for the Board:

Vice President
GE agreed to take over as Vice President in 2015 after the departure of IG.

Eastern Europe
- Blazej Feret, Lodz University, Poland will replace Irma Pasanen.

New Zealand / Australia
- JoAnne Sparks will replace Imogen Garner

Co-opted members
The following members were co-opted into the Board
- Dr. Shirley WC Wong from Hong Kong Polytechnic University)
- Pierre Chourreu from University of Toulouse III

At one of the next meetings the Board will discuss procedures to transfer co-opted membership to regular membership

Action:
- RK to write to nominated and co-opted members informing them of the Board's decisions.

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13. Conferences and autumn seminars

Autumn seminar
The name "Autumn Seminar" is to be changed either to "IATUL Board Meeting & Seminar" or "IATUL Seminar". Decision postponed to the Hannover Board meeting

The 2015 Autumn Seminar will be held in Prague, Czech Republic and the agreed topic is Information Literacy in e-research support. The seminar is suggested to be organised as a joint IATUL/ICSTI event.

The African workshop on e-research support will be held in Cape Town October 23, 2015 at Cape Peninsula University of Technology.

The offer of Istanbul University of Technology to host a workshop in 2015 is postponed to 2016

IATUL Conferences
It was suggested that in order to protect the IATUL brand during the Annual Conferences and ensure full Board involvement in the organizing of the events - a standing Programme Committee should be established and one of the immediate actions is to review the Checklist on Conferences to include more detailed specifics. The subject of the standing programme committee to be specified at the next Board meeting in Hannover, Germany.

2015 Conference organiser's report: The Board noted that the TIB Director was gravely ill and that the responsibilities of coordinating the conference were now with its Marketing Office headed by Ms Nicole Petri. There were concerns that that TIB should not be allowed to run the conference independently without the involvement of the Board. It was thus agreed that GE and RK will be on the Organizing Committee and APD and SB will be co-opted onto the Programme Committee. RK was thus tasked with writing to TIB about the Board's involvement. It was further agreed that - if necessary - a contract should be drawn between IATUL and TIB for the 2015 Conference.

Action:
- RK to take up communication with the TIB director
- The 2016 Conference will be held in Halifax, Canada, at Dalhousie University, June, 5-9.

2017 Conference
It was suggested that the 2017 Conference will be held in Australia, Sydney

14. Any Other Business
The Board agreed to fund the 2015 Annual Conference registration fees for Ms Sagun Kim, the coordinator of the social media programme.

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The Board thanked Imogen Garner who will be stepping down from the Board due to her retirement. The President acknowledged the contributions that she had made during her term as a Board member and as the Vice President.

15. **Date, time and place of next Board meeting**
    5 July 2015, 10:00 – 16:00, Hannover Congress Centre, Blue Room