

6-17-2005

## CARLI Board of Directors Minutes for June 17, 2005

Consortium of Academic and Research Libraries in Illinois. Board of Directors

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### CARLI Board of Directors Minutes

DRAFT  
Meeting 2  
June 17, 2005

#### Meeting Decision List Summary

1. [Minutes of meeting 1 approved.](#)
2. [Budget resolution approved.](#)
3. [CARLI User Group working group to be assembled by July, report in August.](#)
4. [Delivery System working group to be assembled.](#)
5. [Membership Committee revised charge approved.](#)
6. [PR Committee charge approved, vacancy to be filled.](#)
7. [EBSCO upgrade proposal tabled until July 15, 2005 CARLI Board meeting.](#)
8. ["Wish list" discussion to be held at July 15, 2005 CARLI Board meeting.](#)
9. [CARLI membership meeting planning working group established.](#)

#### MINUTES

##### Attendance

**Members attending:** David Carlson, Anne Craig (via phone at 1:15p.m.), Scott Drone-Silvers, Sylvia Jenkins, Paula Kaufman, Linda Morrisett, Mary Munroe, Lynn Murphy, Jay Starratt, Dave Stewart, Ellen Sutton, Carla Tracy, Eric Welch, Kathleen Walsh, Anna Maria Watkin

**Members absent:** None

**Others attending:** Belinda Cheek (IUAG Chair)

**Staff attending:** Elizabeth Clarage, Tom Dorst, Kristine Hammerstrand, Bernie Sloan, Connie Walsh (morning only)

##### Convene

Mary Munroe called the meeting to order at 10:05 a.m.

##### Minutes of Meeting 1

Paula Kaufman moved and David Carlson seconded that the [minutes of Meeting 1](#) of the CARLI Board be accepted. Approved unanimously

##### Agenda Changes and Additions

Several changes to agenda were proposed.

- The report and discussion of the Digital Library Implementation Task Force will be moved to 1:00 PM to accommodate Anne Craig's schedule.
- From the Executive Committee: Dave Stewart brought forward a motion authorizing the Office for Planning and Budgeting to operate under pre-existing budget plans until an FY 2006 budget is presented and approved at the July 15 Board meeting.
- Under New business a discussion of membership events during the transition year was added.

Carla Tracy moved and Carlson seconded adoption of the agenda as amended. Approved unanimously.

##### Committee, Task Force, and Working Group Reports

###### Executive Committee Report

The Executive Committee met on June 16, 2005 and took the following actions:

- At the July 15 Board meeting an FY 2006 budget will be submitted for approval.
- CARLI's "senior" staff will be invited to attend future CARLI Executive Committee meetings.

Dave Stewart reviewed the progress on the AVP/ED search. The search committee has been formed and Paula Kaufman has agreed to chair. The job advertisement has been finalized and placed in appropriate publications (print and electronic). Closing date is August, 19, 2005. The ad and full job description are posted on the CARLI and University of Illinois Planning and Budgeting websites.

###### Finance Committee

The ILC/IDAL FY 2005 close-out and budget review will be provided to Board members soon. Stewart discussed the general state economy and the uncertainty surrounding the just-passed state budget. No recisions have been

sought from higher education, but it is prudent to include a contingency in the FY 2006 CARLI budget so that there are no interruptions in service.

Munroe asked if the Endeavor (Voyager) payments will eventually be for maintenance only, and Stewart replied affirmatively. Kaufman inquired about the payment amounts remaining on HarpWeek and Dorst responded that it was approximately \$200,000.

Kaufman moved and Kathy Walsh seconded a motion to approve the interim budget resolution (see <http://www.carli.illinois.edu/Board/int-budget-res.pdf>) presented by Stewart on behalf of the Executive Committee. Passed unanimously.

#### **Future Visions Task Force**

Kaufman reported that the Future Visions Task Force hopes to meet soon.

#### **IUAG (ILCSO Users' Advisory Group)**

Belinda Cheek reported on the activities of the IUAG. IUAG is working on its annual plan, which includes developing a preliminary list of forums and events for the year. Typically, IUAG holds elections in June for terms to start in September. With the CARLI transition in progress, the current IUAG membership that would have had terms expire in 2005 has agreed (with one exception) to be reappointed for through June 30, 2006. Some of the sub-groups will need slots filled.

The IUAG subcommittee assessing the usability of the ILLINET Online (Endeavor Voyager) web-based user interface, WebVoyage, is called the WebVoyage Usability Study Task Force (WVUSTF) and it has completed its data gathering and is ready to start data analysis. A final report should be ready by fall. The IUAG subcommittee, the End User Instruction Committee (EUIC) is using the Camtasia software package recently purchased for the 65 ILCSO libraries to develop a tutorial on the ILLINET Online Universal Catalog aimed at library users. They hope to have this completed by August 2005 and they intend to do workshops in fall 2005 to train librarians how to use Camtasia to modify their Universal Catalog tutorial for use with their local Voyager database.

Cheek briefly discussed the library materials delivery system (ILDS) study that was conducted by another IUAG task force and distributed at the June CARLI Board meeting. She indicated that there is a general lack of information and/or misinformation on how delivery actually works and there will be a forum focusing on this on July 26, 2005. There was a discussion on how and to whom the Delivery Report should be released. IUAG was asked to prepare an executive summary, including recommendations, appropriate for this purpose and the Board recommended that this summary should be shared with all CARLI libraries. The Board then discussed establishing a working group to plan how to proceed on the recommendations in the report. The new group's first task will be to confer with Anne Craig on how to discuss delivery issues with the regional Systems. It was stressed that a completely new approach may be worth considering. Cheek indicated that she would suggest an IUAG representative for this working group and Jay Starratt agreed to represent the Board. Munroe asked for other suggestions by the next meeting. Tom Dorst will serve as the staff liaison to the working group.

The Board asked IUAG to prepare a transition plan that will focus on the needs of frontline staff and will identify ways that this focus can be expanded to the entire CARLI membership. The successful use of designated contact people, referred to as "liaisons" in ILCSO should be considered for CARLI, as well. Munroe will try to meet with Cheek and incoming IUAG chair, Stephanie Atkins prior to the next Board meeting.

Starratt noted that issues of structure, governance and communications will come up every meeting, as the transition takes shape. Munroe suggested the formation of an ad hoc group on CARLI user groups in general. She will work on the composition of such a group prior to the next Board meeting. Kristine Hammerstrand will act as staff liaison to this group.

#### **Membership Committee**

The Board discussed the composition of this committee. CARLI board members on the committee will be Kaufman, Craig, and Walsh. Hammerstrand will be the staff liaison to the committee: the AVP/ED and Connie Walsh will also participate, as needed. Additional names were suggested. Munroe indicated that other suggestions should be forwarded to her as soon as possible and she will attempt to fill out the roster before the next Board meeting.

It was suggested that the target dates be removed from the draft charge and Bernie Sloan circulated a revised charge reflecting that change. Starratt moved and Kaufman seconded a motion to approve the charge to the Membership Committee as amended. Passed unanimously.

#### **Personnel Committee**

The committee has been established according to the Bylaws, but has not yet met. The members of the Committee are serving on the search committee for the AVP/ED, which will be their primary activity through the summer.

#### **Public Relations (PR) Committee**

It was agreed that the ILCSO PR Committee will be an ad hoc CARLI committee for the transition year (FY 2006). Kristin Vogel has resigned and a replacement will be needed. Munroe indicated that she would fill the vacancy from the names suggested during the meeting. Sylvia Jenkins moved and Kaufman seconded a motion to adopt the charge to the PR Committee, as amended. Passed unanimously.

Sloan made the report for the committee. Staff will work to identify some firms who will bid on logo and web designs. Anna Maria Watkin will also be involved in this as her time permits. Watkin suggests that finalist logo designs should

be forwarded to all Board members.

After a brief general discussion on the formation of committees and task forces during the transition year, it was agreed that, other than committees mandated by the Bylaws, all would be ad hoc and would require reauthorization annually. The goal should be to maintain the agility of the organization.

#### **Staff Reports**

**Website:** The Board briefly discussed the status of the CARLI website. Staff were charged to look into hiring a web design firm (perhaps in combination with, or separate from a logo designer) to build the graphic templates for the new site.

**EBSCO upgrade proposal:** The Executive Committee requested that staff investigate upgrading the subsidized EBSCOhost databases from Elite to Premier versions. Dorst reported on the responses he received from the vendor. Kaufman expressed some concerns about making a quick decision with regard to funding reserves. She suggested that a larger framework needs to be developed first. After discussion, Scott Drone-Silvers moved and Kaufman seconded a motion to defer a decision on the EBSCO upgrade until the July CARLI Board meeting. Passed unanimously. Munroe indicated that the list of proposed CARLI initiatives developed by VLT would be circulated to Board members for review, and that Board members should make further suggestions, for consideration at the July meeting.

#### **Digital Library Implementation Task Force**

Anne Craig joined the conversation via phone at 1:15 p.m. K. Walsh outlined the current status of the implementation of the three digital products selected by ILCISO. The contracts for the link resolver, Ex Libris' SFX, and federated search, WebFeat, products have been completed. Implementation is in progress.

Discussion then turned to the OCLC CONTENTdm product, for which the contract negotiations are still underway. OCLC has offered the CONTENTdm product through a relationship with the CONTENTdm developer, DiMeMa, Inc. The roles of OCLC and DiMeMa in this partnership have been changing which continue to raise questions, not yet answered, about ongoing pricing and support for the product. The DLITF has submitted a set of written questions to OCLC and awaits their response.

#### **New Business**

##### **CARLI Values Statement**

The Board will review the draft CARLI values statement and will make suggestions for the next meeting, when it will be an action item.

##### **Membership Events**

The Executive Committee reported that they had discussed the need for one or more CARLI membership events during the transition year, both to announce CARLI and to solicit member input. Ultimately, a regular schedule of membership meetings needs to be established. It was suggested that doing something in conjunction with ILA might be feasible, but several members indicated that attendance might be a problem. The Board asked the staff to explore dates in September and a location for a launch event. A second membership meeting should be planned for spring, perhaps combined with IACRL. CARLI should consider funding such a session for the members. Sutton, Jenkins and Munroe will do initial planning, with assistance from Kristin Hammerstrand as staff liaison.

##### **Adjourn**

The meeting was adjourned at 2:30 p.m.

##### **Next Meeting**

Friday, July 15, 2005, 10:00 am., Champaign.