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CARLI Board of Directors Minutes for July 15, 2005

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

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CARLI Board of Directors
Meeting 3

July 15, 2005
CARLI Office
Champaign, Illinois

Summary of actions taken:

1. **Minutes of Meeting 2 approved.**
2. **Committee charges and rosters approved. Information to be posted to CARLI website.**
3. **FY 2006 Budget approved.**
4. **CARLI Values statement approved. Information to be posted to CARLI website.**

Members present: Kathy Bloomberg (for Anne Craig), David Carlson, Scott Drone-Silvers (10:00 – 12:45), Sylvia Jenkins, Paula Kaufman, Mary Munroe (chair), Jay Starratt, Dave Stewart (telephone 10:00 – 11:45), Ellen Sutton, Kathy Walsh (telephone 10:15), Eric Welch, Anna Maria Watkin

Members absent: Linda Morrissett, Lynn Murphy, Carla Tracy

Staff Attending: Elizabeth Clarage, Tom Dorst, Kristine Hammerstrand, Bernie Sloan, Connie Walsh

Convene

Meeting called to order at 10:05 by M. Munroe.

Posting to the Board listserv should now be working, please let the staff know if problems persist.

Minutes of Meeting 2

D. Carlson made a motion to accept the minutes as presented. J. Starratt seconded the motion. The minutes were unanimously approved. The Board briefly discussed meeting numbering. This is the first meting of the CARLI Board since the organization became official, but the third actual meeting of the Board. No recommendation was made on changing the numbering on the minutes of meetings 1 and 2, so the numbering scheme will continue as is.

Agenda changes and additions
There were no changes to the agenda.

Committee, Task Force and Working Group Reports

M. Munroe drafted a complete list of all standing committees and ad-hoc committees, including committee charges and membership. As the Executive Committee did not previously have a charge, she drafted one from documents from the legacy consortia. Names marked with a question mark have not yet accepted positions on the committee. She did follow up with the User Group committee. Group agreed to the committee charge and thought the timing reasonable. The Board talked about other suggestions for the delivery committee membership.

Noted that C. Walsh's name needed to be corrected within the document.

S. Drone-Silvers made a motion to accept the document and to have the information posted to the CARLI website. P. Kaufman seconded the motion. The motion passed unanimously.

Executive Committee
The Executive Committee met July 14, 2005 and developed the agenda for the meeting. The PR committee has asked for clarification on its role in branding for the CARLI. EC said that yes the PR committee would be involved in the evaluation of the CARLI logo and website design.

IUAG Delivery working group
The group submitted the executive summary that the Board requested. M. Munroe thanked the group for

the report. M. Munroe reported that the full report appears to have been circulated around the state, but that the summary would still be useful.

Digital Library Implementation Task Force
K. Walsh reported that SFX is beginning to be up and running at sites around the state. WebFeat implementation is on schedule for the summer implementers. No libraries are running yet; however National Louis may be up later today. There will be a face to face meeting between CARLI and OCLC on CONTENTdm.

Board members asked how future training for the digital products will be handled. Will the End User Instruction Committee have a role in this? M. Munroe indicated that the EUIC, felt that they were fully committed to Voyager training until spring 2006. There was also some discussion of whether the roster of the EUIC, which had been populated with Voyager instruction in mind, might be appropriate for the digital products, as not all libraries are using all products. Also, vendor-delivered training for fall and spring implementers of the digital products has been included in the budget. It was also noted that training issues will also be included during the discussion of wish list items.

The Board asked for an update on the CONTENTdm issues raised at the last meeting. OCLC did respond to the questions sent to them. Their reply raised more questions, and the group is now waiting replies to these new questions.

Finance Committee
C. Walsh distributed several budget related documents. The first was the deadline dates for items that must be submitted to the University of Illinois Board of Trustees, e.g., professional services over $250,000 and supplies or equipment over $500,000. She then presented two different views of the FY2006 CARLI budget Figures represented the consolidation of the IDAL and ILCSO consortial budgets. When ICCMP services and products are moved to Champaign, those numbers will be incorporated into these spreadsheets. It was noted that there was a 0.85% budget reduction that is reflected in the numbers, which represented an internal University reallocation due to unavoidable cost increases while receiving a level state appropriation.

There was a query about why Sun hardware is shown in more than one place within the budget. C. Walsh clarified that it was placed under the expenditures for the online service on which it was to be used (i.e. Voyager, SFX, or CONTENTdm).

In answer to questions on the electronic resource services, T. Dorst indicated that the EBSCO license, and the prices reflected in the budget were fixed through fiscal year 2008. The Sanborn maps are being purchased on an installment plan, with the final installment due in FY 2007. All electronic resources are being hosted on vendors' sites. CARLI has archival rights to all of the products that have been purchased outright. How such rights would be exercised would raise a number of questions for CARLI, should such a situation arise.

M. Munroe asked the Board what level of detail in the spreadsheets they wished to see on a routine basis. The Board agreed that monthly summaries and quarterly full details would be fine as long as the Executive Committee received the full details on an ongoing basis.

P. Kaufman moved to accept the budget as proposed. D. Carlson seconded the motion. The budget passed unanimously.

Future Visions for Digital Library Products Task Force
No report. This Task Force will meet August 2, 2005.

IUAG
IUAG met on July 14, 2005 and has not yet submitted a report from that meeting.

Membership Committee
The committee has not yet met.

Personnel Committee
The committee has not yet met.

Public Relations Committee
The committee met July 6 to plan tasks for the upcoming year. B. Sloan provided a list of recent publicity and promotional events of the committee. The group has also started working on PR materials that introduce CARLI. They plan to work on brochures and handouts on CARLI and its services. These may be good tools for advocacy. Other examples of some small public relations items that they are considering include pens and pencils.

The Committee also proposed having an exhibit booth and/or a modest celebration at ALA in New Orleans to commemorate what will be the first anniversary of CARLI.

The committee offered its services to plan an IACRL pre-conference that would focus on CARLI. This would be held right before the IACRL conference in March or April 2006 at a location yet to be determined. Note: Barbara Galik, chair of the PR committee, is the President Elect of IACRL and S. Drone-Silvers, CARLI Board member, is the current IACRL President. The board suggested items for the workshop included having a general CARLI update, a question and answer session on CARLI, a technology area with demonstrations of the digital library products. It was noted that there should be a new AVP/ED in place by then and that person might be able to speak on the vision of the organization. Also noted that membership criteria might be established by that date. Board thought that funding the pre-conference for attendees was a good idea or to hold a meeting prior to the formal IACRL meeting. The committee plans to submit a budget to the board for the next Board meeting.

PR committee also asked for clarification on their role on the CARLI logo and website design. As noted earlier, the Executive Committee confirmed that the PR Committee will be involved in both processes.

User Group Committee
Belinda Cheek has agreed to chair the committee.

Staff Reports

CARLI Logo and Website development
Staff has met with four vendors and will meet with two more on Monday. Each firm is asked to provide two separate estimates, one for the logo design and another for the website. A.M. Watkin, K. Hammerstrand, and B. Sloan will provide the Board with more information and suggestions The Board mentioned other website design firms that might merit investigation. A question was raised to confirm that each firm prepares its designs to meet web accessibility standards, and each firm confirmed that they follow established standards.

Old business

AVP/ED Search
The Search Committee met on July 12, 2005 by videoconference. Committee members commented that there were technical difficulties with the videoconference connectivity. Applications for the AVP/ED position are already arriving. August 19, 2005 is the closing date. UI Associate Vice President for Planning and Budgeting, Doug Vinzant's office is building a secure website for the committee to use so that all committee members can be active in the recruiting and review process. The Board is encouraged to contact P. Kaufman with names of any nominees that should be recruited. The Committee will contact nominees so that they might learn about the position and apply. The Board raised questions on the ending date of the search and what happens if the search needs to be re-opened/extended. That is an option. D. Vinzant is expecting to receive an unranked list of the candidates from the Search Committee and he will make the final decision. Another meeting is scheduled for the first week in August. The committee will decide on how references will be checked.

CARLI Values
E. Sutton made a motion to accept the CARLI Values as they were presented at the June 17, 2005 meeting. S. Drone-Silvers seconded the motion. The motion passed unanimously. The values will be placed on the CARLI website with an adoption date of July 15, 2005.

Upgrade of EBSCO subsidized databases
This agenda item will be combined with the wish list discussion.

Fall CARLI Membership Meeting
The group wants a dynamic keynote speaker, along with the break out sessions to gather input from the membership. All suggestions for speakers should be sent to M. Munroe. The Board suggested several possible keynote speakers. A question was asked on the budget for the meeting. Money has been allocated in the FY2006 budget for membership meetings. It was also noted that it might be a good day to honor those who worked on previous groups, VLT, Team Illinois, etc. Once a date is selected, a save the date message should be sent out to the CARLI membership.

New Business

Wish list discussion
M. Munroe led an overview of several documents containing wish list items suggested by CARLI Board members and the legacy consortia.

The Board discussed the role of advocacy in CARLI including how CARLI's advocacy needs are similar to and different from other organizations such as ILA and individual colleges or universities.

The Board determined that they wish to identify a product or service that benefits the entire membership and that could be bought for the entire CARLI membership with existing funds The Board wants to start the new consortium with an early success, and they noted that a purchase of an electronic resource for the entire membership could easily do this.

A number of ideas were mentioned or discussed including electronic journal archiving, a specialized cataloging format cooperative arrangement, participation in projects such as LOCKSS, and other initiatives.

There was general agreement that the EBSCO product upgrades proposed at the June meeting would benefit everyone; however, the ongoing costs of a subscription service concern some Board members as continuity of service is a priority as well. In answer to a question, staff confirmed that the EBSCO aggregated journals are an annual subscription item. There is separate pricing to upgrade Academic Search Premier and Business Search Premier separately. If both databases are upgrade, an additional 15% discount would apply.

The Board went on to discuss titles that would be one time purchases, rather than subscriptions. Titles mentioned included the Historical Chicago Tribune (there is an annual access fee), art image databases (Scholar Resource and CAMIO, RLG's Catalog of Art Museum Images Online). T. Dorst was charged with investigating pricing for the Historical Chicago Tribune.

A Board member mentioned that they had heard concerns from at least one person that the money collected from ILCSO libraries would now be used for the benefit of the broader group of CARLI libraries. The Board expressed general agreement that this should not be considered as a reason not to proceed as CARLI is now one organization.

The Board decided that M. Munroe should send an official announcement on behalf of the Board announcing CARLI's beginning. The message should also solicit input into electronic resources that would benefit everyone. Other items that might be in the message are the CARLI values and a link to the website.

K. Hammerstrand mentioned that the consortium has licensed online survey software that can be used to create, tally, and share the survey.

Electronic Resources Working Group proposed
T. Dorst raised the point that with the departure of the IDAL Steering Committee, he did not know who to work with to review offers on electronic resources collection development. The Board decided to establish such a group. The suggested size of the group would be five or six people. Several names were suggested.. Elizabeth Clarage and Tom Dorst will be the staff liaisons to the group. Nominations should be sent to M. Munroe.

Adjourn
The meeting was adjourned at 1:00 p.m.

Next meeting scheduled for August 19, 2005 in Champaign.