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CARLI Board of Directors Minutes for September 16, 2005

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

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CARLI Board of Directors Meeting 5

September 16, 2005
CARLI Office
Champaign, IL

Summary of actions taken:

1. [Minutes of meeting 4 approved.](#)
2. [Collection Working Group charged with developing a policy/guidelines for consortium use of CONTENTdm.](#)
3. [Small group of volunteers will look at Illinois academic libraries budgets.](#)
4. [Board empowered small working group to send one logo recommendation to the Board for final approval.](#)
5. [Continued negotiations on the purchase of the Saskia Archive approved.](#)
6. [Board shall use Survey Monkey to cast electronic ballot on votes between Board meetings.](#)
7. [Established that Board meetings in January, March, and May 2006 will be held at Parkland College.](#)

Present: David Carlson, Anne Craig, Scott Drone-Silvers, Sylvia Jenkins (phone), Paula Kaufman, Linda Morrissett (phone), Mary Munroe, Lynn Murphy, Jay Starratt (phone), Dave Stewart, Ellen Sutton, Carla Tracy, Kathy Walsh, Anna Maria Watkin, Eric Welch (phone morning)

Absent: None

Staff: Elizabeth Clarage, Tom Dorst, Bernie Sloan, Connie Walsh

Also attending: Jeff Newell

The CARLI Board meeting was called to order by Mary Munroe at 10:00.

David Carlson moved to approve the [minutes of the August 19, 2005 CARLI Board meeting](#) with the appropriate editorial corrections. Watkin seconded the motion. The minutes were approved by voice vote.

Munroe welcomed Jeff Newell from the Illinois Community College Board.

Committee Reports:

Executive Committee:

Munroe reported that a web form is being developed to allow volunteers to express interest in CARLI committees. Comments from the Board should be sent to the CARLI staff by Wednesday, September 21. Board members suggested that the form link to the committees and the current rosters. After the volunteer form is completed, staff will send out an announcement on the CARLI Announce list that form is available. Munroe will continue to work on filling the committee rosters for those committees that have been established.

E-Resources Working Group:

An initial meeting is being organized. The intent of the first meeting is to give an overview of the electronic resources offered by CARLI and then get the group started on the business of the committee. A committee listserv is now up and running.

Delivery Working Group:

Jay Starratt reported that group members have a meeting scheduled with staff from the Illinois State Library.

Digital Library Implementation Task Force:

Kathy Walsh reported that the CONTENTdm contract is completed. She thanked those that reviewed the financials and the staff that finalized the contract.

A survey for CONTENTdm implementation at I-Share libraries will be ready next week. Currently implementation will be for the existing I-Share libraries, but the current task force is working on terms and procedures to allow non-I-Share members to join in the project. Survey responses will be due by mid-October. Early 2006 was indicated as a realistic date to begin implementation of the product by member libraries.

The DOMS group needs to confer with the libraries that have been implementing the other digital products. They will then make a recommendation to the Board on how the work of the implementation group should be continued.

The implementation of both WebFeat and SFX have a system for questions that come up during implementation. Staff determined which implementation queries should be handled by CARLI staff and those that should be handled by the implementing library. Also, the companies worked directly with libraries to help implement the products. The digital object management system needs a policy on the consortium implementation of the product. Either the E-Resources Working Group or the Collections Working group should determine how to proceed. It needs to be determined how much of the implementation librarians are expected to do on their own.

The Board charged the Collections Working Group to develop consortium guidelines / policy for CONTENTdm.

Finance Committee:

David Carlson reported the committee will have a standing meeting the hour before the scheduled CARLI Board meetings. The group reviewed the current CARLI finances. Staff advised the committee on updates to the current expenditures.

The Board discussed the role of the Finance Committee, and the input the Board wanted from the Committee. Board members requested that the Finance Committee identify budgetary priorities as well as what kind of budget impact various projects will have on the overall budget. Also, the Finance Committee should make recommendations to the full Board for approval on decisions.

Dave Stewart announced that the UI Board of Trustees recently lowered the dollar amounts of purchases that need their approval. This is in addition to state purchasing requirements which are still in effect. CARLI staff will build the additional time needed to work with the UI Board of Trustees schedule into the purchases, as needed. Also, Stewart reported on the national and state economies and expressed uncertainty about the effects of Hurricane Katrina.

Munroe asked if there is a way to look annually at libraries' budgets across the state. These numbers might indicate where we are as a state and how we are doing as a community. Board members expressed interest in this project. It was noted that community college information is available from the Illinois Community College Board. Another suggestion for information to be included would be the statewide savings from purchasing resources through the consortium. Mary Munroe, Paula Kaufman, and Dave Stewart stated that they would work on this project. If others are interested in working on the project, they should contact Mary Munroe.

A question was raised about the Sanborn Maps purchase. This title, a previous IDAL project, is being purchased in installments. The Finance Committee will investigate if there is any benefit to finish the purchase of this resource early.

Future Visions Task Force:

Munroe will work with Paula Kaufman for completion dates on the tasks given to each of the proposed working groups. The working group appointments will be completed after the membership meeting. A paper version of the volunteer form should be available at the membership meeting.

IUAG:

A written report was submitted to the Board. A message was sent to all groups that they should now self identify themselves as I-Share rather than ILCSSO.

Membership Committee:

Kathy Walsh reported that this group is almost ready to begin its work. One of the issues the Committee will discuss is how new libraries join the consortium. The Committee will have a report ready for the CARLI membership meeting. The Committee is planning to use the Membership meeting as a forum for input on membership issues.

Personnel Committee:

There was no report.

Public Relations Committee:

Bernie Sloan reported for the committee, which met last week. The group continues to plan for the upcoming year. A possible give away at the membership meeting would include a magnet with the new website address.

CARLI has been accepted for a poster session at the Illinois Library Association annual conference in October. Toni Tucker from Illinois State University will develop a backdrop for the poster session.

The Committee is working on the IACRL pre-conference workshop. Because the conference will be less expensive than previous years, due to its location in Bloomington/Normal rather than Oakbrook, IACRL will be encouraging more attendance. The conference is the last Thursday and Friday in March 2006. The CARLI pre-conference will be held on Wednesday (March 29).

Watkin noted that the address and contact information needs to be added to the current CARLI website. Sloan will contact Ed Schell about adding the information to the website.

User Group Committee:

A written report was submitted to the Board. The first meeting was held by conference call. The next meeting will take place at the CARLI office on September 30th. The User Group Committee plans to speak at the membership meeting.

Staff Reports:

Website/logo: Examples of logos from Jack Davis were shown to the Board. After much discussion of the available designs, the Board charged the small working group with recommending one logo to the Board for approval. Jack Davis is also working on a logo for I-Share. The website design is underway. The website designers need to wait until the logo is completed. The designers will meet with staff next week for more input on this project.

Advocacy: Patriot Act reauthorization is moving forward in Congress. ALA has been sending out information on the process. There are shorter sunset provisions in the preferred Senate version of the legislation. It is expected that conference to reconcile the two versions will take place the week of September 19th.

ILAPublic Policy Committee: Dave Stewart reported on the current public policy initiatives for this group. These include the issues of library funding, intellectual freedom, privacy, last copy retention, and universal library service. He will report back to the Board when priorities have been set.

Collections: Elizabeth Clarage reported that the contract for the free year of service for the OCLC collection analysis product has cleared the NIU legal department. She anticipates that ID's and passwords will be distributed by October 1.

Grant notices of award have been sent, with responses due by the end of September. If recipients fail to respond the funds would revert, but that has never happened. As the NIU Accounts Department processes checks they are sent to the NIU Library, and staff then mail them to the recipients. The new Collections Working Group will be responsible for the FY 2007 grant cycle and will assist in the transfer of the program to the University of Illinois.

Electronic Resources: Tom Dorst reported that the EBSCO upgrade is complete and that there should be no delay for this product due to the new University Board of Trustee review procedures. Dorst is drafting an announcement that will be sent out on behalf of the Board. October 1 is the day the service will begin. Board members suggested that information on subscription refunds be included in the announcement. Dorst agreed to contact Lisa at NILRC as that group brokered a discounted upgrade for community colleges. He will also contact those that have upgraded the product to let them know of their options with EBSCO. After a discussion of the possible options for the Scholar's Resource Saskia Archive, Paula Kaufman made a motion that Tom Dorst should continue the negotiations for the purchase of the entire Saskia Archive. Scott Drone-Silvers seconded the motion. The motion passed unanimously.

Old Business:**AVP/ED search:**

The search committee will send a list of finalists to Doug Vinzant by the end of next week. The search continues to be on schedule.

Membership meeting:

Munroe reported that Doug Vinzant will be attending the membership meeting and will give an update on

the AVP/ED search. He will also talk about the relationship of CARLI with the University of Illinois. Kate Nevins from SOLINET is the keynote speaker for the day. Kip Kolkmeir is not able to attend, the planning committee will be contacting another to speak on advocacy. As of last week, there were 50 people registered to attend the meeting. The registration deadline is October 21. The committee continues to plan to unveil the new CARLI logo. The agenda for the meeting is on the CARLI website.

New business:

Electronic Board voting:

As requested by board members, Munroe spoke with CARLI staff on how Board votes taken between meetings could be done electronically. This can be done using the Survey Monkey product.

Alternate meeting locations:

As requested by Eric Welch, Munroe requested that Watkin investigate the availability of meeting space at Parkland College. Watkin reported that space will be available beginning in January 2006. The Board agreed that meetings will be held at Parkland College in January, March, and May 2006. The meetings will take place in the D-Wing of the campus. More information on the location will be sent prior to these meetings.

K-12 and purchasing/brokering resources:

Dave Stewart announced that the consortium had been approached to include other state entities in purchasing offers. His reply to the group indicated that the consortium needed to wait for a new executive director before making decisions on new cooperative initiatives.

The meeting adjourned at 1:10.