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CARLI Board of Directors Minutes for October 21, 2005

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

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CARLI Board of Directors Minutes Meeting 6

Oct. 21, 2005

Summary of Action Taken

- Unanimously approved the recommendation to transfer \$245,000 in ICCMP base budget funding from NIU to UI, effective July 1, 2006 (FY 2007 budget).
- Unanimously approved the recommendation of the Finance Committee to continue interim funding of preservation activities in the amount of \$15,000 in FY 2006 and for the Board to consider establishing a Preservation Committee.
- Unanimously approved the recommendation of the Future Visions Task Force to establish five task forces to carry out its recommendations.
- Agreed that the decision on no overall membership fee in FY07 should be conveyed to the membership with clarification that fees for opt-in services such as I-Share will be assessed.
- Endorsed the statement, Urgent Action Needed to Preserve Scholarly Electronic Journals.

Members Present: David Carlson, SIU Carbondale; Scott Drone-Silvers, Lake Land College; Paula Kaufman, UI Urbana-Champaign; Linda Morrissett, DePaul; Mary Munroe, NIU; Lynn Murphy (by phone), Illinois Board of Higher Education; Dave Stewart, University of Illinois; Ellen Sutton, College of DuPage; Carla Tracy, Augustana College; Kathy Walsh, National-Louis University; Anna Maria Watkin, Parkland College; Eric Welch, Highland Community College

Members Absent: Anne Craig, Illinois State Library; Sylvia Jenkins, Moraine Valley Community College; Jay Starratt, SIU Edwardsville

Guests Present: Kathy Bloomberg, Illinois State Library, Jeff Newell, Illinois Community College Board

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

Note: CARLI staff left the meeting at 11:20 to attend a meeting with a CARLI AVP/ED candidate.

Additions/Changes to the Agenda

Chair Mary Munroe informed the Board that the CARLI staff would be leaving the meeting in time to attend an 11:30 meeting with the AVP/ED candidate. Kathy Bloomberg offered to take minutes after their departure. Mary Munroe also asked that all Board members stay after their meeting with the candidate after the Board meeting to review the AVP/ED candidates.

Minutes of Meeting Five

The minutes of Meeting 5, September 16, 2005, were approved with minor changes.

Committee Reports

Executive Committee

Mary Munroe reported that the Executive Committee had met by conference call on October 11, 2005 to prepare the agenda for the Board meeting.

Collections Working Group

Chair, Linda Morrissett provided an oral report. The group met on October 7, 2005. They discussed the (former) ICCMP programs such as partnership grants. The group will be reviewing, revising and recommending new procedures for these programs under CARLI. They will meet again on November 10, 2005 and will bring recommendations to the Board after that. The group has a subcommittee working on a plan for a February 2006 bibliographers' meeting. The group has been asked by the Digital Library Implementation Task Force's Digital Object Management System task force to prepare guidelines and policies. This topic will be a major agenda item at the November 10 meeting. The group is wondering if another (CARLI) group is working on digitization standards. Paula Kaufman replied that

UIUC has a set of best practices in place that they should feel free to make use of if they so desire. Mary Munroe suggested they might do so to avoid redundant effort. Carla Tracy asked about metadata standards. Linda Morrisett invited Kathy Walsh, chair of the Digital Library Implementation Task Force to join the Collections Working Group at a future meeting. Kathy Walsh commented that there will be a need for various types of training including project management and digital rights management.

Mary Munroe reported that she had recently met individually with Linda Smith of the UIUC Graduate School of Library and Information Science (GSLIS). She reported that they had discussed the GSLIS LEEP program. Mary commented that she thought that LEEP would be a "perfect fit" to work with CARLI. She also stated that CARLI would have to support some (UIUC GSLIS) student help. Kathy Walsh remarked that there is a sense of "urgency" about this matter and that some people should be pulled together to begin this work. Kathy Walsh volunteered to begin this process by email.

Electronic Resources Working Group

Tom Dorst reported that the group would have its first meeting on October 25, 2005. A chair may be selected at that meeting.

Delivery Committee

Tom Dorst reported that Chair, Jay Starratt had a meeting with some Illinois State Library staff recently to discuss delivery. Jay Starratt has also informed Tom that they will have a meeting of the full Delivery Committee during November.

Digital Library Implementation Task Force

Chair Kathy Walsh reported that two of the DLITF task forces (the Federated Search task force and the Link Resolver task force) are ready to disband. Discussion segued to questions about institutional repositories. Paula Kaufman reported that UIUC has a grant with GSLIS but that they are not yet ready to take on requests for "data curation".

Finance Committee

Chair David Carlson provided an oral report. Connie Walsh presented spreadsheets on an updated five-year financial plan and budget update reflecting recent obligations and planned expenditures. The Committee has established a pattern of meeting one hour before the Board meeting. Dave Stewart prepared an economic update (see <http://carli.illinois.edu/reports/finance/051018budgupdate.pdf>). The Committee presented two documents relating to the transfer of ICCMP program funds from NIU to UI for CARLI. See <http://carli.illinois.edu/reports/finance/051018ICCMFfundtrans.html> and <http://carli.illinois.edu/reports/finance/050921memorandum.pdf>. After brief discussion, the Board voted unanimously to approve this recommendation.

David Carlson also reported that the Finance Committee had discussed a request from Tom Teper, UIUC, for \$15,000 for preservation work (\$10,000 to be spent on training, and \$5000 to be spent on literature.) Elizabeth Clarage asked for clarification as to whether the funding request from Teper was in addition to the ICCMP grant he received last year. Paula Kaufman elaborated that CAL (a predecessor of VLT and ultimately, CARLI) had endorsed a multi-type approach to preservation. As part of that effort, former Illinois State Library Director, Jean Wilkins, had hired OCLC to perform an analysis. Paula thought the report from this study had been forwarded to Mary Munroe, but as the report was unfamiliar to Mary, Paula offered to send it to the CARLI Office and Board for distribution. The Board briefly discussed their concerns that the state of Illinois might be lagging behind others in library disaster preparedness. Anna Maria Watkin stated that she felt more need for a preservation plan than for preservation instruction handout materials. Mary Munroe asked to amend the motion to begin to assemble a preservation plan for the state. Several Board members stated that CARLI needs a preservation group. The Board voted unanimously to approve the motion. A call for participants will be announced.

David Carlson concluded his report by informing the Board that the Finance Committee had looked into, but had found no fiscal advantage to paying off the balance on the Sanborne maps sooner than originally planned.

Future Visions Task Force

Paula Kaufman presented five draft charges (see <http://carli.illinois.edu/reports/futvis/051021chargesdft.html>) for new committees to carry out the work recommended in the report of the task force. The original report is available at <http://carli.illinois.edu/reports/futvis/050817ThinkBigRept.pdf>. There was some discussion about the timelines for the proposed groups. Paula Kaufman responded that she prefers to set aggressive timelines. Anna Maria Watkin expressed some concerns about the number of committees being established. Eric Welch asked if some of this should wait for the new AVP/ED. Scott Drone-Silvers had a question about the definition of "members" in the first task force charge. Paula Kaufman reported that she had not included a task force for the original report's sixth recommendation on visiting program

officers. She stated that she had recently discussed this matter with John Unsworth of GSLIS and that she would like to defer this project until after the arrival of the AVP/ED. After brief discussion of the timeline for the AVP/ED appointment, the Board voted unanimously to accept all five draft charges. Ellen Sutton and Kathy Walsh commented that these new groups show that CARLI is moving forward and that there are many opportunities for member participation.

Public Relations Committee

Bernie Sloan reported that the poster session at the Illinois Library Association conference was well received along with favorable comments from members about the upgrade to EBSCO Academic Search Premier.

The agenda order was changed to allow staff to report before leaving for their other meeting.

Staff Reports:

Elizabeth Clarage reported that all of the (former ICCMP) grants for this year had been accepted by the recipients. She also reported that she has heard from OCLC that they are having "resource" problems with the collection analysis project.

Tom Dorst reported that negotiations were ongoing with Saskia on the image file purchase. The Board discussed at some length how the Saskia files could be mounted on a centrally operated CONTENTdm server and used by all CARLI libraries. Ellen Sutton raised several questions about who will do the future negotiations for materials to be served on CONTENTdm and options for libraries that were not included in the initial CONTENTdm license to acquire the product at negotiated pricing. Connie Walsh suggested that Ellen Sutton contact her directly about this. CARLI staff will draft an announcement that will discuss this issue. In response to a question, Tom Dorst clarified that the E-Resources Committee is focusing on content, not software, as its role.

At this point the CARLI staff left to attend the AVP/ED candidate meeting.

The board adjourned briefly for lunch. Lynn Murphy left the meeting.

Committee Reports (continued)

IUAG

The written report from Stephanie Atkins, IUAG Chair, was reviewed. The plan to upgrade the I-Share Voyager system to Unicode and Version 5 in Summer 2006 was discussed briefly with an ensuing request to staff to notify all I-Share libraries about the plans.

Membership Committee

Chair, Kathy Walsh reported that the committee met via conference call last week for the first time. The big issue that was discussed was a CARLI membership fee. A membership fee was included in the CARLI Bylaws following discussion and agreement by the Vision & Leadership Team.

One of the ideas that was discussed by the committee was three tiers/levels of membership, as outlined in the written report to the Board. Ellen Sutton questioned the impact on membership if no free databases are provided by the state. Eric Welch suggested the using "category" instead of "level" or "tier." He also reiterated the covenant with IDAL and IBHE that a base level of databases would be provided to all academic libraries with no fee. Following discussion, Chair Mary Munroe emphasized that every academic library would continue to be eligible for the base package of databases that was available when CARLI was founded and raised the question about what should occur when and if the basic package is expanded. Additionally what if the base package changes (for example, if Gale provides a general database instead of EBSCO). A generic statement about what constitutes a base level of databases is needed.

Kathy Walsh indicated that the Membership Committee had not discussed governance issues yet. There was general agreement by the board that a membership fee would be needed in order to be eligible for voting privileges in CARLI. However, "centrally supported consortial resources" would be available to all academic libraries whether or not a membership fee was paid by the institution to join CARLI. The Board members reached consensus that the guarantees (i.e., databases available to all academic libraries regardless of CARLI membership) should be specified but in a generic manner. There was also agreement that membership fees should not be implemented until FY08 because many institutions have developed their FY07 budget requests already. Delineation between membership fees and assessments for special services (such as I-Share) needs to occur.

For the CARLI membership meeting on Oct. 28, Kathy Walsh asked for recommendations on what to include in her report. The Board agreed that CARLI's mission and principles should be stressed along

with the statement in the Bylaws about a membership fee. Board members agreed that the decision to not charge a CARLI membership fee in FY07 should be announced, with a clarification that the I-Share libraries will pay FY07 integrated library system assessments as approved by the ILCSO Board of Directors on April 1, 2005.

User Group Committee

The written committee report from Chair Belinda Cheek was reviewed. The board consensus was that the group is heading in the right direction.

Personnel Committee

No report. The name of the new Assistant Vice President/Executive Director may be announced at the membership meeting if a decision is made and negotiations are completed.

Old Business

Membership Meeting

The new logo will be displayed at the meeting. A plaque recognizing the individuals who participated in the formation of CARLI will be unveiled. The plaque will subsequently be displayed in the CARLI Office.

New Business

Legislation/Advocacy

Dave Stewart indicated that the Illinois Library Association (ILA) Public Policy Committee has adopted its priorities for legislative initiatives for the next legislative session. He also mentioned proposed revisions to the federal PATRIOT Act legislation that are under negotiation in conference committee in Congress. The Health and Human Services appropriations bill passed the U.S. House. Paula Kaufman brought up the CALEA ([Communications Assistance for Law Enforcement Act](#)) legislation's privacy implications. Dave Stewart indicated that ILA is not involved with this issue yet.

Electronic Journal Preservation

The statement, *Urgent Action Needed to Preserve Scholarly Electronic Journals*, (see <http://www.carli.illinois.edu/eresource/docs/051015waters.pdf>) was reviewed and endorsed.

Adjourn

The meeting adjourned at 1:15 p.m.