



MINUTES

OF THE MEETING OF THE GAELIC GOVERNING BOARD
HELD ON THURSDAY 12 JULY 2007, AT 10H00
IN THE AUDITORIUM, LEVEL 3, LIBRARY, AUCKLAND PARK KINGSWAY CAMPUS,
UNIVERSITY OF JOHANNESBURG.

CHAIRPERSON : MS DUDU NKOSI

1. Welcome, attendance and personalia

The Chairperson thanked Ms Sander and the University of Johannesburg for hosting the meeting and for the elegant pens given to attendees. Apologies were extended to the meeting for the late distribution of documents. Ms Raseroka was welcomed and thanked for making the trip from Botswana to attend the meeting, and Ms Oosthuizen was welcomed from North-West University Vaal Campus.

Attendance

Ms Dudu Nkosi	North-West University, Mafikeng campus
Ms Kay Raseroka	University of Botswana
Dr Judy Henning	Unisa
Ms Aldine Oosthuizen	North-West University, Vaal campus
Mr Tom Larney	North-West University, Potchefstroom campus
Ms Hannie Sander	University of Johannesburg
Ms Anke McCallum	FOTIM
Ms Gerda Ehlers	University of Pretoria (Focus Group Leader)
Ms Janet Zambri	University of the Witwatersrand (Focus Group Leader)
Ms Lettie Erasmus	Unisa (Focus Group Leader)
Dr Anette van Vuren	University of Johannesburg (Focus Group Leader)
Ms Kgabi Chuene	University of Limpopo, Turfloop campus
Ms Rachel More	University of Limpopo, Medunsa campus
Mr Felix Ubogu	University of the Witwatersrand
Dr Zodwa Magwenzi	FOTIM
Mr Robert Moropa	University of Pretoria
Ms Tanya Healey	FOTIM
Ms Jenny Taylor	FOTIM

Apologies

Dr Buhle Mbambo-Thata	Unisa
Ms Welna van Eeden	Unisa (Focus Group Leader)
Ms Eunice Leseayne	Tshwane University of Technology
Ms Nonnie van Wyk	Unisa (Focus Group Leader)
Ms Dorette Snyman	Unisa (Focus Group Leader)
Ms Mushoni Mulaudzi	University of Venda
Ms Ansie van der Westhuizen	Unisa (Focus Group Leader)

1.1 Introduction of FOTIM Director, Dr NK Magwenzi

The Chairperson welcomed the FOTIM Director into the GAELIC family, and introduced her to the GAELIC Governing Board (GGB). (See item 1 of Doc 8). Correction to 3rd paragraph noted ..."Director of School of Education ..."

In turn, members of the GGB introduced themselves to Dr Magwenzi.

2. Changes/Additions to the Agenda

Add 9.2. SCONUL - SA Study Tour (item 6.3 of minutes of 2 Mar 07)

3. Minutes of previous meetings

3.1 GGB AGM held on 2 March 2007

Doc 1. NOTED

3.2 GGB meeting held on 2 March 2007

Doc 1. APPROVED

3.3 Strategic Planning meeting held on 8 February 2007

Doc 2. NOTED.

3.4 Strategic Planning meeting Part 2 held on 20 April 2007

Doc 3. NOTED

4. Matters arising from the minutes

4.1 Strategic Planning meetings of 8 Feb and 20 Apr 2007

4.1.1 Strategic and Business Plan 2007-2009 document.

This document is the culmination of the two strategic planning sessions held in Feb and Apr 2007. A request was made that this document should be consistent with FOTIM strategic planning to cover the period 2007-2008. AGREED. It was noted that the project plans (appendix 2) guiding the 3 Objectives will evolve as part of the process.

Objective 3 team member, Ms Hannie Sander, requested that this objective should be expanded to include local content as far as possible. AGREED. The group is in the process of being constituted and a Convenor nominated. The Convenor is mandated to identify and draw parameters within the stated Objective.

The 3 Objectives teams may draw on finances from the 2007 budget to get started, and should put in proposals for funding from the 2008 budget to cover planned activities.

Doc 4. APPROVED with adjustment of Objective 3.

4.1.2 Objective 1 Millennium Systems report on progress

- Response to Mellon Foundation concerns. Dr Judy Henning reminded the meeting that the previously submitted funding proposal submitted to the Mellon Foundation had been returned with 4 questions raised for clarification by GAELIC: Will there be a more substantive proposal for a further grant?; Will there be sustainability after 5 years?; Will national collaboration be possible?; What management structures will be in place for the project? A team comprising Dr Judy Henning, Ms Dudu, Nkosi, Mr Felix Ubogu and Mr Tom Larney drafted a narrative response that was submitted to Prof Heather Edwards and Dr Zodwa Magwenzi for feedback. The document was refined at a meeting with Dr Magwenzi, Dr Henning, Ms Erasmus and Ms Nkosi. The GGB discussed the draft response in detail. [Secretarial note: the final response will be presented to Dr Stuart Saunders by Dr Magwenzi and Dr Henning on 19 July 2007 – the document is distributed with these minutes as Appendix 1 for your information.]
- Report back on Innopac Project. See attached report (Appendix 2) by Ms Lettie Erasmus. Library Directors were sincerely thanked for completing the questionnaires and Mr Robert Moropa for allocating time for UP staff member, Ms Gerda Beukes, to process the statistics. Research results will be discussed at site visits and appropriate training planned / referred to the relevant Focus Group. The development of functional experts within institutions will be strongly encouraged, even though GAELIC staff will remain available. Library Directors were requested to support and facilitate the site visits, currently being planned by Ms Tanya Healey. These should be completed before end September 2007. A request to expand the site visits into a library awareness exercise was referred to the FOTIM Director, as these site visits would have a very narrow focus.

4.1.3 Objective 2 Human Resources report on progress

Convenor of this group, Dr Anette van Vuren reported that a proposal was being written to outline the establishment of a GAELIC Professional Development Institute based on a model developed at the University of Hong Kong's Library Leadership Institute. The plan would include an annual high profile training event, using case studies to engage with the realities of the environment. Both leadership and technical skills would be covered, and the training could be expanded to national level. Mr Robert Moropa noted that UP is currently working with the University of Illinois' Mortensen Centre on a similar concept – an Institute of Leadership – which would be hosting a training event in South Africa in 2008. He will keep GAELIC informed.

Although the costs of such a GAELIC initiative would be high, the benefit would also be high. AGREED - the GGB indicated that this was a good idea with a lot of potential and unanimously mandated the team to take this forward.

4.1.4 Objective 3 Procurement report on progress

Ms Hannie Sander represented this team - a Convener would be appointed before the next GGB meeting. With reference to agenda item 4.1.1 above, the parameters of this objective would be reviewed and expanded. The Focus Groups included provide a strong base upon which to build. Ms Sander reminded the GGB that resource sharing was where GAELIC started 11 years ago. The creation of knowledge, the dissemination of local knowledge, and open access to local content would be included in the thinking of this team.

4.2 GAELIC 10 year celebration

A suggestion was made to celebrate with breakfast meeting and a motivational speaker, to which Library Directors and a designated number of staff members from each library would be invited, as a gesture of appreciation. Library Directors were

requested to submit suggestions for motivational speakers as well as for venues to Ms Tanya Healey. Ms Anke McCallum would liaise with Ms Healey regarding a budget to subsidise costs, even though Library Directors agreed that attendees would pay something towards the costs of catering. AGREED.

4.3 Innopac Millennium Directors symposium 14 Nov 2007.

(See Appendix 2, item 3). AGREED that Ms Lettie Erasmus and the GAELIC office would form a small team to organise this event. The programme would include an overview of III presented by Innovative; a focus on the Encore and Symposia products; a panel discussion on strategic issues and the future of library systems. Who should be invited to participate on the panel? As the IUGSA Innopac User Group South Africa) Conference would be taking place at the CSIR (Council for Scientific and Industrial Research) International Conference Centre on 15 and 16 Nov, this would be a good venue for the Director's Symposium. Ms Healey was requested to establish numbers / budget from III and book a suitable room at the CSIR. Invitations should include all southern African libraries, and should be sent to Library Directors, who will be invited to bring 2 additional members of staff.

Innopac has offered to sponsor a lunch or dinner, and will provide promotional materials.

4.4 Innopac Millennium panel discussion at DITCHE (Developing Information Technology Capacity in Higher Education)conference in May 2007

(See Appendix 2, item 4). Ms Lettie Erasmus reported that SEALS (South Eastern Association of Libraries in the Eastern Cape), eSAL (Eastern Seaboard Association of Libraries in KZN), CALICO (Cape Library Consortium in the Western Cape) and GAELIC were represented on the panel, and all shared their experiences and challenges. The benefits and discomfits of a shared services server were debated. The Panel agreed to report back at the next DITCHE conference in 2008. Following on from this conference, CALICO met with GAELIC on 10 July at which it was noted that each institution needed to take responsibility to run and use the system and to ensure that suitable structures were in place.

DITCHE is a Mellon funded initiative hosted by TENET (Tertiary Education Network).

5. GAELIC Focus Groups

Doc 5 and addendum. Combined report of Focus Group Leaders. NOTED with the following updating and discussion:

Innopac System

(See Appendix 2 item 2. for report of the Innovative System Focus Group). Ms Erasmus thanks Library Directors for supporting the Innovative workshop, and noted that it had been an excellent staff development exercise in that staff members were given the opportunity to present the work they're performing daily. In the upgrading of University of Venda's servers, some experts within GAELIC will be involved in giving training to Venda staff.

Support Services

Ms Zambri raised the possibility of parking the repeat annual workshops with the Objectives 2 team for inclusion in plans for the GAELIC Institute. She will liaise with Dr van Vuren.

Information Literacy

A draft Charter will be submitted to the GGB for approval and a workshop is being planned: "A practical approach to information literacy" in October. This group will tap into the University of Pretoria's Mamelodi campus's community based project aimed at getting schools information literate. It is also looking at information standards, and has been working with CHELSA (Committee for Higher Education Libraries in SA) in investigating the state of information literacy at each institution, and the need to have accredited courses for students. A suggestion was made that GAELIC (through the Obj 2 team) and CHELSA work together to present an annual national clinic.

5.1 Focus Group Charters

5.1.1 Radio Frequency Identity (RFID)

Before approving the Charter (Doc 6), extensive discussion was held. It was agreed that while RFID is a good project, its magnitude was too great for GAELIC to take on right now. The Focus Group was requested to continue to create awareness of developments in this area, but not to pursue this as a joint GAELIC project for implementation. It was further agreed that RFID would be integrated into Obj 3 as a shared resources possibility to be developed in time if and when necessary. However, it was emphasized that this Focus Group should not be dissolved – they would be requested to arrange an information session early in 2008 to update GAELIC on developments in RFID.

Doc 6. NOT APPROVED.

5.1.2 Virtual Learning Environment

Doc 7. APPROVED

6. GAELIC Institutional Survey 2005

On hold pending recovery of Peter Underwood. Ms Healey would keep GAELIC informed of his health and the status of the survey, and confirm that the offending Tables had been corrected.

7. Report of the GAELIC Chairperson

Ms Nkosi advised the GGB that the FOTIM Director would absorb some of the responsibilities that had devolved to the GAELIC Chairperson during the past year. The question of South Africa's reluctance to affiliate with eIFL (Electronic Information for Libraries) was raised with great concern. The response from eIFL to SANLiCs' concerns was received too late for inclusion in the SANLIC board meeting held in March 2007. AGREED that GAELIC strongly recommended that SANLiC register for membership.

Doc 8. Report NOTED

A full brief of the employment process was given to GGB. The outcome of which was that there as still no manager for SANLiC (South African National Library and Information Consortium). Considerable discussion revolved around the lack of success at appointing an Administrator / Manager to deal with the urgent situation of re-negotiating site licenses. The Chairperson was requested to convey the serious implications of this delay to the SANLIC Board. The GGB was invited to suggest potential candidates who could be approached to fill the vacancy. If SANLIC's Plan B was to interim outsource, it was endorsed.

Doc 9. Minutes of SANLIC Board meeting 14 May 07. NOTED

8. Report of the FOTIM Director

Dr Magwenzi noted that she valued the support received from the FOTIM Board, members of GAELIC and Ms Healey, and expressed her willingness to take initiatives to higher levels. The Strategic and Business Plan approved today would provide guidance for the immediate future.

Doc 12. Report of the FOTIM Director NOTED.

Ms McCallum reported on the progress of the FOTIM VUMA! portal. Since the last GGB, FOTIM had appointed a project management team, Neil Butcher and Associates, who had taken the initiative forward at great speed. An important part of the development of the portal had been the involvement of students from diverse environments, and this will continue to be practiced. The acronym is expanded as Virtual University Maze of Action, although the word VUMA! can stand alone.

Doc 13. Report on the VUMA! project NOTED

8.1 FOTIM Annual report Distributed at meeting

9. New Matters

9.1 FOTIM QA Conference June 2008.

Mr Felix Ubogu has been appointed CHELSA representative on the conference committee of the 3rd FOTIM Quality Assurance Conference to be held from 11 to 13 June 2008. Librarians were urged to submit abstracts for papers to be presented at this event – it provides a unique opportunity to present research, share experiences, network with other support and service units in higher education (local and international), and most importantly, an opportunity for staff development and capacity building at all levels. GAELIC Notes, your newsletter, will keep members informed, but in the meantime, librarians should diarise the conference and begin writing abstracts and papers!

9.2 SCONUL - SA Study Tour

Ms Sander reminded members of the seminar on Open and Distance Learning, to be held at Unisa and Wits on 6 and 8 August respectively. An open invitation will be circulated.

10. Finances

10.1 Financial Report 01/01/07 to 31/5/07

Doc 10. APPROVED

10.2 Budget 2008

Ms McCallum noted that a few Focus Groups had not yet made submissions to Ms Healey yet. The FOTIM Board had instructed that the increase in membership fees should not be greater than 5%. The draft presented is based on the previous year's budget, and will be presented to the FOTIM Exco on 26 July 2007. The Convenor of Obj 2, Dr Anette van Vuren, will submit an urgent proposal for seed funding for the proposed Professional Development Institute. All submissions should be with Ms McCallum by 17 July 2007.

The R10,000 reserved from the Mellon Grant had been set aside for training, and Prof van Eldik had recommended that GAELIC allocate R200,000 to cover the possibility

that the funding proposal to Mellon is not approved. SANLIC membership fees fall under FOTIM subscriptions and so are not on the GAELIC budget.

Doc 11 APPROVAL PENDING

11. Next Meeting

Friday 26 October at Unisa

12. Closure

The Chairperson thanked the University of Johannesburg for hosting the meeting.

The meeting ended at 14h15

RESPONSE TO QUESTIONS RAISED BY MELLON REGARDING THE GRANT APPLICATION

1. Background

GAELIC continues to be recognised as a successful FOTIM project. Since the establishment of the consortium 11 years ago, members have enjoyed the benefits of various collaborative initiatives, the most significant being the implementation of state-of-the-art integrated library system software.

During this period members have experienced various challenges and changes in the higher education landscape in South Africa. Furthermore, members have also experienced vast changes and opportunities in the digital library environment.

These changes and challenges as well as the fact that institutions need to embark on reviews of systems and processes after a number of years of operations, prompted GAELIC to initiate this investigation. It is aimed at the upgrade of systems, infrastructure and skills of staff as well as users for the maximum use of functionality. The use will also be benchmarked against other libraries and consortia.

FOTIM Board and its members are fully supportive of this initiative, and have advanced GAELIC the sum of R100 000-00 in order for it to embark on this initiative. FOTIM has acknowledged the need in the region to optimise the use of the INNOPAC library system and its functionality, and to ensure that the library staff members of all members are well trained to ensure that the system is used to its full capacity. FOTIM is furthermore committed to eliminate the variances and disparities between the member institutions and this project is aimed at facilitating this.

2. Expectation for a follow-up grant

Once the results of the research have been thoroughly assessed, it is hoped to submit a full proposal to implement recommendations and developments. The follow-up project will therefore involve undertaking the interventions identified in order to ensure optimal use of the INNOPAC / Millennium library system, and to bridge the digital divide existing amongst the member libraries and their staff.

It is very difficult to predict the level of the proposal until the results of the investigation are known. Considering the focus of the investigation, namely to ensure that members optimise the functionality of the system – i.e. not a total new system / hardware / etc. (aspects listed in item 2 of the planning grant proposal), and after discussion at the GAELIC Governing Board on 12 July 2007, it is estimated at \$500 000-00. However, it is very important to note that this is an estimate only and will depend on the outcomes and recommendations arising from the investigation.

3. Sustainability after 5 years

GAELIC receives ongoing support from FOTIM and is viewed as a priority project in the consortium. After implementation of the interventions identified in this investigation the institutions themselves will support ongoing research and development. FOTIM will continue to support collaboration amongst member institutions in this regard in order to ensure cost-effectiveness. The GAELIC Governing Board confirmed the commitment of members to future sustainability and ensuring continued optimisation of the system.

The disparities that presently exist in the system configurations and in expertise between the different GAELIC members are to a large extent the result of the higher

education setup that existed in South Africa as a result of apartheid policies. Because of the programme of mergers between institutions of higher education that led to the decrease in the membership of FOTIM/GAELIC from 16 to 9 members and the consequent consolidation of Innopac/Millennium systems, there is less danger in future of such a digital divide being perpetuated.

4. Management of the project / project leaders

The GAELIC Governing Board has reviewed its goals and objectives and this investigation is one of three priority projects to achieve these. The Board has appointed a team of three board members to lead the project, take accountability, facilitate communication and monitor progress. This approach will ensure commitment and support from the highest level in GAELIC and FOTIM. The team members are Dr J Henning (co-ordinator): Chief Operations Officer – Unisa Library, Mr F Ubogu: University Librarian: University of Witwatersrand and Mr T Larney: Director Library Services: North-West University (Potchefstroom Campus). These board members have extensive senior library management experience and served for many years on the GAELIC Governing Board.

The technical team (four members) are the experts in the field and will focus on that level of the project and report to the Management Team and ultimately to the GAELIC Governing Board and the FOTIM Board. The team members are: L Erasmus (co-ordinator): Library System Co-ordinator: Unisa and leader of GAELIC Innovative System Focus Group, S Swanepoel: Head: Information Management and Procurement Services: University of Pretoria, M Sibana: Head: Technical Services and System Administrator: University of Limpopo (Medunsa Campus) and C Malan: Library System Administrator: University of Johannesburg. The technical team members have many years of experience in system administration and in GAELIC.

We are also pleased to announce the appointment of Dr Kwazi Ntombizodwa Magwenzi as FOTIM Director from 1 June 2007. Dr Magwenzi has extensive experience in the higher education sector. She holds a PhD in Curriculum Development, and brings to FOTIM and GAELIC a wealth of experience and knowledge that will competently serve the diverse needs of the consortium, its staff and stakeholders.

GAELIC undertakes to ensure a smooth hand-over of all important projects to the Director to facilitate continued communication with stake holders. Special attention will be given to maintain existing relationships and to the establishment of new relationships with all stakeholders. GAELIC also continues to enjoy the support and advice of Prof H Edwards on this project as well as the support of the FOTIM Office and Board. Dr K Magwenzi will also be introduced to all relevant stake holders.

5. National implications

As part of the investigation to initiate optimum use of the system by members, the use will also be benchmarked against other libraries and consortia. Therefore, discussions are underway with other consortia that are embarking on reviews of their operations and systems. In this regard, presentations and discussions were held at a conference of DITCHE (Developing Information Technology Capacity in Higher Education) between GAELIC, SEALS and CALICO. Subsequently a meeting was also held between GAELIC and CALICO to discuss the reviews that are underway. It was agreed that the outcomes of the reviews would be shared.

Currently the focus of the reviews is different, because the consortia use different systems and have different infrastructures. However, because of this, the sharing of the outcomes will benefit the various consortia as we would learn from the differences as well. There is also commitment from the consortia to collaborate and share information over the next few years.

The investigation and sharing of outcomes of regional investigations will inform FOTIM/GAELIC's

strategic direction in the area of library systems as well as the role of the library system in view of the latest technological developments that will have an impact on digital library services and library services in general. Given the present structure of autonomous regional academic consortia in South Africa, neither FOTIM nor GAELIC (or any other body for that matter) is in a position to ensure the implementation of an integrated national system. However, GAELIC, as by far the largest of the academic library consortia, has always been willing to explore ways of cooperating in the national interest, and will maintain that position.

6. CONCLUSION

This investigation is aligned with the strategic planning of GAELIC and one of the priority objectives in the 2007 – 2008 strategic plan. FOTIM and GAELIC are committed to ensure that past investments made in the system and the consortium is optimised and the investigation will enable the consortium to achieve these goals.

DR JC HENNING
CO-ORDINATOR: INVESTIGATION - SYSTEM OPTIMISATION

19 July 2007

GAELIC Governing Board meeting – 12 July 2007

Report

1. GAELIC System Project (Agenda point 4.1.2) – Progress report

The questionnaires were completed by all the sites and processed by Gerda Beukes at UP. Thank you to UP for this valuable assistance.

The problem areas and issues were identified from the results of the questionnaire and will be discussed with the libraries during the follow-up site visits.

Some of the training needs expressed by the Library staff will be referred to other Focus Groups e.g. Cataloguing and Collection Development.

Tanya Healey is busy scheduling these site visits. The site visits should be completed by middle September 2007. The cooperation of the libraries to make their staff and time available for the discussions will be appreciated. Separate discussions will be held with the management of the Library and the users of the system.

2. GAELIC Innovative System Focus Group (Agenda point 5)

- The Focus Group held a successful Workshop “Celebrating 10 years of the Innovative system in GAELIC” at Wits on 5 July 2007. Fifteen presentations were done by various staff members from 7 institutions. More than 80 staff members attended the workshop, including 7 staff members from Univ. of Botswana. Only VUT did not send any delegate to the Workshop.
- The upgrading of Univ. of Venda’s server to Millennium will be scheduled by Innovative soon. The work order for the migration has been received and is processed by Innovative.
- The preparations for the data migration of the Univ. of Limpopo – Turfloop Campus to the Medunsa server is still in progress.
- Unisa hosted a staff member from the Univ. of Botswana as an attachment in the System Support Team for the period 28 May 2007-1 June 2007. This could be a useful option to consider in GAELIC in order to build capacity and expose staff members to different work environments.

3. Innovative Library Directors Symposium (Agenda point 4.3)

Innovative Interfaces confirmed that 14 November 2007 will suit them for the Innovative Library Directors Symposium for Southern African sites.

- Programme for the one day: Innovative would like to present a company and product overview, Encore and Symposia. The presentations are designed for the audience of library directors.

Innovative is eager to know what are the strategic issues that the libraries in this region facing, as well as what the future of the library systems is as envisaged by the library directors. A panel discussion could be a useful way to share and discuss these strategic issues.

- Costs: Innovative would like to share the cost by sponsoring the lunch/dinner, provide the presentations and promotional material like folders, pens, etc. They can reimburse the costs of the one meal or pay it in act by credit card. They would like to know beforehand the approximate budget.
- Venue: A venue need to be find for the Symposium preferably in Pretoria because Innovative will stay on for the IUGSA at the CSIR Convention Centre on 15-16 November 2007.
- Announcement and invitation: Who should attend?

4. Panel Discussion at DITCHE-NLIT 22 May 2007 (Agenda point 4.4)

A useful discussion was held on the sharing of servers at DITCHE's National Library Event, 22 May 2007. Staff members from CALICO, SEALS and eSAL shared their experiences with GAELIC. The discussion highlighted again:

- Challenges e.g. level of discomfort with relinquishing control, handing over of responsibility, and the focus moves from special to general in terms of needs and practices.
- Benefits e.g. cost-benefits and reduces duplication (only if the shared environment is well-managed from the central and local library level), shared knowledge, shared system expertise,
- Advice on bandwidth when running of a shared server, the utilisation of network pipes needs to be monitored for capacity planning, service delivery from a central office requires clear ownership of a problem, the best approach to follow for the implementation of new releases and training of new and updated functionality.

The panel agreed to report back at next year's DITCHE-NLIT on progress with the various review processes as well as new developments.

CALICO informed GAELIC at DITCHE about the planned visit to GAELIC libraries as part of their review process. This visit took place on 10 July 2007 and the GAELIC System Project Team use the opportunity to gain more insight into the CALICO experiences in the shared server environment.

Lettie Erasmus
2007-07-11