



GAUTENG AND ENVIRONS LIBRARY CONSORTIUM

## MINUTES

### OF THE MEETING OF THE GAELIC GOVERNING BOARD HELD ON TUESDAY, 12 OCTOBER 2004, AT 10:00 AT MEDUNSA LIBRARY

**CHAIRPERSON: DUDU NKOSI**

#### 1. WELCOME, ATTENDANCE AND PERSONALIA

The Deputy Chairperson welcomed members to the meeting and explained that the GAELIC Chair had a meeting commitment at his institution. D Nkosi would therefore chair the meeting on behalf of F Ubogu.

##### **Attendance:**

Ms Gwenda Thomas	FOTIM / GAELIC	Director
Ms Tanya Healey	FOTIM / GAELIC	
Ms Rachel More	MEDUNSA	
Ms Dudu Nkosi	North-West University	Deputy Chairperson
Dr Anette van Vuren	Rand Afrikaans University	(on behalf of H Sander)
Ms Maria Mathibe	Tshwane University of Technology	
Mr Thipa Ntja	Tshwane University of Technology	(on behalf of V Agyei)
Mr Robert Moropa	University of Pretoria	(on behalf of H Boon)
Dr Judy Henning	University of South Africa	Past Chairperson
Ms Kgabi Chuene	University of the North	
Ms Thoko Hlatywayo	University of the North	HR Chairperson
Mr Felix Ubogu	University of the Witwatersrand	Chairperson
Ms Joyce Gozo	Vaal University of Technology	

##### **Apologies:**

Ms Anke McCallum	FOTIM / GAELIC	
Prof Heather Edwards	FOTIM	Executive Director
Mr John Tsebe	National Library of South Africa	
Mr Tom Larney	North-West University	
Ms Hannie Sander	Rand Afrikaans University	
Mr Manikam Moodley	Technikon Witwatersrand	
Ms Vivian Agyei	Tshwane University of Technology	
Mr Adriaan Swanepoel	Tshwane University of Technology	
Ms Ria Viljoen	University of Namibia	
Prof Hans Boon	University of Pretoria	
Ms Eleta Grimbeek	University of Pretoria	ICT Chairperson
Ms Soekie Swanepoel	University of Pretoria	IR Chairperson
Ms Jenny Raubenheimer	University of South Africa	
Ms Mushoni Mulaudzi	University of Venda	

## **Personalia:**

The LIASA/SABINET Online Academic Librarian of the Year was awarded to Joyce Gozo. Robert Moropa was selected as Chair of the LIASA: Gauteng North Branch, and also as member of the LIASA Executive Committee. Rachel More was elected as the Deputy Chair of the LIASA: Gauteng North Branch and is a member of the LIASA Representative Council. Rebecca Senyolo was elected Chair of the LIASA: Gauteng South Branch and is a member of the LIASA Representative Council. Charlie Molepo is the Chair of the LIASA Higher Education Interest Group, the Chair of the LIASA Steering Committee for Continuing Education and Professional Development and a member of the LIASA Representative Council and Executive Committee. Gwenda Thomas is the Secretary for the Higher Education Interest Group. Hannie Sander was elected as Vice-President to the e-IFL Advisory Board.

## **2. CHANGES/ADDITIONS TO THE AGENDA [Dudu Nkosi]**

NONE.

## **3. MINUTES OF PREVIOUS GGB MEETING HELD ON 28 JULY 2004**

*Document 1*

APPROVED with the following changes:

Item 9.2 paragraph 4 ...Statement of Service Intent....

Item 9.4 paragraph 4 ...a letter was subsequently ~~was~~ received....

Item 15 paragraph 1 ...thanked the two outgoing **deputy** chairpersons...

## **4. MATTERS ARISING FROM THE MINUTES**

### **4.1 Membership – University of Botswana (8.1) [Gwenda Thomas]**

Gwenda Thomas contacted the University of Botswana and forwarded information regarding membership of GAELIC. A presentation of the activities and benefits of GAELIC to the University of Botswana was recommended.

**Action:** R Moropa offered to do a presentation on behalf of GAELIC, as he would meet with Kay Raseroka in a fortnight. G Thomas to contact him.

### **4.2 Portal Software (13.2) [Gwenda Thomas]**

Expense and non-compatibility with open-source software were issues of concern for libraries considering portal software.

**Action:** The ICT team was requested to investigate portal technology, especially the III MAP product with respect to content, pricing and functionality, and to provide the GGB with a brief report and evaluation. It was suggested that Ms S Veldsman (SASLI), Mr P Clarke (SEALS) and Dr H Pienaar (UP) could be contacted for input.

## **5. REPORTS**

### **5.1 Team Leaders feedback**

Thoko Hlatywayo reported that the Human Resources Team had teleconferenced to discuss their future role within the new GAELIC structure. A task group on mentoring to investigate different mentoring models and methods was proposed. It was AGREED that GAELIC will present two mentorship workshops in 2005 on requirements for the mentor and mentee.

**Action:** G Thomas to request UNISA for a quote to present two mentorship workshops.

No reports were received from the ICT and IR Teams, as neither Chairpersons was able to attend the meeting.

## **5.2 Director's Report to GGB [G. Thomas]**

### *Document 2*

In highlighting her report, the Director reported that the GAELIC Constitution had been updated to include changes made at the previous AGM. The FOTIM Exco had approved the changes. The Constitution will be updated again to include the new structure, with assistance from Adv Labuschagne. The Constitution to be sent to the FOTIM Board for final approval.

Developments within SARIS were discussed, the Director to keep the GGB informed of progress.

GAELIC representation on the SABINET Online Information Resources Committee was discussed, and it was AGREED that the Statement of Service Intent be redistributed to Library Directors and discussed at their institutions (attached with minutes). It was agreed that a closed workshop for GAELIC members would be scheduled for early 2005 to identify common areas of concern, within the framework of the SII, after which the recommendations would be communicated to Sabinet Online through the GAELIC Executive Committee.

R120 000 of the remaining Mellon funds had been paid to the Phase 3 Libraries for hardware products. R10 000 was retained for Millennium training of Venda staff. It was agreed that the library staff of the UNorth, NWU and TUT (Ga-Rankuwa) would be trained by their merging counterparts, already trained in Millennium, namely MEDUNSA, NWU (Potchefstroom) and TUT (Pretoria).

## **5.3 FOTIM Report [G Thomas on behalf of H. Edwards]**

### *Document 3*

The report was NOTED with thanks.

FOTIM had agreed not to accept any external membership, but rather to open up their activities to non-members. They would also wait to see how HESA approached collaboration with private institutions.

## **6. PROJECTS**

### **6.1 QuestionPoint [A van Vuren]**

The project was progressing well and the chat facility was implemented. Two of the test-sites (Universities of the North and Stellenbosch) experienced problems with the new interface due to the merge of QuestionPoint and 24/7. Although usage statistics were low, there was enough activity at the sites to produce a report for the GGB in January 2005. Preliminary findings indicated that it was a useful tool for all libraries and Library Directors are

encouraged to purchase it for their libraries. It was recommended that the pilot site implementation team form a focus group and assist with the training of new GAELIC institutions that opt to purchase the product. This recommendation would be included in the report. A discounted price can be negotiated for the consortium.

**Action:** A van Vuren to request a demonstration of the product for GAELIC libraries.

## **6.2 Workshop on transformational leadership [G Thomas]**

The GGB, at their previous meeting, identified the company “Treetops” to present a workshop to explore and provide library staff with a set of practical guidelines on transformational leadership. An amount of R13 000.00 was contributed by GAELIC to the workshop.

**Action:** The GAELIC office to resend the invitation to the GGB.

## **6.3 GAELIC Symposium**

In line with the strategic plan, future GAELIC events will generate income and increase visibility. Two symposia were planned, one in May for professional librarians, and another in August for support staff. Each is planned to be a two-day event.

The first symposium for professional librarians will focus on the e-research environment. Papers will be presented on the first day, and specific areas of interest will be workshopped on day two. The target audience to include library staff, government departments, research and corporate libraries, and the content to be finalised by the Programme Team (M Hammes, D Man, D Snyman, D Nkosi, J Gozo & G Thomas). The proceedings of the symposium will be published.

The GGB AGREED to appoint EventsGalore as the conference organizer. A similar process will be followed for the support staff symposium.

GGB members were requested to send ideas for the 2006 symposium to G Thomas.

## **6.4 SALI Trust**

*Document 6 a & b*

GAELIC applied to the SALI Trust for a grant of R33 400,00 to investigate the performance levels of the interlending and document supply fill-rates in GAELIC Libraries. The GGB will be informed of the progress of the proposal.

## **7. FINANCIAL MANAGEMENT [G. Thomas]**

### **7.1 Director’s Financial Report**

*Document 7a Financial Report*

*Document 7b GAELIC Budget 2005 - 2007*

APPROVED.

### **7.2 Financial Summary**

*Document 8*

APPROVED.

### **7.3 2005 Budget**

*Document 9*

FOTIM had budgeted R50 000 in its 2005 budget proposal to allocate to GAELIC. GAELIC had offered to contribute this money to the Virtual Education Site for a combined FOTIM/GAELIC portal.

It was suggested that the Director pay a courtesy visit the University of Namibia.

Dr Henning asked Board members to please compile business plans that were in line with the GAELIC plan. She congratulated the Director on the GAELIC strategy.

## **8. STRATEGIC AND BUSINESS PLAN [G. Thomas]**

### **8.1 Summary Report**

*Document 10*

The document formed the basis of the forthcoming site-visits of the Director to the institutions. The document also provided useful information for the management of the member institutions.

### **8.2 Implementation Plan**

*Document 11*

The Chairperson suggested that community engagement needed to be addressed. Ideas and a project team to investigate how GAELIC can make a positive impact on the community required investigation.

**Action:** The Director to phone the Provincial Library Services (Gauteng, Limpopo and North-West) to enquire about current community projects.

R More to provide the Director with details of mobile bus sponsorship.

## **9. NEW ITEMS [G. Thomas]**

### **9.1 GAELIC Governance**

*Document 12*

In line with the strategic plan, a number of proposals were discussed with regard to streamlining the governance structures. The meeting agreed that the current GGB structure and membership would be maintained until the merger process was completed. The SMT had been disbanded but will be consulted for strategic planning purposes. The observer status of the NLSA needed to be addressed. The GGB discussed the importance of having a link to the teams' activities. This can take place in a number of ways:

- ♦ The Director can report on their activities.
- ♦ The team / focusgroup leaders can form their own focusgroup.
- ♦ The leaders can be included in the GAELIC Exco.
- ♦ Information sharing can be facilitated by the website / portal.

It was DECIDED that if the focusgroups became very active, the Director will look at mechanisms of closing the gap between the GGB and the focus groups.

Further, it was AGREED that:

- ♦ Focusgroup leaders and strategic partners (including the NLSA) are invited to the AGM annually.
- ♦ The remaining two GGB meeting are confined to GAELIC members only.
- ♦ All GAELIC Campus Librarians remain members of the GGB. This included the 15 GAELIC sites plus Namibia. The issue will be readdressed once mergers are finalised.
- ♦ The Chairperson and Director will meet with the National Librarian to discuss a strategic partnership.
- ♦ The new structure will be disband and reconstituted at the next AGM.
- ♦ The Library System Expert will be invited to the GGB if specific system issues required discussion.
- ♦ The format of the meeting (videoconference, teleconference or face-to-face) will be dependant on the agenda
- ♦ The GAELIC Chair and Director were requested to visit the National Librarian of South Africa to share the GAELIC strategic plans (new structure and focus) and to discuss the possibility of establishing a formal partnership between GAELIC and the NLSA.

## **9.2 Site visits**

The office was in the process of co-ordinating site visits to all campus libraries.

## **9.3 LIASA Higher Education Interest Group**

The Chairperson of the LIASA HE Interest Group was Mr C Molepo. The Board was requested to provide their support to the group.

## **10. NEXT MEETING**

9 March 2005 at RAU. To be confirmed.

## **11. CLOSURE**

The meeting closed at 14:40. MEDUNSA was thanked for their hospitality.

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SIGNED

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DATE