



## MINUTES

### OF THE MEETING OF THE GAELIC GOVERNING BOARD HELD ON MONDAY, 17 OCTOBER 2005, AT 10:00, AT THE EDUPARK CAMPUS, UNIVERSITY OF LIMPOPO

**CHAIRPERSON : MR FELIX UBOGU**

**1. Welcome, attendance and personalia (F. Ubogu)**

**Attendance:**

Vivian Agyei	Tshwane University of Technology	
Tom Larney	North-West University (Potchefstroom Campus)	
Eunice Leseyane	Tshwane University of Technology (Ga-Rankuwa Campus)	
Lettie Erasmus	UNISA (Muckleneuk Campus)	
Tanya Healey	FOTIM/GAELIC	
Judy Henning	UNISA	
Pateka Matshaya	University of Limpopo (Turfloop Campus)	
Rachel More	University of Limpopo (Medunsa Campus)	
Robert Moropa	University of Pretoria	
Mushoni Mulaudzi	University of Venda	
Jenny Raubenheimer	UNISA (Muckleneuk Campus)	
Gwenda Thomas	FOTIM/GAELIC	<i>Director</i>
Felix Ubogu	University of the Witwatersrand, Johannesburg	<i>Chairperson</i>
Thoko Hlatywayo	University of Limpopo (Turfloop Campus)	

**Apologies:**

Heather Edwards	FOTIM	<i>FOTIM Executive Director</i>
Maria Mathibe	Tshwane University of Technology (Soshanguve Campus)	
Hannie Sander	University of Johannesburg (Kingsway Campus)	
Ria Viljoen	University of Namibia	
Joyce Gozo	Vaal University of Technology	
Dudu Nkosi	North-West University (Mafikeng)	<i>Deputy Chairperson</i>
Soekie Swanepoel	University of Pretoria	
Anke McCallum	FOTIM	

The chairperson welcomed members of the GGB to the meeting, and thanked Prof Peter Franks (Turfloop Campus Principal) and the library staff for hosting the meeting.

Prof Franks welcomed GAELIC to the "frontier". He said that the library was the key central pivot of the newly merged University of Limpopo. Libraries should work together with ICT departments. He hoped that the deliberations of the meeting would lead to further collaboration, and congratulated GAELIC for leading the way.

The GGB noted with sadness the passing away of Margaret Kenyon (University Librarian of Rhodes University), as well as Deborah McConnell of the former DoE/EU Programme.

**2. Changes/Additions to the Agenda (F. Ubogu)**

None

**3. Minutes of previous GGB Meeting held on 2 August 2005 (F. Ubogu)**

*Document 1*

APPROVED with the following corrections:

Page1 Personalia	Rachel More was appointed as Interim <b>Executive</b> Director...
Page 3 Item 5.1 4 <sup>th</sup> bullet	Phillip <del>de Kock</del> de Villiers
Page 3 Item 5.2 1 <sup>st</sup> bullet	PriceWaterhouseCooepers
Page 3 Item 5.2 6 <sup>th</sup> bullet	for libraries <b>at</b> the Quality Assurance...
Page 5 Item 8.1.1.2	...were proposed, <b>and</b> it was AGREED...

**4. Matters arising from the minutes**

**4.1 Service Provider Workshop (4.1) (G. Thomas)**

Feedback on the meeting held with SABINET Online on 13 September 2005 had been distributed to GGB members. It was AGREED that a taskteam, consisting of the original members who drew up the document, be appointed to update the SSI.

A discussion was held about SACat and members noted their concerns. It was AGREED to keep the item as a standard point on the GGB Agenda, and that a taskteam comprising of G. Thomas, D. Man and L Erasmus discuss how to identify GAELIC's needs for formal input to SABINET Online about what GAELIC wants from the SACat as a resource.

**4.2 Symposium 2005 for Support Staff (8.1.2) (G. Thomas)**

AGREED to hold a workshop for Support Staff in 2006. It was also suggested that GAELIC alternate events for support staff and professional staff each year, as it was not practical to hold two events each year.

**4.3 WLIC/IFLA 2007 Pre-conference (12.1)(G. Thomas)**

A request to host a GAELIC / CHELSA pre-conference at the 2007 IFLA Conference had been submitted to E. Tise to be presented and motivated at IFLA but it had not been acknowledged. G. Thomas to follow up.

**4.4 South African National Technical Committee (STANSA TC 46): Information and Documentation (12.2) (G. Thomas)**

*Document 2*

The report from the GAELIC representative on the STANZA TC 46 committee, Dr H. Marais, was noted with thanks.

**5. Reports**

**5.1 Director's Report to GGB (G. Thomas)**

*Document 3*

The document was approved. The following input was received:

- The Director should start networking with the corporate and special libraries to join GAELIC events.]

- Input into the GAELIC Newsletter should be sent to [tanya@fotim.ac.za](mailto:tanya@fotim.ac.za).
- The URL for the IUGSA Conference given in the report is incorrect. The correct URL is <http://ww3.tfs.ac.za/tofs/support/lic/conferences/Conferences/ConferenceAnnualEvent.htm>

## 5.2 FOTIM Report (G. Thomas)

### *Document 4*

The Director highlighted items from the report of the FOTIM Executive Director, in particular the new roles and responsibilities of the staff within the restructured organization. There was considerable debate around the proposed changes especially with regard to role of the GAELIC Director. The GGB supports the FOTIM proposal for a new structure and the streamlining of the roles, responsibilities and work processes and the following was AGREED:

- The GGB will remain as an “executive function” within the new structure and it is envisaged that its role will be to determine, implement, monitor and assess GAELIC activities, projects and events
- The GGB tasked the Executive (Chair, Deputy, past Chair and GAELIC Director) to consider the GAELIC member survey report and clarify the GGB role and function within the new FOTIM structure and to recommend an implementation plan as a matter of urgency.
- The recommendations will be circulated to the GGB for comments and input
- A GGB teleconference to be scheduled so that there is clarity on the GGB’s role by early 2006 [Secretarial note: The Executive recommends that the teleconference should take place prior to the proposed FOTIM strategic planning at the end of January 2006].

## 6. Strategic and business planning (G Thomas)

### 6.1 FOTIM/GAELIC 2006 Events Calendar (G Thomas)

#### *Document 5*

The calendar was noted. GAELIC workshops would be held on the following:

- User Education
- Metadata
- e-Reference
- Collection Development
- Marketing Fair
- Support Staff

GAELIC would run parallel library oriented sessions at FOTIM conferences.

### 6.2 Focus Group Implementation (G. Thomas)

A teleconference, of both former and current Team/ Workgroup Leaders who drafted the guidelines, is scheduled for late October to identify champions and sponsors to start the Focus Groups. A number of GAELIC colleagues have initiated the process and activities. Provision has been made on the 2006 FOTIM Budget for six formal GAELIC workshops which various Focus Groups can design and coordinate. [Secretarial note: scheduled for 31 October 2005].

### 6.3 GAELIC Innovative System Focus Group – Draft Charter (A.J. Erasmus)

#### *Document 6*

A Charter has been drawn up by the Focus Group but an old version of the document had been distributed in error. INNOPAC Focus Group would focus on workshops rather than meetings. It was agreed that when small meetings were held (i.e. a few members meeting to discuss a common problem) the hosting institution would cover the costs of the workshop. Formal workshops would be fee based. FOTIM would assist with the payment and registration process. Teleconference costs would be rotated. [Secretarial note: Automated teleconference calls are possible for a maximum number of 7 participants. Each participant is billed individually. For a teleconference with more than 7 participants, the cost is

assigned to one number and cannot be split.] The INNOPAC System Focus Group Charter was tabled and approved. The GGB expressed its appreciation for the document.

#### **6.4 INNOPAC System Administrator Guidelines & appointment of taskteam (AJ Erasmus)**

*Document 7*

The System Administrator role used to be part of the INNOPAC Workgroup but it is now proposed that the Administrator of the common library system be separated from the focus group to ensure the continuity of the function. A set of guidelines was tabled and approved with thanks.

### **7. Projects**

#### **7.1 Inter-Library Loans Project (G. Thomas)**

*Document 8a & 8b*

The documents were NOTED with thanks to Heidi Visser and her team. A CD ROM with the full data would be sent to each library by the GAELIC office, and a project report would be sent to the SALI Trust.

#### **7.2 GAELIC Member Library Survey (G. Thomas)**

The final survey report had been distributed to library directors. The original survey team would be consulted to identify which items required annual updating, and which required updating every three years. The following questions were raised:

- How much of the survey information should be made available to non-GAELIC institutions.
- Should the information be made available to other institutions at a price?
- Should GAELIC turn the survey into a national project and apply for funding to do so? If so, of what use would it be for funders (such as the DoE?)
- Can the INNOPAC results be shared at the IUGSA conference? Who should present the results?

It was AGREED that GAELIC members should study the report within their libraries. In addition, the GAELIC Executive was tasked with identifying key issues and areas that could be followed up by the GGB with strategies and action plans. The proposals will be distributed to the GGB for comment.

### **8. Financial Management**

#### **8.1 Director's Financial Report (G. Thomas)**

The Director noted that the budget for international conferences would subsidise a part of the national conference attendance as no international conferences would be attended in 2005. Venda University confirmed that a new library server had been ordered and that the funds earmarked for Phase 3 Training would be utilized in 2006.

#### **8.2 Financial Summary August 2005 (G. Thomas)**

*Document 9*

The document was APPROVED.

### **9. COSALC**

#### **9.1 2004 COSALC Annual report (G. Thomas)**

*Document 10a*

The document was ACCEPTED by the GGB.

#### **9.2 2006 COSALC Budget (G. Thomas)**

*Document 10b*

The budget was NOTED. The budget had increased by 4%, and the cost of SASLI products would increase by 4%. The GGB requested clarity on what GAELIC could expect to benefit from "Counter Fees" paid by COSALC. G. Thomas to clarify with S. Veldsman.

**9.3 COSALC AGM Minutes (G. Thomas)**

*Document 10c*

The minutes were NOTED and concern expressed about the leadership of COSALC. The COSALC Chair, Ms Laila Vahed, elected at the AGM in August 2005 has resigned due to work and personal circumstances. There is currently no Deputy Chair and as an interim measure, the past Chair, Ms Pat Busby, offered to carry out selective functions in an Acting Chair capacity. The workshop, scheduled for 29 August 2005, to consider the strategic direction for COSALC was cancelled due to the absence of a Chair. The COSALC Board meeting scheduled for 10 November 2005 was also cancelled. Concerns about the current situation, particularly the leadership void and office with two staff members, were discussed at the GGB which AGREED that the matter should be raised with FOTIM (the legal member of COSALC and that the original strategic initiative identified in April 2005, to collapse COSALC and SASLI into one national body responsible for site licensing of e-resources in South Africa, should be investigated further as a matter of urgency. The Director would keep the GGB informed of progress.

**9.4 COSALC/CHELSEA Meeting 3 August 2005 (G. Thomas)**

*Document 10d*

NOTED.

**10. New Items (F. Ubogu)**

NONE.

**11. Next Meeting (F. Ubogu)**

The next meeting would be the AGM to be held in March at Vaal University of Technology. The date will be confirmed.

**12. Closure (F. Ubogu)**

The chairperson expressed his gratitude to the University of Limpopo for hosting the meeting and to the Principal for his welcome. The Director was thanked for her contributions. Tanya Healey was thanked for providing secretarial support to the GAELIC meetings. Jenny Taylor would in future provide secretarial support at GAELIC meetings.

The meeting closed at 14:35.

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SIGNED

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DATE