



MINUTES

OF THE MEETING OF THE GAELIC GOVERNING BOARD HELD ON TUESDAY, 2 AUGUST 2005, AT 10:00, AT THE ACADEMIC INFORMATION SERVICES, UNIVERSITY OF PRETORIA

CHAIRPERSON: MR FELIX UBOGU

1. Welcome, attendance and personalia

F. Ubogu

The Chairperson welcomed members meeting. Robert Moropa was congratulated on his appointment as Acting Director of Academic Information Services at the University of Pretoria. Manikam Moodley retired from the University of Johannesburg. Rachel More was appointed as Interim Director at the University of Limpopo Library. Condolences were extended to Lettie Erasmus as her Mother had passed away.

Attendance:

| | | |
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| Vivian Agyei | Tshwane University of Technology | |
| Corrie Breitenbach | North-West University (Potchefstroom Campus) | |
| Heather Edwards | FOTIM | <i>FOTIM Executive Director</i> |
| Lettie Erasmus | UNISA (Muckleneuk Campus) | |
| Joyce Gozo | Vaal University of Technology | |
| Tanya Healey | FOTIM/GAELIC | |
| Judy Henning | UNISA | |
| Nomoya Mahlangu | Vaal University of Technology | |
| Pat Matshaya | University of Limpopo (Turloop Campus) | |
| Rachel More | University of Limpopo (Medunsa Campus) | |
| Robert Moropa | University of Pretoria | |
| Mushoni Mulaudzi | University of Venda | |
| Dudu Nkosi | North-West University (Mafikeng) | <i>Deputy Chairperson</i> |
| Jubrie Oosthuizen | North-West University (Potchefstroom Campus) | |
| Jenny Raubenheimer | UNISA (Muckleneuk Campus) | |
| Soekie Swanepoel | University of Pretoria | |
| Gwenda Thomas | FOTIM/GAELIC | <i>Director</i> |
| Felix Ubogu | University of the Witwatersrand, Johannesburg | <i>Chairperson</i> |
| Anette van Vuren | University of Johannesburg (Kingsway Campus) | |

Apologies:

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|-----------------|--|
| Eleta Grimbeek | University of Pretoria |
| Neli Kaunda | University of Johannesburg (Doornfontein Campus) |
| Tom Larney | North-West University (Potchefstroom Campus) |
| Eunice Leseyane | Tshwane University of Technology (Ga-Rankuwa Campus) |

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| Maria Mathibe | Tshwane University of Technology (Soshanguve Campus) |
| Hannie Sander | University of Johannesburg (Kingsway Campus) |
| Adriaan Swanepoel | Tshwane University of Technology (Pretoria Campus) |
| Ria Viljoen | University of Namibia |

Professor Melck, FOTIM Chairperson and Advisor to the Principal (University of Pretoria) welcomed the GAELIC members to the University of Pretoria, and conveyed the Vice-Chancellor's greeting to the GGB. He acknowledged his awareness and appreciation of GAELIC activities. As the FOTIM Chairperson, he recognised the pressure on higher education institutions to rationalise and make the most of their resources. FOTIM would need to function in a "lean and mean" manner to maintain the support of the institutions.

The GAELIC Chairperson thanked Professor Melck for his welcome and hosting the meeting.

2. Changes/Additions to the Agenda

F. Ubogu

The agenda was approved with the following changes

- Item 7.2 would be dealt with first
- Item 12.2 was added to the agenda: South African National Technical Committee (STANSA TC 46): Information and Documentation

3. Minutes of previous GGB Meeting held on 9 March 2005

F. Ubogu

Document 1

The minutes of the business meeting were APPROVED with amendment to the numbering.

4. Matters arising from the minutes

4.1 Service Provider Workshop (7.2)

G. Thomas

Document 2

GAELIC held a workshop on 14 April 2004 to review the responsibilities and performance of service providers. The Statement of Service Intent with Sabinet Online as well as the SASLI Service Level Agreement and the proposed 2006 SASLI service fee models were discussed at the workshop. In response to the outcomes of the workshop, the Director has drafted a letter to Sabinet Online, which was circulated to GGB members for their input. It was AGREED that the GAELIC Chair and Director, with a team of representatives from GAELIC, would present the issues to Sabinet Online to initiate constructive discussion and to set up future communication channels. The current GAELIC representatives on the Sabinet Online Standards Committee (SOSC) and the Information Resources Committee (IRC) were proposed as part of the team:

Dorette Snyman
Hester Marais
Lettie Erasmus
Dianne Man
Heidi Visser.

The GAELIC Director will contact the representatives and approach Sabinet Online for an appointment.

5. Reports

5.1 Director's Report to GGB

G. Thomas

Document 3

The Director highlighted the following from her report:

- The Director had been invited to visit the University of Botswana for a GAELIC presentation. A schedule and dates were awaited.

- The first edition of the newsletter GAELIC Notes had been distributed to over 1000 GAELIC members and friends in July.
- Two workshops with overseas visitors and GAELIC representatives were held - Paula Kaufman from the University of Illinois at Urbana Champaign and Katharine Harboe-Roe of Monash University in Australia.
- The LIS Standards Generating Body (SGB) was tasked with proposing a National Qualification Framework and drafting unit standards for the sector. LIASA is coordinating the process and was responsible for proposing and gazetting the SGB members. SAQA has appointed a Skills development Consultant (Babs Patchai) who is responsible for expediting the NQF and standards process for the LIS sector. The SGB will be meeting 3-4 August 2005 after which feedback will be given to the consortia..
- The ISBN-13 project was progressing, with Phillip de Kock as the GAELIC representative.

The Director was thanked for the informative report.

5.2 FOTIM Report

H. Edwards

Document 4

The FOTIM Executive Director noted that:

- FOTIM was investigating using other auditors due to the high fees of Price WaterhouseCoopers
- FOTIM's virtual office was working well except for the connectivity problems experienced during the last two weeks. Staff productivity had increased and operational costs reduced.
- The Virtual Education Site had been named VUMA. Library Directors were requested to please contribute content to the site in particular modules in information literacy, reference techniques etc. Funding proposals for the site had been sent to the Ford and Mellon Foundations. FOTIM was awaiting their responses.
- FOTIM was developing a "Recognition of Prior Learning" website and was in the process of gathering information for the site.
- FOTIM was investigating funding for the ongoing exchange of students and staff with the Associated Colleges of the South.
- Invitations to the Mentorship and Disability Conferences were on the website. Directors were requested to consider sending staff to these initiatives. A formal approach will be made by FOTIM to CHELSA to consider having a parallel session for libraries and the Quality Assurance conference in June 2006.
- The *Agreement on Reciprocal Study Benefits for Staff in member Institutions* was clarified – the benefits would only apply to post-graduate studies. Reduction of fees was usually 50%, and the institutions retained the right to admit the student.

5.3 FOTIM Annual Report

Distributed to each campus

6. Implementation of Business Plan

G. Thomas

6.1 Focus Group Implementation

For discussion

An invitation for interested parties to form Focus Groups would be distributed on the GAELIC listserv by the Director.

6.2 INNOPAC System Administrator Guidelines & appointment of taskteam

For discussion

It was proposed that the following representatives meet to discuss guidelines for the role of the INNOPAC Administrator:

- Lettie Erasmus
- Maria Sekhaolelo
- Corrie Breitenbach
- A person from TUT (V Agyei to confirm name)

All site co-ordinators would be included in the process. The Task team was also requested to consider establishing the INNOPAC Focus Group using the guidelines approved by the GGB in March 2005.

7. Strategic and Business Planning

7.1 Current Business Plan & Budget

Document 5

The former Strategic Management Team would be consulted on the 2006 GAELIC budget.

7.2 FOTIM / GAELIC: Future Directions

H. Edwards

Document 6

The FOTIM Executive Director, Professor Heather Edwards, and the FOTIM Chair presented and motivated the proposals for new future directions and planning for FOTIM and including GAELIC. They explained that FOTIM, in its strategic planning, had looked at ways of creating an integrated and united body that brings tangible benefits to its members. They acknowledged that to an extent, FOTIM and GAELIC had been working for too long as separate entities. The new structure, as outlined in Document 6, would make better use of staff skills and time and reduce duplication of effort. More effort would be put into fundraising and ensuring that projects were self-sustainable. Financial processes would be refined and reduced to one account with one report. The FOTIM Board supported the proposal. Prof Melck emphasised that GAELIC would remain the primary project of FOTIM.

During the discussion that ensued it was confirmed that, in line with FOTIM's streamlining and consolidation, GAELIC should also streamline its processes rather than downsize its operations. GAELIC funds would still be available for projects and initiatives. GAELIC would always have a business and strategic plan approved by FOTIM, and would retain its identity through its own newsletter and website. Gwenda Thomas and Tanya Healey would remain involved with GAELIC. However, Gwenda would spend more time on fundraising for FOTIM, and Tanya would do the marketing and communication for FOTIM and GAELIC. In exchange, Jenny Taylor would assist with all FOTIM and GAELIC events, and Anke McCallum would oversee the IT, database and financial processes. The Office would continue to assist with the logistics of the GAELIC Focus Groups.

The proposal was APPROVED by the GGB. Prof Edwards would share the organization design and new job descriptions with GAELIC Board members when they were finalized.

8. Projects

G. Thomas

8.1 Symposia

8.1.1 Symposium for Professional Staff

8.1.1.1 Report of the 2005 Symposium

Document 7a, 7b and 7c

NOTED

8.1.1.2 Outcomes of the 2005 Symposium

Document 8a, 8b and 8c

The Symposium team and Roy-Page Shipp as facilitator had discussed how to take the outcomes of the 2005 Symposium forward. Various options were proposed, at it was AGREED that the Director, with the Strategic Management Team would prioritise the options and consider the budget implications.

AGREED to hold a GAELIC & Friends Marketing Fair in 2006.

8.1.1.3 Proceedings

The proceedings would be distributed on CD-ROM during August to all delegates via the Inter Library Loans services for GAELIC members and mailing for non-consortium members.

8.1.2 Symposium 2005 for Support Staff

The Director would follow up with SASOL regarding a venue and possible customer service training.

8.2 Inter-Library Loans Project

H. Visser

Document 9

The full project report would be distributed to all institutions on CD and put on the website. Heidi Visser presented the major findings to the GGB. She was thanked for her effort and hard work in co-ordinating the project. It was noted how important it was to appoint appropriately trained and skilled staff in critical service areas like ILL for efficient functioning.

The main conclusions of the report were:

- Crucial to update SACat regularly
- ILL staff to be well-trained and motivated
- Shortage of books to be addressed
- Stricter ruling regarding timely return of books
- Accurate, fast and efficient shelving

An ILL Training Workshop will be presented, in conjunction with LIASA on 7 September 2005 at the Development Bank South Africa. The cost of attending will be subsidised in part by the SALIT Grant. It was suggested that the remaining R2000 of the ILL project budget be used to allow Heidi Visser to meet with each institution to interpret the results of the investigation. The Director will approach the University of Pretoria to obtain agreement that Heidi Visser can visit the member institutions that would like a follow-up discussion on the ILL findings and report.

8.3 Survey

Document 10

The GAELIC Survey budget was tabled and it was reported that expenditure is within the approved budget. The final payment for the contract will be processed when the the final report is received and accepted by FOTIM/GAELIC.

The preliminary results of the GAELIC survey would be presented to the GGB members by Prof Peter Underwood at a workshop following the board meeting.

8.4 Calendar of events

No discussion

9. Financial Management

G. Thomas

9.1 Director's Financial Report

Document 11

NOTED

9.2 Financial Summary June 2005

Document 12

APPROVED

10. COSALC

10.1 COSALC Report

Document 13a

NOTED

10.2 COSALC Future Directions Workshop

Document 13b i & ii

The Board discussed the industry overlap between the CHELSA and COSALC. They could not accept the COSALC Future Strategy for the following reasons:

- Reciprocal arrangements - CHELSA had a contractual obligation and mechanism in place to govern reciprocal arrangements. COSALC did not have such a mechanism in place, but in their Industry Entity Diagram COSALC indicated responsibility for reciprocal arrangements between libraries.
- Providing physical access for students between institutions lay with those institutions and COSALC had no jurisdiction to enforce access between institutions.
- COSALC saw its role as implementing projects that CHELSA identified. However, CHELSA was in the process of both initiating and implementing its own projects.
- COSALC wanted to move towards a Library Information Access Service in South Africa by December 2007. Members expressed their need to understand the implications of this on their libraries before committing to the strategy.
- If COSALC did reconstitute and rename itself, then individual libraries could access SASLI services without GAELIC membership.
- GAELIC requested that different models be assessed before accepting the strategy.
- CHELSA belongs to the universities, how could they be formed as a Section 21 company?
- Working around existing bodies was problematic.
- Where did the National Library and government fit into the new strategy? There were requests for a national vision and proposed national models before the COSALC strategy and implementation steps could be approved.

It was AGREED to abstain from supporting the strategy until the issues above were clarified.

10.3 COSALC 2006 Budget

Document 13c i & ii

FOTIM, at their Board meeting, had expressed their concern regarding the proposed 2006 COSALC budget being top-heavy with SASLI being the only income generating project. FOTIM agreed that 6% increase in budget should be the maximum contemplated and that expenditure should be pruned. GAELIC AGREED to support the FOTIM decision.

11. INNOPAC

Documents 14 a, b & c

AJ. Erasmus

NOTED

12. New Items

G. Thomas

12.1 WLIC/IFLA 2007 Pre-conference (CHELSA & GAELIC Collaboration)

GAELIC would not hold a Symposium in 2007 due to the IFLA Conference being held in Durban. However, it was suggested that GAELIC and CHELSA submit a proposal to the WLIC/IFLA to co-host a pre-conference with the IFLA Section of University Libraries and other General Research Libraries, possibly on the library's role in supporting research in developing countries.

12.2 South African National Technical Committee (STANSA TC 46): Information and Documentation

GAELIC has been invited to nominate a representative to the STANSA TC:46 Information and Documentation which, under the auspices of the SABS, is responsible for developing standards in the field of information and documentation centres. An international ISO Technical Committee on Information and Documentation (ISO/TC 46) exists and the scope of this committee is standardise practices relating to information and documentation centres, indexing and abstracting services, archives and information services, information science and publishing. A call for interested parties would be put on the GAELIC listserv and the background documents would be made available on the GAELIC website.

13. Next Meeting

F. Ubogu

The next meeting would be held mid-October at the University of Limpopo (Turffloop Campus). Proposed dates are 18 and 19 October 2005. The preferred dates will be confirmed by the GGB members.

The first meeting of 2006 would be the GAELIC AGM hosted by Vaal University of Technology and the second meeting at Tshwane University of Technology.

14. Closure

F. Ubogu

The Chairperson thanked the University of Pretoria for hosting the meeting. The meeting closed at 14:20.

SIGNED

DATE