



MINUTES

OF THE ANNUAL GENERAL MEETING OF THE GAELIC GOVERNING BOARD HELD ON FRIDAY 2 MARCH 2007, AT 10H00 IN THE COMMITTEE ROOM, LEVEL 4, ACADEMIC INFORMATION SERVICES (LIBRARY), UNIVERSITY OF PRETORIA.

CHAIRPERSON : MS DUDU NKOSI

1. Welcome, attendance and personalia

The Chairperson welcomed newcomers, Dr Buhle Mbabo-Thata, and Ms Ansie Watkins, both from Unisa. She informed the GGB that Prof Heather Edward's mother had passed away at the end of February, and that flowers had been sent from the GGB.

Attendance

Ms Dudu Nkosi	North-West University, Mafikeng campus	Chairperson
Ms Tanya Healey	FOTIM	
Ms Anke McCallum	FOTIM	
Mr Felix Ubogu	University of the Witwatersrand	
Mr Tom Larney	North-West University, Potchefstroom campus	
Ms Ansie Watkins	Unisa, Pretoria campus (Focus Group leader)	
Ms Welna van Eeden	Unisa, Pretoria campus (Focus Group leader)	
Ms Vivian Agyei	Tshwane University of Technology, Pretoria campus	
Ms Hannie Sander	University of Johannesburg, Kingsway campus	
Dr Buhle Mbambo-Thata	Unisa, Pretoria campus	
Mr Robert Moropa	University of Pretoria	
Ms Dorette Snyman	Unisa, Pretoria campus (Focus Group leader)	
Ms Eunice Leseiyane	Tshwane University of Technology, Garankuwa campus	
Ms Rachel More	University of Limpopo, Medunsa campus	
Ms Jenny Taylor	FOTIM	
Dr Judy Henning	Unisa, Pretoria Campus	

Apologies

Ms Janet Zambri	University of the Witwatersrand (Focus Group leader)
Ms Gerda Ehlers	Unisa, Pretoria campus (Focus Group leader)
Ms Mushoni Mulaudzi	University of Venda
Ms Kay Raseroka	University of Botswana
Ms Di Man	University of the Witwatersrand (Focus Group leader)
Ms Lettie Erasmus	Unisa, Pretoria campus (Focus Group leader)
Ms Joyce Gozo	Vaal University of Technology
Ms Nonnie van Wyk	Unisa, Pretoria campus (Focus Group leader)
Dr Anette J van Vuren	University of Johannesburg (Focus Group leader)

2. Changes/Additions to the Agenda

- Add 6.4 IFLA
7.9 Metadata Standards Focus Group – Ms Ansie Watkins
7.10 Digital Libraries – Mr Felix Ubogu
11.2 Greenstone Southern Africa launch – Ms Hannie Sander
11.3 SABINET update – Mr Robert Moropa

AGREED that item 6 would be delayed until Dr Judy Henning was present
Agenda ACCEPTED with the above additions.

ANNUAL GENERAL MEETING

3. Minutes of previous AGM held on 22 February 2006

Doc 1 APPROVED with the following corrections:
Page 1 spelling errors: Ubogu, Mulaudzi
Page 2 item 4. Full personal names to be used throughout for consistency
Page 6 item 13. Change hosting institution to Vaal University of Technology

4. GAELIC section of the FOTIM Annual Report

Doc 2. APPROVED

BUSINESS MEETING

5. Minutes of previous GGB meeting held on 14 November 2006

Doc 3. APPROVED with the following corrections:
Page 6 item 9 correct spelling to Vivian Agyei
Page 8 item 10.2 correct acronym to COSALC

6. Matters arising from the minutes

6.1 Strategic Planning meeting of 8 Feb 2007
Doc 4. APPROVED

6.1.1 Strategic Goal 2007-2009
Statement – Mr Felix Ubogu and Dr Anette.van Vuren
Doc 13. NOTED. Feedback on text to be directed to Mr Ubogu.

6.1.2 Strategic Objectives 2007-2009
Presentation of activity reports by 3 Task Groups:

- IT, funding and benchmarking – Dr Judy Henning, Messrs Lettie Erasmus and Di Man.

Doc 6. NOTED. This document also refers to item 6.2.1
This document sets out the Strategic Objectives and updates the Planning Grant submitted to the Mellon Foundation in 2006. The changes were made for presentation to the FOTIM Board rather than for Mellon. AGREED that the document should be submitted to the FOTIM Exco on 13 March, and with their approval, to the Board on 11 April.

Formal thanks were extended to Messrs Di Man and Lettie Erasmus for their work on this proposal.

A plea was made for the support of Library Directors in establishing the Strategic Objectives Task Groups. Capacity building and continuity could both be served through inclusion of new members on committees. A third person had been budgeted for on the Innovative System FG and a call for nominations would be distributed soon.

- HR training – Mr Robert Moropa, Messrs Janet Zambri and Kay Raseroka
Doc 5. NOTED
- Coordination for sustainability – Messrs Joyce Gozo, Dorette Snyman, Nonnie van Wyk and Welna van Eeden
Doc 14. NOTED

All above documents were APPROVED by the GGB to provide the basis for an Activity Plan to be drafted in the GAELIC office by 31 March, for discussion at a follow-up session on 15 April. Venue and times to be announced.

- 6.2 INNOPAC
Doc 6. NOTED. See agenda item 6.1.3 IT, Funding and Benchmarking Task Group
- 6.3 SCONUL SA Study Tour.
Report-back of coordinating group – Messrs Joyce Gozo, Judy Henning, Felix Ubogu and Robert Moropa.
Executive management at Unisa would be holding a seminar on 8 August on the topic *Distance Education, Open and Distant Learning* after which attendees would be invited for a library tour. Universities of Johannesburg and Witwatersrand would combine with a seminar at the latter and a library tour and lunch at the former.
- 6.4 IFLA Regional Office
Reported on in Doc 8
With reference to item 9.7 in the minutes of 14 November 2006, Dr Buhle Mbambo-Thata informed the meeting that Unisa had submitted a bid to host the IFLA office for the period it would be located in Africa. Other bids had been submitted by Makerere University and Dakar University. The IFLA Governing Board would respond after its meeting in April 2007. Ms Dudu Nkosi reported that she had emailed NLSA after the GGB meeting of 14 November, about both the IFLA and COSALC hosting issues but had received no response to the IFLA request.

7. GAELIC Focus Groups (FG) – verbal update on new activities

- 7.1 Cataloguing - Ms Welna van Eeden
As discussed at the GAELIC Strategic Planning meeting, this group is focusing on establishing member's needs and has distributed a questionnaire to

cataloguing staff, the responses to which will guide the actions of the group. It plans to work closely with LIASA. In response to the question of funding the work of FGs, guidelines were given by Ms Anke McCallum, that they should be self-funded, with workshop registration fees covering costs. Although groups may not have separate banking accounts, the FOTIM system allows for tracking of funds for each group.

- 7.2 Collection Management and Electronic Resources - Ms Dorette Snyman
Stronger involvement with SASLI is planned, to understand contracts, develop validation lists, pay visits to vendors, develop training, etc. An additional intention is to get all member libraries to the same level regarding usage statistics, ie. develop Excel skills, to put standards in place for a separate Millennium module for electronic resources management, and to hold a workshop on SA publications. Following the GAELIC Strategic Planning meeting, the groundwork for collection assessment is ready to start.
- 7.3 Document Supply and Support Services – Janet Zambri
Doc 11 NOTED
The motivation for an increase in workshop fees (see Doc 11) was discussed. AGREED to raise the fee to make a small profit, set a higher fee for non-GAELIC members, where possible find sponsorships and donations, and also take into account budget cuts at some institutions.
- 7.4 Information Literacy – Gerda Ehlers
This group will explore collaboration with CHELSA and LIASA. Even though the latter is not academic, public libraries are trying to improve computer literacy so there will be synergies to justify their inclusion in meetings. ACCEPTED. A Charter will be formalised for presentation at the next GGB meeting (13 July).
- 7.5 Innovative System – Ms Lettie Erasmus
Doc 12 NOTED
No response has been received from the Mellon Foundation to the request for funding to upgrade Innopac. The Strategic Planning meeting had identified this as a priority and had requested that a motivation be presented to the FOTIM Board to assist with interim funding. Stuart Saunders had indicated that GAELIC should recalculate the figures in terms of updating the exchange rate and reassess the budget. The proposal was for a relatively small amount so the request would remain in South Africa, with a chance of it not being successful. CALICO is currently working on the same initiative. Messrs Di Man and Lettie Erasmus would be requested to follow up on possible synergies. [Secretarial Note: Subsequent to the AGM, Prof Heather Edwards informed the GAELIC Office that she would re-calculate the figures (together with Messrs Di Man and Lettie Erasmus) and reduce the cost to \$40 000, then resubmit the proposal to the Mellon Foundation.]

Regarding the Innopac Director Symposium, two senior staff members from Unisa would be attending. In order to broaden this opportunity and to maximize the presence of South Africa, it was AGREED that GGB members should email questions and suggestions to be raised at this forum, to Dr Buhle Mbambo-Thata or Lettie Erasmus, before 7 March 2007.

- 7.6 RFID – Ms Nonnie van Wyk
This new group was requested to develop a Charter for presentation at the next GGB meeting on 13 July.
- 7.7 Shared Collection Storage – Ms Di Man
Nothing new to report since the Strategic Planning meeting.
- 7.8 Virtual Learning Environment – Dr Anette van Vuren
Nothing new to report since the Strategic Planning meeting.
- 7.9 Metadata Standards - Ms Ansie Watkins
A joint event with IGBIS was planned for 30 June 2007, on *Digital Library Standards and Metadata - the Basics.*, to be held in the Unisa Senate Hall. Speakers would include Ina Smith, Jacques van der Walt, Nonnie van Wyk, Karen Esterhuysen, Pierre Malan and others. The programme is not yet finalized but topics would be metadata standards, and XML/RDA/Subject vocabularies. The group would also explore to what extent South Africa had benefited through association with EIFL on metadata standards, explore opportunities on getting experts to present workshops, take advantage of the EIFL General Assembly being hosted in South Africa. This Focus Group would identify partnerships to link with, with assistance from the office / GGB.
- 7.10 Digital Libraries - Mr Felix Ubogu
Doc 13 NOTED
A proposal was made to form a new Focus Group for Digital Libraries, with Ms Michelle Pickover of Wits University suggested as the driver of the group. An alternative would be to combine this proposed FG with the existing Metadata FG. Combining with the Virtual Learning Environment FG and / or Collection Management and Electronic Resources FG would also have merit but would possibly deflect the focus, so AGREED that these groups would maintain close contact rather. Also AGREED that Ms Ansie Watkins, current leader of the Metadata FG, would contact Ms Pickover, and would obtain names of relevant librarians from the GGB to invite to a start-up meeting.

During discussion on the Focus Group in general, the problem was raised that smaller libraries had difficulty in keeping up-to-date with the activities of the FG, because of fewer staff members. AGREED that Ms Tanya Healey would post items in the newsletter as well as promote the permanent spot on the GAELIC website.

A second question was raised: are the FGs following along traditional lines rather than adopting a more modern practice of focusing on institutional missions, ie should the FGs be compressed into fewer, but broader groups? It was concluded that this move would dilute the focus of the groups too much at this stage.

8. GAELIC Institutional Survey 2005

Report-back on Survey errors.

Doc 7. Report of task group and letter to researchers. NOTED

[Secretarial note: the email wasn't received by Prof Underwood and has been resent.]

9. Report of the GAELIC Chairperson

Doc 8. NOTED

Ms Dudu Nkosi requested support for a courtesy visit to new member, University of Namibia once Ms Ellen Namela was settled in position of Library Director. Funds would be requested from the Mellon Foundation. The GGB AGREED that a better course of action to encourage involvement would be to bring Ms Namela to South Africa to show the benefits of GAELIC membership and offer support.

COSALC

The GAELIC Chairperson was asked to take to the COSALC Board meeting on 26 March 2007, the suggestion that the NRF be approached to consider hosting the COSALC office over the long-term. The GGB felt that there would be considerable merit in linking COSALC with research. Regarding the SASLI vacancy, the job specification would be finalised for presentation at the March meeting, and the advertisement would be posted in a media communiqué. The interim SASLI Coordinator is keeping the office administration current, and is coordinating the EIFL database trials. She is referring all other matters to the COSALC Chairperson, Leila Vahed. NOTED that publishers are concerned with the delay in finalising the SASLI office, especially as certain contracts will expire at the end of 2007. Further concerns in addition to site licensing were expressed by the GGB regarding intellectual property, open access, institutional repositories, etc, as these issues are falling between the cracks. The GAELIC Chairperson was requested to emphasise the urgency of filling the vacancy by June 2007.

10. VUMA! Update

Doc 9 NOTED

Since the report had been written, the consultant's contract had been signed and the launch was on track for April.

11. New Matters

11.1 GAELIC in July – Ms Tanya Healey

The GAELIC Marketing Fair had been postponed in 2005 because of lack of support, and Ms Tanya Healey suggested that this be revived, but in a different form. AGREED that Ms Healey should go ahead with a gathering on a light note, and that all libraries in the region would be invited to participate.

11.2 Greenstone Southern Africa launch – Ms Hannie Sander

This pilot project being conducted in Southern Africa is being promoted by eIFL Africa to promote digitization in Africa. Some institutions are already using the open source software developed in New Zealand. \$50,000 has been allocated for implementation of the project. Each country has been asked to nominate a representative from its library consortium. GAELIC was challenged to take up this opportunity to form an international partnership. Ms Sander will forward the notice to the GAELIC office for distribution and will also inform the COSALC chairperson.

11.3 SABINET update – Mr Robert Moropa

Shares sold amounted to 1.266 090 million, leaving 3.9 955 420million still to be sold, meaning that 49,88% of shares to SABINET Online are held by 25 institutions and 51 employees are holding 38.68% of shares. SABINET Online Share Incentive Trust holds 8,79 % with 14 individuals holding 2.65%. The deadline has been extended to

end March for those still interested in purchasing, and a proposal has been made that SABINET Online buy back those not sold.

12. Finances

Financial Report 01/01/07 to 31/01/07
Doc 10. APPROVED.

14. Next Meeting

July 12 at University of Johannesburg. [Note change from 13 July]
October 26 at Unisa

15. Closure

Announcements:

Mr Felix Ubogu informed the GGB of a publishing workshop being held by University of British Columbia on 23 April. Invitation to be forwarded.

Dr Buhle Mbabo-Thata announced that the successful research seminars held in 2006 had been expanded into an Annual Research Seminar, the first of which would be held on 3 May at the SBL in Midrand, with a registration fee of R102.85.

Ms Dudu Nkosi congratulated Dr Mbambo-Thata on her award for Scholarly Activity or Contribution to Research, presented by the Zimbabwe Academy of Sciences.

[Secretarial note; The following was received from Prof Heather Edwards after the meeting:

I was so touched to receive the beautiful bowl of flowers from the GAELIC Governing Board. They are stunning, and have cheered us up so much! What a kind thought!

It has been a hard month, and my Mom battled towards the end. It seemed that fate threw everything it could at her after her hip replacement operation, including a stroke, respiratory failure and more, but the last four days she was in a coma, and didn't feel any pain. She died peacefully, and that is all we could ask for. We feel a huge gap in our lives, and will miss her very much, but we are coming to terms with it.

Please would you convey this message and my thanks to the Board when it meets for its AGM this week. I truly appreciate the kindness of all of you.

The meeting ended at 13h35.

APPROVED

Date