



MINUTES

**OF THE MEETING OF THE GAELIC ANNUAL GENERAL MEETING AND BUSINESS MEETING,
HELD ON WEDNESDAY, 22 FEBRUARY 2006, AT 11h00 AT WATERFRONT COUNTRY LODGE
AND CONFERENCE CENTRE, HOSTED BY VAAL UNIVERSITY OF TECHNOLOGY**

CHAIRPERSON : FELIX UBOGU

1. **Welcome, attendance and personalia**

The meeting started later than planned due to student action on campus resulting in a last minute change in venue. Messrs Joyce Gozo and Mirriam Sandase were thanked for their quick response in rectifying the situation. The Chairperson welcomed members and library representatives to the AGM.

Attendance:

Felix Ubobu	University of the Witwatersrand	Chairperson
Heather Edwards	FOTIM	Executive Director
Gwenda Thomas	FOTIM/GAELIC	Director
Lettie Erasmus	UNISA (Muckleneuk)	
Judy Henning	UNISA (Muckleneuk)	
Hannie Sander	University of Johannesburg (Kingsway)	
Rachel More	University of Limpopo (Medunsa)	
Vivian Agyei	Tshwane University of Technology	
Pateka Matshaya	University of Limpopo (Turfloop)	
Tom Larney	North-West University (Potchefstroom)	
Jenny Raubenheimer	Unisa (Muckleneuck)	
Joyce Gozo	Vaal University of Technology	
Robert Moropa	University of Pretoria	
Tanya Healey	FOTIM/GAELIC	
Anke McCallum	FOTIM	
Jenny Taylor	FOTIM	
Dudu Nkosi	North-West University (Mafikeng)	

Apologies:

Eunice Leseayne	Tshwane University of Technology (Ga-Rankuwa)
Ria Viljoen	University of Namibia
Maria Mathibe	Tshwane University of Technology (Soshanguve)
Mushoni Mulandzi	University of Venda

Personalia

The Chairperson announced that:

- Jenny Taylor would be performing the secretariate role for GAELIC in future, and thanked Tanya Healey for her working at GGB meetings over the past years. Tanya would remain Programme Manager for GAELIC.,
- this would be the last meeting attended by Heather Edwards due to her imminent retirement,

- Ria Viljoen would be retiring at the end of July and Ms Renate Morgentern would be Acting Librarian at Unam,
- Daisy Selematsela had been awarded a PhD, and congratulated her in absentia.

2. Changes/Additions to the Agenda

Add: 12.1 Charter of Cataloguing Focus Group. For noting (would be dealt with by email)

ANNUAL GENERAL MEETING

3. Minutes of previous AGM held on 9 March 2006

Document 1: Approved

4. FOTIM Annual Report 2005

Heather highlighted the following items in the FOTIM Annual Report 2005:

- The Strategic Planning undertaken by FOTIM at the end of 2004 informed the changes in operating roles of the FOTIM staff during 2005, the emphasis being on income generating events. A re-evaluation of roles came about from the 2006 Strategic Planning sessions, in which the GAELIC Exco participated. The focus this year will be to find a niche market for FOTIM through a needs analysis.
- The GAELIC Annual Report 2005 would in future be incorporated into the FOTIM report, but for the purposes of this AGM Gwenda Thomas would speak to this item after the FOTIM report.
- The VUMA Governing Body and Task Groups would meet on 23 February 2006. The GGB was urged to take advantage of the 6 month contract we have on software for teaching and learning MSOffice Suite - www.vuma.ac.za/virtualexpert/ and send comments to Anke McCallum.
- The RPL Steering Committee would soon be meeting with HESA to explore collaborative possibilities.
- GAELIC had been included in planning the Quality Assurance Conference scheduled for 20 to 22 June 2006. QA in Libraries is one of the 2 themes. Librarians are urged to submit abstracts for papers soon.
- The proposed Research Conference would be converted to a series of workshops for maximum practical application.

Gwenda gave an overview of GAELIC's activities during 2005 as part of the joint FOTIM Annual Report.

- Lettie Erasmus was heartily thanked for her administration of the INOPAC Library System during the past year
- The GAELIC member survey resulted in a 78 page report and a CDROM copy was distributed to each member library/campus.
- Tanya Healey was congratulated and thanked for producing an excellent CDROM of the proceedings of the GAELIC Symposium held in May 2005, also distributed to each campus library.

Document 2: Noted

4.2 Financial Summary December 2004

Document 3: Approved

The Director clarified that GAELIC monitors expenditure against an approved budget. However, GAELIC is a line item on the FOTIM budget, and the FOTIM account is audited on an annual basis.

GAELIC used 90% of its budget in 2004. Team expenditure was slow in anticipation of the new focus group structure. The R61 857.74 grant received from Emerald for the QuestionPoint Project also contributed to the apparent underspend of the 2004 budget. The site visits of the Director and Secretary to all GAELIC institutions contributed to the overspend on travel and accommodation.

5. Constitution
Document 4: Noted

The FOTIM Exco made a few changes to the constitution as a result of the mergers. The GGB also proposed a few minor changes which would be included in the document. The latest constitution would be placed on the website.

6. GAELIC Board Membership
Document 5a & b: Noted

Where two or more GAELIC institutions have merged, the new institution will be entitled to only one vote at Governing Board meetings. New institutions were requested to inform the GAELIC Office of the single member nominated to vote on its behalf.

In the case of the University of Johannesburg, Ms Sander will be the voting member. The University of Limpopo will wait for the announcement of the new management.

FOTIM Exco decided that it was no longer necessary for GAELIC and other projects to be represented by their Chairpersons at the FOTIM Board and/or Exco meetings. The GAELIC Director will attend FOTIM Exco and Board meetings.

BUSINESS MEETING

6. Minutes of previous GGB Meeting held on 12 October 2004
Document 6: Approved

The minutes were approved with the following corrections:

Item 9.1 The ~~new~~ **current** structure will be disbanded and reconstituted at the next AGM.

7. Matters arising from the minutes

7.1 NLSA Strategic Alliance (9.1)
Document 7: Noted

The Director reminded members of the decision taken at the October 2004 Board meeting, that GAELIC should remain an academic consortium, and that strategic partnership and alliances be formed with other relevant bodies.

The Director and Chairperson met with Mr John Tsebe, the National Librarian, to discuss possible projects that would be of benefit to both GAELIC and the National Library of South Africa (NLSA), e.g. the LOCKSS Project and LIS initiatives within the NEPAD programme. The NLSA, and other strategic partners, would be invited to attend the GAELIC AGM, the remaining GAELIC Board meetings would be for member library representatives only.

7.2 SABINET Online / GAELIC Workshop (5.2)

The GAELIC Office would co-ordinate a meeting of Library Directors and Staff, to discuss service provider relations, including SABINET Online and SASLI. The SABINET Online Statement of Service Intent and the SASLI Service Level Agreement (SLA) would be distributed to Directors for discussion within their institutions. The workshop would take place mid-April. The Exco would assist with the agenda, and the Director would facilitate the workshop. [Secretarial note: scheduled for 14 April 2005]

8. Reports

8.1 Director's Report to GGB

Document 8: Discussed

The Director highlighted GAELIC activities from January to March 2005:

- Prof Edwards visited the University of Namibia in December 2004, and made the Site Visit presentation on behalf of GAELIC.
- The Office was in the process of compiling a database of GAELIC Staff members. A newsletter of GAELIC activities would be distributed to this database. Members were encouraged to subscribe to the GAELIC Listserv [<http://mailman.sabinet.co.za/mailman/listinfo/gaelic>].
- A report of COSALC activities had been sent to Directors. Members were urged to contact Gwenda Thomas should they require clarity on COSALC issues.
- The SASLI SLA, and the proposed 2006 fees, would be discussed at the Service Provider Workshop [see item 7.2]. SASLI funds were almost depleted, and Susan Veldsman would not be able to continue with her activities if the income from service levies was not paid. Invoices have been delayed whilst the SLA was circulated for comment and consensus. The invoices would be based on 2003 subscriptions, and would be distributed to Libraries, along with the finalised SLA at the end of April.
- Preparations for the 2005 GAELIC Symposium were well underway. The University of Namibia would be encouraged to attend, using Mellon grant funds. Marié Botha and Adriaan Swanepoel volunteered for the 2006 Symposium task-team. The 2006 team would meet with the current team to discuss the theme and procedure for 2006. It was suggested that a representative from the LIS Academic Departments be invited to join the task-team.
- Work needs to start on the proposed 2005 support staff event. Two names were proposed for the Organising Team: Stephen Nkuta (VUT) and Janet Zambri (Wits) – they should be contacted to see if they are available to participate on the organising team.

8.2 FOTIM Report

Document 9: Noted

Prof Edwards highlighted recent FOTIM activities. FOTIM had re-strategised to reduce reliance on membership fees, and increase revenue from events. The FOTIM Office had started a pilot project to investigate the possibility of becoming a virtual office.

It was suggested that FOTIM and GAELIC hold a workshop to articulate information literacy requirements at tertiary institutions, which should be incorporated in the strategic plans of the institutions.

9. Implementation of Business Plan

9.1 Focus Group Guidelines

Document 10a & b: Approved

Libraries had expressed enthusiasm for the Focus Groups, but concerns were raised that the Governing Board could lose touch with GAELIC activities. A task-team met to discuss the way forward and draw up guidelines.

After much discussion, the Guidelines were approved with the following recommendations:

- The INNOPAC Workgroup should be maintained as a Focus Group and should not lose its focus.
- The discrepancy in the guidelines (item 4 line 2 and item 6 line 7) in respect of the number of members who lead the Focus Group to be rectified.
- GAELIC could investigate a strategic alliance with CHELSA on quality assurance matters.
- Item 9 be reformatted to clarify how the Focus Groups would interact with the GGB as well as staff at their own institutions.
- Focus Group leaders should tabulate their progress for the GGB, rather than submitting individual reports.

9.2 INNOPAC System Administrator Guidelines

A task-team was formed to investigate the roles and responsibilities of a System Administrator. Members of the Task-Team were: Lettie Erasmus, Maria Sibanda, Manikam Moodley and Di Man (Eleta Grimbeek and Pieter Hattingh to be confirmed). It was suggested that the task-team teleconference to draw up guidelines. The INNOPAC Workgroup, and a representative from the University of Namibia, would discuss the guidelines (via teleconference) before the document was sent to the Governing Board.

9.3 Projects

9.3.1 Symposia

9.3.1.1 Symposium 2005 for Professional Staff

Document 12: Noted

Arrangement for the 2005 Symposium were in progress. Both GAELIC and non-GAELIC members were invited to attend the Symposium. The chairperson requested all GAELIC libraries to please support the Symposium.

9.3.1.2 Symposium 2005 for Support Staff

See item 8.1.

9.3.1.3 Symposium 2006

See item 8.1.

9.3.2 Inter-Library Loans Project

Document 13a & b: Noted

A one-day workshop in July was suggested – to address training needs. The Chairperson thanked the Director for securing the funds for the project.

9.3.3 QuestionPoint

Document 14a & b: Noted

The QuestionPoint project was complete. The GGB thanked Anette van Vuren and the Workgroup for their efforts. A follow-up workshop on the sustainability of maintaining e-reference services would be held at the 2005 Symposium.

9.3.4 Survey

Document 15a & b: Noted

Peter Underwood at UCT had been approached by GAELIC to conduct a survey of the GAELIC Libraries. A quote of R116 000 was received. GAELIC had only budgeted R30 000 for the survey. Peter Underwood suggested that the survey be used as a case study for research purposes. The funds obtained from writing an article about the survey would offset the costs to GAELIC. Focus group interviews in Johannesburg and Pretoria would also be held to reduce the cost of travelling to each site.

The GGB endorsed the proposal with thanks to the Director.

9.3.5 Communications and marketing

Covered in the Director's report. (Doc 8).

9.3.6 Site Visits

Covered in the Director's report (Doc 8).

10. Financial Management

10.1 Director's Financial Report

Document 16: Noted

10.2 Financial Summary January 2005

Document 17: Approved

11. New Items

11.1 FOTIM / GAELIC Mentorship Conference

The FOTIM and GAELIC Mentorships conference would be held on 11 and 12 October 2005 at the TSA Conference Centre, Johannesburg.

11.2 Request from Ms Mulira: Questionnaire

A student from Makerere University (Kampala, Uganda) requested assistance from GAELIC to complete a questionnaire on library system implementation. Ms Mulira would be visiting South Africa between the 21 & 28 March, and requested a meeting with GAELIC colleagues to discuss the questionnaire. Lettie Erasmus and Soekie Swanepoel volunteered to assist.

11.3 Visit to Monash University

The MONASH University Librarian, Ms Cathrine Harboe-Ree, would be visiting MONASH, South Africa in April 2005. She had indicated that she would like to meet with librarians from other institutions on Friday 22 April 2005. The Office would send an invitation to Library Directors.

11.4 SASLI Communication Channel

It was agreed that in future SASLI would be invited to provide an overview of SASLI activities at the AGM.

11.5 University of Pretoria – opening of the new Law Library

Robert Moropa announced that the State President would be opening the new Law Library at the University of Pretoria on 15 March 2005. Due to strict security procedures, it was not possible to invite the GGB members to the opening, but they would be invited at a later stage.

12. Next Meeting [F. Ubogu]

The next meeting would be held on 9 June at the University of Pretoria. [Secretarial note: The GGB is re-scheduled for Thursday 21 July 2005 at the University of Pretoria]

13. Closure [F. Ubogu]

The meeting closed at 13:45. The University of Johannesburg was thanked for hosting the AGM. [Secretarial note: The GAELIC office sent a letter of thanks to Prof D Vorster, DVC: Finance and Information Systems, University of Johannesburg, for her welcome and for hosting the lunch].

SIGNED

DATE