



MINUTES

OF THE MEETING OF THE GAELIC GOVERNING BOARD
HELD ON FRIDAY 26 OCTOBER 2007, AT 10H00
IN LIBCOM2, LEVEL 2, SAMUEL PAUW BUILDING (Library), UNISA, PRETORIA CAMPUS

CHAIRPERSON : MS DUDU NKOSI

1. **Welcome, attendance and personalia**

The Chairperson Elect, Ms Rachel More attended to this item as the Chairperson had been delayed (with apologies). The newcomers to the GGB were welcomed, and Vivien Agyei was congratulated on her appointment as Library Directors at TUT and Boquin Rantlhe on her appointment as acting Library Director at NWU (Mafikeng campus). Neil Butcher was introduced and welcomed.

Attendance

Ms Dudu Nkosi	Chairperson
Ms Rachel More	University of Limpopo (Medunsa campus)
Ms Gerda Ehlers	University of Pretoria (Focus Group Leader)
Ms Tanya Healey	FOTIM
Ms Lettie Erasmus	Unisa
Mr Robert Moropa	University of Pretoria
Ms Vivien Agyei	Tshwane University of Technology (Pretoria campus)
Ms Boquin Rantlhe	North-West University (Mafikeng campus)
Ms Anke McCallum	FOTIM
Ms Kgabi Chuene	University of Limpopo (Turfloop campus)
Dr Judy Henning	Unisa
Mr Tom Larney	North-West University (Potchefstroom campus)
Dr Anette van Vuren	University of Johannesburg
Ms Clare Walker	University of the Witwatersrand (for Mr Felix Ubogu)
Dr Zodwa Magwenzi	FOTIM
Ms Jenny Taylor	FOTIM
Ms Dorette Snyman	Unisa (Focus Group Leader)
Ms Ansie van der Westhuizen	Unisa (Focus Group Leader)
Ms Welna van Eeden	Unisa (Focus Group Leader)

Apologies

Dr Buhle Mbambo-Thata	Unisa
Dr Adriaan Swanepoel	Tshwane University of Technology (Pretoria campus)
Ms Eunice Leseyane	Tshwane University of Technology (GaRankuwa campus)
Ms Maria Mathibe	Tshwane University of Technology (Soshanguve campus)
Mr Felix Ubogu	University of the Witwatersrand
Ms Hannie Sander	University of Johannesburg
Ms Joyce Gozo	Vaal University of Technology

Ms Mushoni Mulaudzi University of Venda

2. **VUMA! Portal Presentation by Neil Butcher**

Doc 1. Knowledge Management Strategies for Distance Education

Doc 2. Free Content vs Good Education: OERS and the Developing world

These documents for background interest only, not for discussion.

Promotional brochures were distributed.

Neil Butcher outlined that the intention of the VUMA! Portal is to provide support services to four distinct communities: students, potential students, staff and parents, specifically in the areas where institutions can collaborate rather than retain their competitive advantage. Phase 1 focussed exclusively on students to assist them cope with the challenges of university life, both academic and social (such as issues confronting the newly independent young adult). The VUMA! Portal is unique worldwide and has the potential to relieve academics and campus support services of many of the generic demands of students, allowing them to spend more time and energy on unique needs. The VUMA! Portal's flexible and powerful technical platform is based on free and open source software (FOSS) giving a broad range of online functions and allowing students to contribute ideas and opinions. Long-term this will not be the exclusive domain of the 9 FOTIM member institutions, but will support students across all of Africa, although marketing will be aimed at the FOTIM region primarily. This is consistent with FOTIM's vision, and Web2 philosophy that the bigger the community the greater the benefits to all. A parallel development is the provision of collaborative spaces for academic staff covering a wide range of projects, especially curricula and research issues.

In response to questions from the GGB, Neil confirmed that personal financial management would be addressed in the 'social life' component, and that career counselling is part of the plan, although more complex. Regarding academic development centres, many queries, problems and requests for information are repeated many times over and VUMA! will provide the first line of support to deal with these, freeing up time of academics and support staff for other work. Neil emphasised that the relationship must be symbiotic and not parasitic. Copyright issues were raised, and it will be important for university committees to not resist this social phenomenon but to rather work smartly to harness the good aspects and protect themselves from the negative on our own terms rather than on the terms of commercial sites. Another issue to be dealt with is that of information literacy as students may be technologically literate, but lack the mature skills of finding, filtering and using information. He noted that librarians already understood the importance and benefits of collaboration, and GAELIC will be a critical partner in the VUMA! Portal. He requested that he is given the opportunity to engage with librarians early next year to formulate a plan.

Ms More thanked Mr Butcher for his presentation and handed over the Chair to Ms Nkosi.

3. **Changes/Additions to the Agenda**

- Add 14.2 Distinguished Librarian Lecture – Ms Clare Walker
- 14.3 Permission requested to do research - Ms Tanya Healey
- 14.4 Centenary Celebrations at University of Pretoria – Mr Robert Moropa

4 **Minutes of previous meetings**

- 4.1 GGB meeting held 12 July 2007
 - Doc 3. Approved subject to the following corrections:
 - Page 2 item 4.1.1 last paragraph ad apostrophe to *The 3 Objectives teams*
 - Page 3 item 4.1.3 should read ... *Representing the Convener of this group, Dr Anette van Vuren...*
 - Page 4 item 4.4 2nd sentence should read ... *The benefits and disadvantages...*

- 4.2 GGB teleconference meeting held on 13 September 2007
Doc 4. Noted with the following corrections:
Page 1 Apologies. Add Ms V Agyei
Page 3 Nomination to eIFL. The name 'Mrs E' still to be established
Page 2 item 2.3. Unisa did not respond so is not listed.
- 4.3 GGB teleconference meeting held on 2 October 2007
Doc 5. Noted subject to the following corrections:
Page 1 Present: Add Ms F Reagon
Correct spelling of Ms V Agyei
Page 1-2 item 3.1 sentence should read *...and the concern from different consortiums was that the amount of investment which goes into negotiating licenses required expert knowledge. Instead it was agreed to take the licensing issues from the actual developmental process for which a pool of experts would be drawn from internal institutions to be trained by eILF*
The communiqué from Ms Leila Vahed would be attached to these minutes and forwarded to all.

5. Matters arising from the minutes

Dealt with under items 6 to 9 below

6. Finances – A McCallum

- 6.1 Financial Report 01/01/07 to 30/09/07
Doc 6. Approved
In presenting the report, Ms McCallum drew attention to the note at the bottom left of the schedule, explaining that the Innovative Investigation team expenses had increased but were still within the allocated amount. Visits to Universities of Botswana and Namibia were included.
- 6.2 2008 Annual GAELIC Membership fees
The GGB was asked to consider whether external membership fees should be increased, currently only Universities of Botswana and Namibia would be affected. The R25,000 fee dating back to 2004 was still effective. AGREED that this would be reviewed during the next budget process.
- 6.3 Workshop payments
The GGB was reminded that outstanding invoices should be submitted urgently to enable Ms McCallum to close off the financial year. Workshop attendance was discussed and it was AGREED that a commitment to attend a GAELIC event should be honoured. Ms McCallum would invoice all no-shows.

7. Update on FOTIM activities

Doc 7. Noted

The highlight of Dr Magwenzi's report was the news that the Mellon Grant for the Innopac Investigation had been awarded. She expressed deep appreciation to those who had made this happen: Ms Nkosi for her leadership, Dr Henning for the hours put into writing the submissions and her strong presence at the meeting with Dr Saunders, Ms Erasmus for continuous background support, Mr Nygren and Mr Ubogu for their participation.

8. Report of the GAELIC Chairperson

Doc 8 Noted

Ms Nkosi joined Dr Magwenzi in congratulating the team working on the Mellon Grant. She informed the GGB that the recent SANLiC meeting had been held via teleconference as Ms Vahed was on sick leave. A team was formed to negotiate with eIFL regarding training, which would be maximized by increasing the pool of people to be trained. Ms Thomas, Ms Rapp and Ms Reagon had taken responsibility for this task. The next meeting scheduled for 6 Nov would see the job profile for the SANLiC manager presented, in alignment with the existing 3 year administrative post.

The survey error issue could be closed off now as the original errors had been corrected. AGREED. Ms Nkosi would contact Peter Underwood to this effect and request a final report.

Three new items were raised by Ms Nkosi:

- The Convener's role in actioning the strategic objectives is to provide a link between the team and the GGB, to encourage and guide the work that needs to be done. An appeal was made to Conveners to take this role seriously and pull the groups together. Ms Erasmus noted and acknowledged the support the Objective 1 group was receiving from its Convener, Dr Henning. AGREED
- The voluntary nature of Focus Groups had proved problematic and groups were called upon to refocus. It was AGREED that leadership should have a fixed term and a deputy to promote capacity building at institutions. AGREED that FG Guidelines would be reworked, with the addition of succession planning and terms of office. Considerable discussion took place around the need for Library Directors to support these groups, and address the many disempowering factors, including that of travel to meetings.
- Staffing matters in the FOTIM office will include employing a Programme Manager to take on the GAELIC project. Following the resignation of Jenny Taylor, the portfolio of the vacancy will be changed to Programme Manager: Projects and Administration. This will relieve the load taken on by many GAELIC people recently. The advertisement will be distributed to all institutions and to LIASA. The GGB was requested to forward CVs of potential candidates to Ms Taylor urgently.

9. Strategic Planning update

9.1 Objective 1 Millennium Systems report on progress Doc 9 noted.

Dr Henning thanked the Millennium Systems team for their work. She referred to item 4 of the report, alerting Directors to the team's schedule. The Directors of members of this team were thanked for releasing these staff members for the site visits. A meeting will be held on 26 Nov to work on the outcomes of the site visits and to draft recommendations to the GGB. After the SEALS visit, it was evident that overseas visits would be necessary to broaden the investigation. Dr Henning thanked Ms Healey and Mrs Zondach for assisting with arrangements for the site visits.

Report back on Innopac Project (see attached report for fuller detail)
Ms Erasmus reported that the project was on schedule, to be completed in April/May 2008, even though some tasks would be delayed until early next year because of work pressures. She supported Dr Henning's view that overseas visits would be beneficial, as conditions at SEALS are similar to GAELIC, despite their having a central server. Many of the problems are due to human resource issues, such as absence of a 'driver', insufficient staff, as well as possibly historical background, culture, environmental factors. A central server

will assist the few libraries that struggle with local IT support, but this is not necessarily the best option for GAELIC libraries, and is certainly not a cheap option.

9.2 Objective 2 Human Resources report on progress

The Convener of this group is Ms Vivien Agyei. Dr van Vuren is the leader of the Virtual Learning Environment Focus Group that was tasked to contribute to this Strategic Objective. Dr van Vuren reported that she had looked at models of professional development institutes. There are many in existence and it is important that GAELIC should find its own niche. She requested support from the GGB to submit a proposal for a planning grant to the SALI Trust. An investigation into what existing institutes are currently offering will be valuable, as well as into their validity (eg tracking of graduates/participants to assess the advantages gained through attending the course). It was noted that the expertise of academics should be sought, and Dr Magwenzi volunteered her support as a curriculum developer.

9.3 Objective 3 Procurement report on progress

Ms Hannie Sander has agreed to convene this group, with the assistance and support of Ms Gozo and Ms Mulaudzi, all 3 of whom had given apologies for the meeting. As this idea is a new one, the guidance of GGB was requested, and input from the FGs (cataloguing, collection development, electronic resources, shared storage). It was suggested that this group join IGBIS (Joint Interest Group for Bibliographic Standards), even though they don't necessarily cover the same issues raised in the GGB Strategic Planning meeting. GGB members were requested to approach relevant staff to assist this group. Ms van Eeden pointed out that the current Cataloguing FG team were all from Unisa, had served their term and would not be available to serve another 2 years. Furthermore they are all on the IGBIS executive committee, whose objectives and aims are the same as GAELIC's. AGREED that Ms van Eeden would identify those issues not addressed by IGBIS for attention of the Procurement group, and then that the Cataloguing FG would disband. Circulation and Serials are also to be included. The Innopac Investigation survey would be scanned for assistance as well.

10. GAELIC 10 year celebration planning update

AGREED that the date would be changed to Monday 3 December to take advantage of reduced rates at the restaurant selected. Ideas for speakers and entertainment to be forwarded to Ms Healey urgently.

11. Innopac Millennium Directors symposium 14 Nov 2007

Ms Erasmus is waiting for input from Innopac on the programme. Innopac will provide promotional material by 9 Nov. Ms Healey is dealing with registrations. The Panel comprises speakers from Unisa, University of Zimbabwe, Jean Burger of SEALS, and the discussion will cover how to address practical challenges in using Innopac (22 libraries use Innopac), what the future looks like, post-merger issues. It was AGREED that Ms Nkosi should invite Heila Pienaar from UP and Fay Reagon from HSRC to sit on the panel. GAELIC needs to build relationships with the 2 new people at III.

12. GAELIC Focus Groups

Doc 10. Combined report of Focus Group Leaders with additions 10.1 and 10.2 noted.

- Innopac System – Lettie Erasmus
 This group has been working on the Innovative investigation project (see 9.1 above). Detailed reports have been compiled of institutions. Venda has not yet installed Millennium so is not receiving training – requested that their allocation of the funding be rolled over to 2008 when they will be upgraded. APPROVED.
- Document Delivery and Support Services – Janet Zambri
 Ms Zambri was out the country and gave a detailed report – see Doc 10.
- Information Literacy – Gerda Ehlers
 The group had held 2 meetings to finalise its charter, which would be forwarded to Ms Healey for distribution, and to give feedback on the IFLA conference. Of concern was the knowledge that on 7 South African libraries are listed in the UNESCO information literacy resource directory. Ms Ehlers was requested to ensure that GAELIC members are listed in the director. She will give feedback at the CHELSA meeting on the status of information literacy at member libraries. Ms McCallum will make contact with this group to include relevant information resources on the VUMA! Portal.
- Virtual Learning Environment – Dr Anette van Vuren
 A survey is being planned to identify current initiatives. Dr van Vuren requested assistance and support of Directors to identify appropriate people to complete the survey, to be distributed before the end of the year. AGREED
- Cataloguing – Welna van Eden
 Ms van Eeden advised the GGB that her term of office was almost up and she wouldn't be able to take up a 2nd term. This also applied to the 3 Unisa members who made up the Focus Group. She agreed to liaise with Ms Erasmus to identify issues not being dealt with by IGBIS.
- Metadata – Ansie van der Westhuizen
 The seminar held on 20 June was attended by 92 delegates, but sadly not many were GAELIC members. R3,784 was paid over to GAELIC
- Collection Development and Electronic Resources – Dorette Snyman
 A Charter had been drafted (Doc 11, item 12.1), but had not yet been discussed with the Objectives 2 group. Correction noted - item 4, paragraph 3.1 – change COSALC to SANLiC. Discussion arose on Tasks 1 and 2 – there is a real need to have a policy and coherent planning for a regional collection which currently is not coordinated. There is also no national collection development policy. The alternative is to continue as an ad hoc, informal capacity building group. AGREED to rather establish guidelines and a framework for regional collection development. Item 3.12 was queried – the legal aspects of negotiating license agreements are not taken into consideration – SANLiC will be engaged with this. The GGB would examine the Charter and forward comment to Ms Snyman. APPROVED in principle pending input from GGB. Ms Snyman notified the GGB that she is at the end of her term of office and will not be available for re-election.
- Shared Storage – Nonnie van Wyk
 Ms van Wyk tendered her resignation. AGREED to disband this group as Shared Storage is currently not of interest to other GAELIC institutions. Unisa would proceed on its own, under Ms Marie Botha, and other would join if required.
- RFID (on ice)

General discussion :Ms Erasmus suggested that the guidelines for Focus Groups be rewritten by the new GAELIC Programme Manager early in 2008, for presentation at the first GGB in March. The current FG will meet with Ms Healey before the end of November to draft a framework. Ms Healey will distribute relevant guidelines to Directors for feedback a week after this meeting. AGREED. It was noted that during site visits, staff had reported that time and workloads are problems. Directors were requested to support and encourage staff to participate in GAELIC activities, as staff development and capacity building opportunities.

12.1 Collection Development Charter – Dorette Snyman
Doc 11. Noted. See item 12, bullet 7 above.

13. GAELIC Institutional Survey 2005 – D Nkosi
Doc 12 For noting

14. New matters

14.1 Chairperson for remainder of term of office
Dr Henning informed the GGB that the Unisa Director has agreed that Ms Nkosi continue in her role as GAELIC Chairperson to its natural end when the office is handed over to the Chair Elect in March 2008, even though Ms Nkosi would be taking up her new position at Unisa. The GGB confirmed that it would not be a problem to have 3 Unisa members on the Board. The Chair Elect was also in agreement with this arrangement.

14.2 In 2006 the University of the Witwatersrand library established an annual Distinguished Library Lecture. The next will take place in March 2008, with Dr Sohir Wastawy, Chief Librarian at the Biblioteque Alexandria, Egypt.

14.3 Permission requested to do research
Ms Healey circulated Doc 13, a letter from a student requesting permission to do research at FOTIM libraries. GAELIC does not have authority over its member institutions, therefore cannot give the permission requested. Ms Healey was requested to communicate with the student accordingly. NOTED.

14.4 Centenary Celebrations at University of Pretoria
Mr Moropa informed of the functions planned for 2008, in which the library will play a significant role. A Bookfest will be held from 5 to 9 March, with a gala dinner at which Dr Matthews Phosa will address guests. A highlight will be a visit from the Wikipedia creator, who will invite academics and students to make input into Wikipedia during his visit. May 15 to 17 will see celebrations of the 100th year of the library, and in November a leadership course will be held by the University's Leadership Institute in conjunction with the Mortenson Centre.

15. Meetings in 2008

The AGM will be scheduled at the beginning of March, the date set once FOTIM dates had been agreed. Tshwane University of Technology, Pretoria, offered to host this meeting. An invitation had also been received from the University of Botswana, still to be confirmed.

16. Closure

Ms Nkosi thanked Dr Mbambo-Thata and Dr Henning for hosting the meeting and for the super gifts and tasty refreshments.

The meeting ended at 12h15

GAELIC GOVERNING BOARD MEETING – 26 OCT 2007

1. GAELIC System Investigation Project

- Project schedule – The Project Team is still aiming for April/May 2008 to complete the Project, but the target dates for some of the milestones have to be reconsidered. The team will discuss this with the sponsors at our meeting on 26 Nov 2007.
- Budget – Expenditure so far is R68 000-00, the expenses for accommodation, etc. during the visit to the SEALS libraries are outstanding. We are within the budget for the first phase of the investigation.
- SEALS visit – The team visited 6 campuses of the SEALS libraries. The overall impression is that there is not much difference in the use of the system at the SEALS libraries in comparison with the GAELIC libraries, although they are working on the same server and software release. Similar factors determine the usage of the system, namely, formal library structure in place to support of the system or not, lack of drivers (leadership) to implement and start using system features, a poor relationship with Univ. IT Dept., the lack of development of expert users per module, etc.

The shared server environment has its own challenges:

- Relationship with Innovative;
- Relationship with the SEALS System Manager;
- Training;
- Specific system issues e.g. sharing of files, data quality, changing system settings.

Lettie Erasmus
2007-10-26