



MINUTES

OF THE ANNUAL GENERAL MEETING OF THE GAELIC GOVERNING BOARD HELD ON
TUESDAY 8 APRIL 2008, AT 10H00 AT THE
LIBRARY, BUILDING 20, FIRST FLOOR, CONFERENCE ROOM 111
TSHWANE UNIVERSITY OF TECHNOLOGY, PRETORIA CAMPUS

CHAIRPERSON: MS DUDU NKOSI

1. Welcome, attendance and personalia

The Chairperson welcomed all to the first GAELIC meeting of the year. She also made special welcome of Mrs Babakisi Fidzani who was representing Mrs Raseroka, and Mr Jan Seanego from the University of Botswana, and Mrs Hendra Pretorius who was representing the Vaal Triangle Campus Library NWU. A special welcome and introduction of Mrs S. Beetge, our new administrator who was also attending for the first time. She conveyed the news that the LIS profession had lost three people this year, namely Dr Brian Brink, Mr Andre Coetzee and Mr Don Griswold. A moment of silence was observed in honour of the departed colleagues

Attendance:

Ms Dudu Nkosi	University of South Africa (Chairperson)
Ms Kgabi Chuene	University of Limpopo
Ms Boquin Rantlha	North West University
Ms Rachel More	University of Limpopo
Dr Zodwa Magwenzi	FOTIM
Ms Shayna Beetge	FOTIM
Ms Mushoni Mulaudzi	University of Venda
Prof Peter van Eldik	FOTIM
Ms Hendra Pretorius	North West University
Mr Tom Larney	North West University
Mr Felix Ubogu	University of the Witwatersrand
Mr Robert Moropa	University of Pretoria
Ms Janet Zambri	University of the Witwatersrand
Dr Anette van Vuren	University of Johannesburg
Ms Babakisi Fidzani	University of Botswana
Mr Jan Seanego	University of Botswana
Dr Judy Henning	University of South Africa
Ms Vivian Agyei	Tshwane University of Technology
Ms Hannie Sander	University of Johannesburg
Dr Buhle Mbambo-Thata	University of South Africa
Ms Gerda Ehlers	University of South Africa

Apologies:

Ms Eunice Leseiyane
Ms Joyce Gozo
Ms Kay Raseroka
Ms Lettie Erasmus

Tshwane University of Technology
Vaal University of Technology
University of Botswana
University of South Africa

2. Changes/Additions to the Agenda

The only addition to the agenda was point 16, the Request from SANLIC.

ANNUAL GENERAL MEETING**3. Minutes of previous AGM held on 2 March 2007**

Doc 1. NOTED

It was recommended that only the name of the institution was to be stated, rather than the campus as well since all the mergers have been finalised.

4. GAELIC section of the FOTIM Annual Report

Doc 2. GAELIC report. APPROVED

5. Nomination of GAELIC Chairperson

Doc 3.

Ms Nkosi informed the board that there had been some challenges that she faced in her term as Chairperson for GAELIC. Adding to this was that the Chair Elect, Mrs Rachel More will take over the Presidency of LIASA later this year (2008). Mrs More felt that to adequately uphold the demands of both positions would prove too difficult and that one, if not both would suffer. She thus requested that her position as Chair Elect remain until her presidency of LIASA had run its term. A nomination letter was then circulated, and nominations were sent to the FOTIM Office. Two nominations for Mr Robert Moropa were received, and one for Mrs Kay Raseroka. The constitution guides that only a member of the GGB may be voted in. Nine vote papers were handed out, and the votes were then counted. The majority voted for Mr Robert Moropa and he was then announced as the new Chairperson of GAELIC. He gave his thanks to the GGB for their confidence in him. Dr Magwenzi from the FOTIM office thanked Ms Nkosi for the sterling job she had done.

BUSINESS MEETING**6. Minutes of previous GGB meeting held on 26 October 2007**

Doc 4. APPROVED, subject to the following corrections:

Pg 1 Correction to Mrs Boquin Rantlha, not Ranthle

The heading on point 11, pg 5 reading `IUGSA 2007`, and not `Innopac Millenium Directors Symposium` as read previously.

Pg 7 point 14.2 Dr Sohair, not Dr Sohir.

7. Matters arising from the minutes

7.1 SANLIC eIFL

Doc 5 Minutes of the AGM meeting held on 6th of November 2007

Doc 6 Minutes of Board meeting held on 18th March

Doc 7 Minutes of Special Board meeting held on 18th of September 2007

Doc 8 Minutes of SANLIC Board Teleconference 17th of October 2007

The focus was on document 6, the Board meeting of the 18th of March 2007.

A proposal had been sent to eIFL requesting their assistance with renewals, new deals etc, but due to the time of year, they had only responded in January 2008. In principle, they had agreed to assist with the points outlined in 7.1 of Doc 6.

A team of experts is needed in South Africa to support the eIFL contract, and investigate the South African landscape. SANLIC has requested people such as Caroline Dean, Yvonne Halland, and Dorette Snyman. This team will be responsible for advising eIFL negotiator (service provider), and for carrying out any necessary tests.

The M.O.U will be developed by SANLIC to define the roles. This will come from the contract signed on the 30th of April. Some points may change. The SANLIC Board will still determine each institution's share of the flat rate. Travel and training costs will need to be budgeted separately. Expenses for the year however, are already covered in the current year budget.

It was suggested from the floor that these issues are not `micro-managed`. It is understood that eIFL will be the service provider, but the facilitator must be treated as a consultant, regardless of where they are from. The MOU will be drawn up between SANLIC and member libraries. The Chairperson will then take it back to the Board for discussion.

7.2 Innovative Symposium – Directors Symposium 14th November 2007

Doc 9

The motion to have feedback circulated from the Directors Symposium was tabled at the IUGSA 2007 in the libraries. It has been circulated. The responses have been received, and Doc 9 is a summary of these responses. Management teams should discuss the motion and consider the implications. They might want to look at the programme and the role of IUGSA. In this way, it is possible to learn from other user groups and programmes and become aware of some of the opportunities. The matter relating to the motion, some libraries felt that it could not be supported the way it stands. Individual members should negotiate their services from the vendor. It is difficult to get a `one size fits all` as each library has different needs. It might be useful to consider the establishment of a formal structure for feedback to the Vendor at the next SA Directors Symposium, and perhaps this structure could then be applied to the different needs. Clearly, more support is needed from IUGSA with a more substantial presence and regular annual visits.

The motion which was proposed, currently has no platform to carry it out. If the Directors Symposium was an annual event, the motion should wait until the next symposium. GAELIC collated the responses of members because it was organising the event. For the Directors Symposium to pick this up as a motion, it would need to go to the III Libraries. With regard to the issue of implication of Innopac into different libraries, it was stated that the libraries are at different stages of development, and therefore have different capacity. With mergers and changes happening, the system must be optimized. It was suggested that the issue is taken up with the Objective 1

Group and that it be discussed once the report is out. The group doing the survey does not include all who took part in the Directors Symposium. It was clearly indicated that there was no need for a new body, but to find a platform to deal with the issues raised.

Another suggestion was that the focus remains on the proposal. In 1996, there was a clear plan at the outset of Innopac. GGB would liaise with III libraries. Then, UIGSA was created because there were more Innopac users outside of GAELIC. IUGSA can now only arrange small technical meetings. Is a solution getting a bigger body that can deal with issues? It was mentioned that perhaps a different mindset was needed, to get away from the idea that new structures are needed for each problem.

Mr Robert Moropa stated that he had attended the Directors' Symposium in Berkley, California, USA. He enquired at the Symposium whether ENCORE could be purchased by institutions via a consortium (GAELIC). He reported that he was informed that this was possible. He requested that the focus group looks into this, as well as determine the need. Also, that an onsite demo of ENCORE is given as this would facilitate the decision making process. It was also suggested that, given the results of the Directors Symposium, that a summit be held on the matters that have arisen out of the motion. It was agreed that this summit would be linked to the summit in June, as that is when the Innopac investigation results would be presented.

7.3 GAELIC Programme Manager update

Certain processes had occurred since it was decided that a Programme manager for GAELIC was needed. The post had been advertised for, internally and externally. Candidates were short listed. It has however, become apparent that GAELIC is losing momentum as the result of this vacancy. Due to the new developments with HESA, it has become clear that the specifications of the position have changed. The Exco have given the go-ahead to appoint a Programme Manager as soon as possible. The current thought around the Board was that it would be a better option to head someone within the library environs, someone who has extensive library experience as well as Project management experience. Details of the position are to be emailed to all members of the GGB.

8. GAELIC Focus Groups – update on new activities

Doc 10.1 Cataloguing - Welna van Eeden

A concern raised by this group is that there was very little interest shown in responding to the survey conducted. Their proposal is to put this focus group on hold. For some, their term has ended, and they are not eligible to be nominated again.

It was minuted in the previous meeting that this group requested to be disbanded. The focus group must also be removed from the website to avoid confusion.

Doc 10.2 Document Supply and Support Services – Janet Zambri

Ms Janet Zambri informed all that she had moved from document supply into education and training. She has found a replacement at the Vaal University who will step in on condition that Mrs Zambri remains supportive. Mrs Zambri suggested finding mentors within GAELIC. There are no further workshops planned after the two successful workshops of last year. The theme of the workshop held on the 10th of September was shelving. This workshop was valuable in that the quality of the document supply is influenced by the way in which the documents are shelved, and there is a challenge created when one collapses. A workshop is also aimed at giving the professionals a forum for skills and capacities to improve. Technologies are in place, and the service agreement is in place. If the support services are empowered, then the

document supply is empowered. Mrs Zambri commended the focus group for this initiative, and the fact that they took it upon themselves to open it up beyond GAELIC made it even more successful. The objective of GAELIC is capacity building after all.

Doc 10.3 Information Literacy – Gerda Ehlers

Ms Ehlers informed all that they had had a meeting on the 7th of March, and the next was scheduled for the 18th of April. They were planning a workshop for the 6th of June, and were going to extend invitations to approximately thirty delegates. A teleconference was held with the CHELSA workgroup and she said that the report back would be given on the 9th of May at CHELSA. The intention is to create a situation whereby all could use documents, and they would be standardised and accredited. The workshop of VUMA! was a good platform for this, and for a movement forward. The group however, has time constraints. The 4th paragraph refers to the need for visibility.

Mrs Ehlers said that she was aware of UNESCO sponsored training for trainers. This gives the opportunity to learn the methodology of training trainers. The information will be sent to her and a workshop will be hosted. UNESCO has allocated \$6000 for this purpose. Mrs Ehlers said that she was not in a position to comment about Sub-Saharan Africa but she thought that it may be difficult for those countries to sponsor themselves. She thought that if there were negotiations, the workshop could be held where the libraries already are. With regard to the A.C.U project, they are in the process of completing a project proposal for Information Literacy. The complete proposal will be sent to the Copperbelt University in Zambia. From there, it will be sent to funders for the project, which is DELPHI through A.C.U. The idea is to empower libraries to take Information Literacy into the classrooms, so that it becomes part of what is taught in Universities and integrated into University classes.

Doc 10.4 Innovative System – Lettie Erasmus

Mrs Lettie Erasmus and her colleagues were at this current moment in Spain. They are finalizing the results of the Innopac Millennium Investigation. Some funding that has not been allocated to a consultant will be used to arrange a summit. The results of the Investigation will be presented at this summit.

Doc 10.5 Virtual Learning Environment – Anette van Vuren

Dr van Vuuren reported that it was difficult to sustain the group and to get results. She recommended a more hands on leader. She said one of the challenges was that the group communicated virtually and often did not have the time to reply to emails or to have meetings. She said that she had had discussions with University of Pretoria. She felt that they were advanced in terms of leadership, and they had agreed to find synergies within GAELIC. There were two aspects to consider. The first was Leadership and the second was Specific skills. She said that five places would be reserved for members of GAELIC libraries. The leadership aspects are taken care of. There are skills lacking that are not being taught such as Information Science training. Therefore, she proposed that training was needed in dealing with statistics; basic research and how to use the information; system library skills; and marketing and governance. The investment should be targeted at the right people in order to build capacity. The libraries should be willing to invest in their staff in monetary terms as donors will not cover all the costs. Dr van Vuuren felt that a one day workshop is not sufficient to do what is necessary. She felt that GAELIC should agree to engage a service provider on a professional level.

Dr Magwenzi stated that in principle she agreed that it was a good idea. She requested that a needs assessment be done. She felt it was crucial to discover what skills will be selected first,

and then to consider the funding necessary to implement it. It was agreed that the survey would be done in such a way that the true needs are reflected and this may require a professional.

From the focus group reports, Dr van Vuuren said, it was clear that marketing and statistics training were at the forefront of required training. It was important to look at training needs and training from a strategic and operational perspective. The possibility of collaboration between HESA and FOTIM further emphasized that the skills needed to be national to take forward. There is also an important link to explore between LIASA and GAELIC, as some libraries still offer a librarianship. This may serve such a purpose.

9. Report of the GAELIC Chairperson

Doc 11. Report for noting

Ms Dudu Nkosi stated that with challenges that had occurred in the past, the organisational structure had to be reviewed. GAELIC requires more of a hands-on coordinator. The concept of a volunteer based focus group has backfired, and disempowered most of the objectives, and even participation. Although the post for the Project Manager was advertised, the appointment was suspended until after the latest re-alignment of the Consortium Strategic plans for 2007-2009. Prof P. Eldik has been requested to assist with this important role. Ms Nkosi requested that the volunteering structure be reviewed, and proposed that the previous structure be visited and revived.

10. Report of the FOTIM Director

Doc 12. Report for noting

Dr Magwenzi explained that the report was a highlight of FOTIM activities. Page 2 describes the revision of the strategic plan for GAELIC. The intention is to create a situation whereby GAELIC operates at a higher level than last year.

It was a landmark achievement that the legal status of FOTIM is now clearly established as an organisation, joint committee of nine higher education institutions in the three provinces of Gauteng, Limpopo and Northwest. FOTIM will remain as such until a new legal identity is formalized.

With regard to new initiatives, VUMA! Portal has been established and all technical specifications have gone well. It is FOTIM's vision that VUMA! becomes incorporated into all the institutions, and obtain funding for the next three years.

GAELIC strategic plan has been revised and Professor Peter van Eldik has been acting as consultant until the GAELIC Programme Manager is appointed. He has taken the dimensions of the plan and streamlined it to focus on three main objectives. This will be further expanded on in item 12.

The Disability Interest group is a vibrant group looking at needs of disabled students. Currently, FOTIM is examining ways in which Library Directors can bring software to institutions that can be used by visually impaired students.

The Water Purification Research Project is underway. Specialists are working on a method of purifying water in rural areas. This is being done through the ACS Colleges. The South African counterparts are working together to implement this system into South Africa. Dr Magwenzi appealed to all members present to assist with enhancing the growth of this project.

11. Potential Incorporation of FOTIM into HESA

Doc 13

Professor Peter van Eldik explained that with current uncertainty and instability, it was becoming important to have fewer structures and to fall under one common umbrella body such as HESA. He mentioned that one of FOTIM's strengths is its ability to request and receive funding for its projects. Donors are able to see the value in FOTIM's projects. Professor van Eldik however, expressed concern for the future of FOTIM and therefore GAELIC unless a strong alliance with HESA was made.

There appear to be various areas of potential collaboration. There are legal and staff issues that require further discussion, however HESA have essentially welcomed FOTIM's two biggest initiatives VUMA! and GAELIC as a starting point for integration. A memorandum of agreement will need to be signed. The question is, can GAELIC and FOTIM operate on a national level?

Libraries require funding, and under the umbrella of HESA, the bargaining will be done at government level by HESA. The private sector believes that it has the ability to go national, and funders have begun to ask why it is not national. There are Communities of Practice within HESA, and should FOTIM become incorporated, then a Community of Practice could be formed around libraries that GAELIC could be linked into, along with other consortiums such as CHELSA. Some consortiums are struggling, and would greatly benefit from incorporating. Membership Fees are vital to the sustainability of consortiums, but the institutes themselves are under pressure.

In regard to expanding the current projects nationally, the issue is about establishing coherence in the HE landscape. There are many ongoing initiatives, and duplication occurs. Therefore, it would first be prudent to establish our role and focus in each sector. GAELIC would need to explore how to impact in the library sector using the particular skills the Directors have displayed. There are benefits such as resource and cost sharing.

GAELIC could bring the leverage skills and knowledge to have an important impact on the library world. The roles of each structure would need to be examined. CHELSA have made a presentation to HESA which was unsuccessful. Clarification between the Library committees is thus required, as there are different landscapes for different structures. SANLIC is national, what would their role be? With CHELSA also on a national level, it leads to the thought of becoming a Community of Practice within HESA.

Ms Rachel More expressed her concern that the decision would not be received favorably by SANLIC. As SANLIC is the national body, it may cause a conflict in establishing the hierarchy of the consortiums. Extreme diplomacy is necessary to introduce the idea of incorporation.

A comment from Mr Tom Larney was that when one deals with theory and practice, roles need to be clearly identified and motivated. Structure follows strategy which follows need. Ideally, needs should first be identified and then the structure and strategy fall into place. A careful look at the Library world will determine the needs. Ideally, limit formal structures to a

basic minimum and create a single body in contact with HESA, of the academic libraries in South Africa that are able to do the work of all consortiums. Things can then be rolled out on a national or regional level, though it was requested that GAELIC be reminded of what the mandate is in terms of relating to other bodies, and then position all consortiums under a Community of Practice.

It would be worthwhile to investigate if CHEC and esATI are also moving towards HESA. There are still some regional consortiums that HESA may invite to discuss possibilities of collaboration. It was stressed that whatever the outcome of the incorporation, the neighbouring countries who were members of GAELIC would remain members. As yet, only discussions with HESA had taken place, and all aspects will need to be carefully examined. In principle, all are in approval of exploring collaboration with HESA.

12. Revised Strategic Plan 2007-2008

Doc 14 - Strategic Plan May 2007

Doc 15 – Revised Implementation Plan

Doc 16 – Minutes of Convenors and Operational managers held 25th March 2008

12.1 Convenors and Operational Managers and three objectives

12.2 Proposed review for focus groups

12.3 Proposed strategic team

The document was developed after discussions with Ms Nkosi and Ms More. The plan is set out for one year. The strategic plan has been divided into three core objectives. The Library Directors will form the committees for each objective. There will be one convenor who will oversee the achievements of each objective at leadership level. Focus group leaders will become operational managers to drive the objectives. All activities will be supported by the Programme Manager of FOTIM. Objective 1 is currently running, but 2 and 3 are not as they require more input to get going.

At the meeting of the convenors and operational managers on the 25th, it was deduced that the operations require a steering committee. A type of Exco, but smaller. This group will give feedback to the GGB. This suggestion was found acceptable to all present. The steering committee will be made up the three convenors, the three operational managers and the Chairperson and Chair Elect. Together, they will work out terms of reference, or a mandate, and then advise the GGB. The steering committee would also decide on the focus, and they would have the power to look at different focus groups and allocate an objective to them. They would have the power to implement this, as long as it remained within the interests of GAELIC.

The revised plan is a working document for guidance in the interim.

Mr Tom Larney declared the document an excellent model to start the ball rolling, and implored convenors to aim at achieving concrete results. The emphasis will be on investigation, not implementation. Dr van Vuuren mentioned that they have identified an important way of working with VUMA! that would fit into objective 2. Mr Felix Ubogu declared it a good way to get things moving, considering that GAELIC lost momentum last year. Two points were that integrated systems can be implemented in different ways, and that focus groups must be encouraged to deliver. Ms More pointed out that the idea was to fit all the focus groups into the three objectives, with convenors and operational managers working together, regardless of the objective.

It was also suggested that it be included in the mandate that convenors have different methods of achieving the aims.

A last point mentioned was that commitment from the Directors was crucial, and the shift away from a voluntary to a compulsory structure was necessary.

13. VUMA! Update

Doc 17 for noting. NOTED

14. New Matters

14.1 Application for Membership from University of Lesotho

The application was unanimously approved.

14.2 Hosting of GGB meetings in Botswana

Doc 18

It was agreed that the host for the GGB in October/ November 2008 will be held at the University of Botswana.

15. Finances

Financial Report 01/01/2008 to 29/02/2008

Doc 19. For approval. APPROVED.

As expenses are low, there are funds available for operational managers to utilise. It was suggested that the groups write proposals and that these be sent to FOTIM for approval.

16. Request from SANLIC

Ms Dudu Nkosi explained that there have been many challenges at SANLIC. The new Board was signed in, Gwenda Thomas left to join Rhodes University, thus SEALS. Ms Thomas has resigned from SANLIC, and there has been no one to oversee the finances. Ms Thomas is still assisting until a permanent arrangement can be made.

SANLIC has requested a new representative from FOTIM, as GAELIC is not the legal entity. Therefore, SANLIC has thus requested that Ms Dudu Nkosi be retained in the SANLIC Board. It is usual practise that the Chairperson be the representative, but they wish to retain Ms Nkosi for reasons of continuity. SANLIC was appealing to the Board if Ms Nkosi may be retained until the AGM in November, as they wish her to take over current treasury from Ms Thomas. The constitution states that the Chairperson of GAELIC must be the representative, so have requested that both Mr Robert Moropa and Ms Nkosi attend SANLIC meetings until then. In response to this, there was a clear recommendation from the GGB that the new Chairperson formally represent FOTIM/GAELIC on the SANLIC Board and, and that Ms Dudu Nkosi would be the alternate, and in that capacity be invited to participate in SANLIC until the AGM. Ms Hannie Sander offered to assist Dr Magwenzi with the response, and Dr Magwenzi will then advise Professor van der Walt on how best to respond to the letter.

17. Next Meeting

The date is to be advised, but Mr Tom Larney has offered to host the next meeting in June/July at Northwest University, Potchefstroom Campus.

18. Closure

The meeting closed with thanks to all who attended, and a special thanks to Botswana. The Tshwane University of Technology was thanked for the surprise gifts and delicious lunch. Ms Nkosi congratulated Mr Robert Moropa on behalf of GAELIC, and thanked GAELIC for exposing her to the challenges and opportunities for growth that the position presented.

Signed

Date