

## :. April 28, 2006

### OCULA Council Meeting Minutes

#### April 28<sup>th</sup>, 2006

**Present:** Cynthia McKeich (Chair), Sharon Munro (Secretary), Robin Bergart, Gohar Ashoughian, Jim Brett, Martie Grof-Iannelli (by telephone), Don Kinder, Larry Moore, Daniel Phelan

#### **Agenda:**

1. Approval of Agenda
2. Approval of the Minutes for the February 24<sup>th</sup>, 2006 meeting
3. Business Arising from the Minutes
4. Super Conference Update - Cynthia McKeich for James Buczynski
5. Treasurer's Report - Martie Grof-Iannelli
6. OCULA Student Award - Martie Grof-Iannelli
7. OCULA Award - Sharon Munro
8. Spring Workshop report/ Fall Workshop update - Daniel Phelan
9. Spring Dinner update - Daniel Phelan
10. Councillors' Roles and Responsibilities: Policy and Procedures Manual - Daniel Phelan and Martie Grof-Iannelli
11. OCULA Online Publications - Gohar Ashoughian and Robin Bergart
12. OLA Web Committee - Gohar Ashoughian
13. OCULA members' involvement in committees - Robin Bergart
14. OCUFA Academic Librarianship Award - Robin Bergart
15. OCULA feedback on OLITA IT educational programming - Cynthia McKeich
16. Membership Committee - Martie Grof-Iannelli
17. Archiving - Cynthia McKeich
18. Other Business

#### **1. Approval of Agenda**

Two items were added to the agenda. Cynthia McKeich put forward OLA's Strategic Future Initiative

and Jim Brett added Mentoring to the agenda. A motion to approve the agenda was made by Martie Grof-lannelli and seconded by Daniel Phelan.

## **2. Approval of Minutes of February 24<sup>th</sup>, 2006**

Corrections were needed for the spelling of Cecile Farnum's name and Sonny Bannerjee's name in Item #15 in the Minutes. A motion to approve the Minutes with these amendments was made by Robin Bergart and seconded by Jim Brett.

## **3. Business Arising from the Minutes**

No new business arising from the Minutes.

## **4. Super Conference Update - Cynthia McKeich**

Cynthia McKeich gave the Super Conference update on behalf of James Buczynski. A Spotlight Speaker has not yet been confirmed. Eighteen of the allotted twenty-six sessions have been submitted. Topics cover such areas as evidence-based librarianship; virtual reference; patent information literacy; ebook collection development; using Strategis; document delivery links to acquisitions; authority control; ESL users; web searching; Statistics Canada; graduate student patrons; and recruitment for diversity. James would like to encourage more submissions from the college library sector. He has contacted college library directors and has sent an e-mail to a college library listserv.

### **Action items:**

Cynthia McKeich will contact James about holding a place for the OCULA Student Award session in the programme.

Don Kinder will send information to James about Brewster Kahle, a possible spotlight speaker.

Jim Brett will follow up with James on a proposed panel session on what it is like to be an academic librarian. Martie Grof-lannelli agreed to sit on this panel.

## **5. Treasurer's Report - Martie Grof-lannelli**

Martie noted that reimbursement cheques for Council meetings were delayed but have recently been mailed out.

## **6. OCULA Student Award - Martie Grof-lannelli**

Martie noted that only two submissions have been received for the OCULA Student Award, despite the extended deadline. A discussion followed about whether or not the Award should be given every year if there is no worthy submission and whether or not the deadline should be extended again. Council members decided not to extend the deadline and to give the Award this year, as the Award is still in its infancy and is a good way to attract new members to OCULA. It was noted that the previous OCULA student award, funded by EBSCO, did not attract many submissions. Council members decided that the current Award should be advertised more aggressively and its potential for enhancing professional portfolios should be emphasized. It was noted that the original March 31<sup>st</sup> deadline for OCULA's Student Award is the same as the deadline for CLA's Student Article Contest. After some discussion, Council members decided to change the submission deadline for the OCULA Student Award to the end of February so that it precedes the CLA deadline but still gives students the opportunity to work on their submissions over Christmas vacation.

### **Action items:**

Jim Brett, Martie Grof-lannelli and Daniel Phelan will work on developing strategies for publicizing

the OCULA Student Award in the Faculty of Information Studies at the University of Toronto and the Faculty of Information and Media Studies at the University of Western Ontario.

Martie Grof-Iannelli will write to the deans at FIS and FIMS about the merits of this Award.

OCULA Student Award Committee members must submit their choice of winner to Martie by May 15<sup>th</sup>.

Don Kinder and Cynthia McKeich will take the OLA Student Chapter idea to the OLA Board.

## **7. OCULA Award - Sharon Munro**

Sharon reported that an OCULA Award committee has now been struck consisting of Sharon (Chair), Jeff Moon (Queen's University) and Tanis Fink (Seneca College). Sharon plans to advertise the OCULA Award over the summer months in the hope of attracting more nominations. Gohar Ashoughian said that she would pass on the list of [InsideOCULA](#) contacts to Sharon. Daniel offered to publicize the OCULA Award at next week's OCULA Spring Dinner.

### **Action items:**

Sharon to send a write-up about the OCULA Award to Daniel for reading out at the Spring Dinner.

Sharon to advertise the OCULA Award later in the summer

## **8. Spring Workshop report/Fall Workshop update - Daniel Phelan**

Daniel reported that attendance was respectable at the OCULA Spring Workshop. Thirty-seven people attended the first day and forty-five on the second day. The evaluations for the Spring Workshop have not been fully analysed yet but to date are mixed. Some attendees thought that the sessions were too philosophical and irrelevant and others found them to be very practical. On the whole, participants seemed to be interested in practice-oriented sessions. Suggestions from attendees for future sessions included: different generations in the workplace (Linda Duxbury was suggested as a possible speaker); career trajectories; politics of the workplace; leadership; and carving out a research niche. Some discussion ensued as to whether or not there should be more than one speaker for each day of a workshop and whether or not two days was too long a time period for the workshop. Council members wondered if the education market was currently saturated with audioconferences, online courses, other library conferences, HR training on campus etc.. It was suggested that OCULA might want to develop niche programming, such as a collaboration with OHLA on a topic of interest to health libraries or do something completely different and novel for OCULA.

### **Action items:**

Daniel Phelan will check the proposed date for the Fall Workshop in November to ensure that it does not conflict with dates for any other conferences or workshops.

Council members to send ideas for the Fall Workshop to Daniel Phelan.

## **9. Spring Dinner Update - Daniel Phelan**

Daniel said that the Annual Spring Academic Librarians Dinner would be taking place on Thursday, May 4<sup>th</sup>, 2006 in the Atrium of the George Vari Engineering and Computing Centre at Ryerson University. The keynote speaker is Linda McCarthy and her topic is *AThe Environment and Canadians: High Value or Low Priority?@*. Sixty-one people have registered for the dinner to date. Meredith Gilbert will be taking registrations until Tuesday, May 2<sup>nd</sup>. The Acting Chief Librarian of Ryerson University will be making the introductory remarks. Parking will be available for attendees. Daniel commended Cecile Farnum and Sonny Bannerjee for all of their work in organizing the Spring Dinner. Cynthia McKeich thanked Daniel for his work for the Spring Dinner and the Spring

Workshop.

**Action item:**

OCULA Council members to help advertise the Spring Dinner

**10. Councillors' Roles and Responsibilities: Policy and Procedure Manual - Daniel Phelan and Martie Grof-Iannelli**

Daniel has been gathering information for this manual from a variety of sources and thanked Council members for all of the information passed on to him to date. Aim is to develop clear descriptions for the councillors' roles and time-lines for getting various things done during the year. There will also be a section on how people outside OCULA Council can become involved with the division and a section on mentoring. It was recommended that there be appendices for information that may need to be changed frequently.

**Action items:**

Council members should send feedback to Daniel and Martie for the manual.

**11. OCULA Online Publications - Gohar Ashoughian and Robin Bergart**

Gohar Ashoughian and Robin Bergart presented two documents to OCULA Council members. AOCULA Online Publications@ is a description of current and future OCULA online publications and their scope. The second document is an advertisement for Editor-in-Chief and Deputy Editor for OCULA Online Publications. Discussion followed for both documents. It was suggested that the mission statement for AOCULA Online Publications@ be fleshed out. The descriptions for the two positions need some additional detail to give a more complete picture of the scope of both. However, it was agreed that the parameters for the positions should not be too strict in order to allow for flexibility and development. It was recommended that there be a section in the advertisement clearly outlining the professional benefits of serving as Editor-in-Chief or Deputy Editor for OCULA. These benefits include garnering valuable publishing experience and establishing a strong network of contacts across the country. It was recommended by Council members that the requirements for the two positions stress that both individuals will have demonstrated skills and expertise in writing and editing rather than just experience in both areas. The Editor-in-Chief needs to be familiar with web technologies. He/she should have experience in editing and layout rather than desk-top publishing software, as the OLA Office staff will be taking of the publishing side of the operation. Experience with HTML and web content development is desired but not essential. This position is a volunteer one and the editor will be a member of OCULA Council. There was some discussion about the length of term for the Editor-in-Chief and whether or not it should be a three year or a five year term. Decision was made to make it a three year term and to remove the phrase Awith the possibility for renewal@ from the advertisement. This time period should allow for a sufficient overlap with the Deputy Editor who will be the Editor-in-Chief's successor. It is hoped that by having a Deputy Editor as well as an Editor-in-Chief, that this will make the Editor-in-Chief's position seem workable and appealing, as the Editor will have assistance. In the unlikely circumstance that no-one applies to be Editor-in-Chief but there are applications for Deputy Editor, it may also be possible to find someone for the Editor-in-Chief's position from the applications for Deputy Editor. It was agreed that there should be a formal review process in place for these positions so that both incumbents can be evaluated periodically. Deadline for receiving applications for both positions will be September 30th, 2006. Aim is to have the editors in place by November, 2006. Applicants will be asked to submit a letter explaining why they want the position. Cynthia McKeich commended Gohar and Robin for the work that they have done to date with both documents.

**Action items:**

Gohar Ashoughian and Robin Bergart will revise both documents and circulate the new versions to Council members for final feedback.

## **12. OLA Web Committee - Gohar Ashoughian**

Gohar Ashoughian reported that there would be a teleconference meeting of the OLA Web Committee following the OCULA Council meeting. Main focus of the meeting is the content management system. OLA web sites, including OCULA, will be moving to CMS. Gohar noted that this will make the process of content contribution easier.

### **Action item:**

Gohar will send an e-mail update to Council members after the teleconference is over.

## **13. OCULA members' involvement in committees - Robin Bergart**

Robin Bergart noted that there is a perception among OCULA members that OCULA Council is an inner circle, with few opportunities for other people to participate. It was agreed that Council should become more transparent and publicize committees and volunteer opportunities more widely, such as the need for an OCULA planner for the 2008 Super Conference. Council should also emphasize the professional benefits of involvement with OCULA to members. Larry Moore noted that several university librarians had volunteered to be focus group leaders for the Strategic Future Initiative and that this was a good sign that members were willing to participate in the association.

### **Action item:**

Council members to consider ways to promote committees and other opportunities with OCULA to members.

## **14. OCUFA Academic Librarianship Award - Robin Bergart**

Robin Bergart said that she had recently attended her first meeting of the Ontario Council of Faculty Associations two weeks ago. She noted that they get very few submissions for the librarian's award. OCUFA would like advice on how to promote this award more effectively with librarians. The award is only applicable to universities as the colleges are not members of OCUFA. To date, OCUFA has sent information out to teaching development centres on campus and to faculty associations. Tendency is for public service librarians to be nominated rather than librarians in other areas, such as Technical Services etc.. Requirements for the award are on the OCUFA web site. Cynthia McKeich suggested that an announcement be sent out on the OCULA listserv about this award. Deadline for the award is February.

### **Action item:**

When the OCUFA notice about the award comes out in June, Robin Bergart will forward it to Trevor Balla for sending out to OCULA members.

## **15. OCULA Feedback on OLITA IT educational programming - Cynthia McKeich**

Cynthia McKeich said that she had been contacted by OLITA and asked to provide feedback from OCULA on key technology concerns and issues. Specifically, OLITA would like to know about top technology issues; top toolkits; programs that OLITA could offer OCULA and joint programming ideas. Cynthia noted that this was an excellent opportunity for collaboration between the two divisions. Larry Moore said that OLITA is looking for trends in areas of concern for universities and colleges that could be a focus for OLITA's educational programming. OLITA will then come up with the methodology for the directions that universities and colleges are seeing for library patrons. Gohar Ashoughian suggested looking at opportunities for cooperation in seeking online publication venues. For example, could OCULA put [InsideOCULA](#) into a more organized online publication environment? At the moment, we provide a PDF version but do we want this publication to become more interactive and meaningful? Sharon Munro noted that she had sent in a response to similar questions to OLITA last year.

### **Action item:**

Sharon Munro will forward last year's OCULA response to OLITA to Cynthia McKeich.

Sharon Munro will talk to Art Rhyno about OLITA's questions and forward his responses to Cynthia McKeich.

Council members to forward any further ideas to Cynthia McKeich.

#### **16. Membership - Martie Grof-Iannelli**

Martie Grof-Iannelli reported that the OLA Membership Committee has not met since the last OCULA Council meeting. Total number of OCULA members is 487 and there were 38 new members this year.

#### **17. Archiving - Cynthia McKeich**

Cynthia McKeich announced that Dr. Brian Owens, University Archivist at the University of Windsor, will be chairing the OLA Archiving Committee. Jim Brett will be OCULA's representative on this committee. Representatives are needed for the other divisions. So far, only ABFO has responded to Cynthia's request for divisional contacts for this committee. The Archiving Committee will be on the agenda for the next OLA Board meeting. The committee needs to be organized quickly and to work during the summer so that a document is ready for presenting to OLA Board members in September. The committee's work needs to be completed during the OLA Board's current year.

#### **18. Other Business**

OLA Strategic Future Initiative - Larry Moore discussed this initiative and noted that OLA has not embarked on this type of analysis since 1998. OLA has changed much over the intervening years and members need to consider where the organization is going. Larry emphasized that this is not a strategic planning exercise. The world is changing very quickly and the idea is to look forward and to try to determine where libraries fit in. For example, with Google and the digitization of university collections - where does that leave libraries? We need to look to our future, hence the reason that this is called the *OLA Strategic Future Initiative*. OLA has hired Dadie Perlov and the Consensus Management Group of New York to help with this process. In 1998, OLA had a retreat at Geneva Park. In 2006, the *OLA Strategic Future Initiative* is being done in three stages:

1. Focus groups - OLA hopes to have 300 focus groups - some will be face-to-face and some will be conducted by telephone. Idea is to get as many people involved as possible.
2. Dadie will write a series of reports as a result of information gleaned from the focus groups.
3. The reports will go to a Think Tank consisting of about 30 people. These will be key figures in the library field who are actively involved in thinking about these issues. They will then come up with a response and will bring it back to the OLA Board. It was suggested by Council members that Janice Gross-Stein might be a possible member for the Think Tank.

The OLA Board will be discussing the focus groups at their next Board meeting and determining how they are going to function. If OCULA can identify who needs to be talked to, this may help with the organization of some of the focus groups. OLA is looking at people inside and outside the library field. For example, university presidents may be invited to become involved in the process. The questions for the focus groups have all been worked out as divisional Board members were asked to send in questions and this has been done. The questions have been narrowed down to eight and all are posted on the OLA web site. Training for the facilitators will focus on these questions. Everyone in the focus groups will be asked the same questions. The questions will be about the library and the future of information useage in our institutions, NOT about OLA. OLA needs to identify groups of people who could be useful to talk to about these issues. For example, finance specialists could be included as they are involved with library finances. Larry provided a handout to Council members with a list of possible contacts. It was recommended by Council members that

library schools be added to this list and that OLA should also get students involved from different disciplines. Media involvement could be helpful with regard to their use of information and how they gather information for their work.

**Action items:**

Council members should forward any ideas for the *OLA Strategic Future Initiative* to Cynthia McKeich and Don Kinder and they will bring those ideas forth at the next OLA Board meeting.

**Mentoring** - Jim Brett noted that there is a *Student Council Professional Development Committee* at the University of Toronto and that this could have outreach possibilities for OCULA next September. He said that there is also great interest in health libraries and that OCULA might want to consider collaborating with OHLA on projects. To date, OCULA is the only division that has put a name forward for mentoring. Martie Grof-Iannelli and Jim Brett plan to work together on a presentation for the Faculty of Information and Media Studies at the University of Western Ontario about the OLA mentoring programme.

**19. Adjournment**

Motion to adjourn was put forward by Daniel Phelan. Meeting adjourned at 2:35 p.m..