OCULA Council Meeting Minutes

February 24th, 2006

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

Agenda:

1. Approval of Agenda

2. Approval of the Minutes for the November 18th, 2005 meeting

3. Business Arising from the Minutes

4. Councillor Positions and Responsibilities - Cynthia McKeich

5. Super Conference Update - Robin Bergart

6. Treasurer’s Report - Martie Grof-Iannelli

7. OCULA Student Award - Cynthia McKeich

8. OCULA Award - Sharon Munro

9. OCULA Spring Workshop - Daniel Phelan

10. InsideOCULA - Gohar Ashoughian

11. Membership - Cynthia McKeich

12. OCULA Web Site Guidelines - Gohar Ashoughian

13. OLA Web Committee - Gohar Ashoughian

14. Archiving - Cynthia McKeich

15. Spring Dinner Update - Daniel Phelan

16. OCULA Blog - Gohar Ashoughian

17. Other Business

**1. Approval of Agenda**

A motion to approve the agenda was made by Martie Grof-Iannelli and seconded by Daniel Phelan.

**2. Approval of the Minutes for the November 18th, 2005 meeting**
A motion to approve the Minutes without amendments was made by Martie Grof-Iannelli and seconded by Daniel Phelan. Robin Bergart and Don Kinder abstained.

3. Business Arising from the Minutes

Items arising are included separately in the meeting agenda

4. Councillor Positions and Responsibilities - C. McKeich

Robin Bergart expressed concern that the terms of reference for Council and councillors’ responsibilities are not clear. Larry Moore stated that there is a generic statement about these terms, but nothing detailed has been put together. Daniel Phelan and Martie Grof-Iannelli agreed to draft a succinct manual describing the positions, roles and responsibilities of Council members. This document will be posted on the OCULA web site to provide information and greater transparency about Council matters for OCULA members. Martie Grof-Iannelli noted that there is a manual detailing the responsibilities of the OCULA President that is passed on to each successive president. Sharon Munro does not have this manual and will check with 2004 OCULA President, Delia Antonacci, to see if she has a copy of it. If so, arrangements will be made to pass it on to Cynthia McKeich. A copy will also be provided to Daniel and Martie for the Council manual.

5. Super Conference Update - Robin Bergart

Robin noted that there were 27 OCULA sessions and 1,167 conference attendees for these sessions. There was an average of 43 attendees per session. No particular topics or times of day stood out in terms of attendance. Robin praised the session convenors. She noted that James Bucyzinski is already looking for an OCULA Spotlight Speaker for the 2007 Super Conference and asked Council members to pass on names to James. It was suggested that Carol Kuhlthau be approached again. James and Gail Nichol will be the Super Conference Coordinators for OCULA for the 2007 Super Conference. Council members were asked to send ideas for OCULA sessions to James and Gail. Session proposals have to be in by April 30th. Larry noted that there will be a meeting at the beginning of March on the global view of the conference. Ideas for broad subject areas to be covered will be discussed at this meeting. Martie Grof-Iannelli suggested that a session on partnerships/collaboration between public libraries and academic libraries be considered. She noted that Fanshawe College was currently engaged in a partnership with the London Public Library. The session could also look at funding initiatives and grant opportunities. Don Kinder suggested that George Kuh be invited to give a session on the National Survey of Student Engagement, originating from Indiana University. It was suggested that a panel could be put together to discuss LibQUAL+ and how it can be used as a tool by libraries for measuring the quality of library services. Larry Moore stated that there is flexibility in terms of the budgeting for a Spotlight Speaker for the Super Conference. It was noted that the feedback for Curtis Bonk, 2006 OCULA Spotlight Speaker, was mixed.

6. Treasurer’s Report - M. Grof-Iannelli

Martie Grof-Iannelli attended the January OLA budget meeting and OCULA’s budget was approved in its entirety. She reminded Council members to fill out OLA expense forms for all expenditures made and not just travel expenses. Additional expenditures for Chapters gift certificates, stationery etc. should be put under ‘Other’ on the OLA expense form. All relevant receipts should be submitted with this form. Council members were also asked to fill out their addresses on the form as this will save time for the OLA Office staff. Martie will complete the office portions of the form and will send it in to the OLA Office. She noted that Super Conference expenditures should go directly to the OLA Office except for OCULA plaques, gift certificates and expenditures associated with acknowledgements. The OLA expense form is available online. Go to the OLA website, click on ‘About OLA’, click on AOLA Board of Directors and then click on AOLA Expense Claim Form@
7. OCULA Student Award - C. McKeich

Cynthia McKeich stated that there have been no submissions for the OCULA Student Award to date. Martie Grof-Iannelli said that several blank proposal forms had come through recently. Sharon Munro noted that there had been a similar occurrence last year and the blank forms turned out to be valid submissions that had been stripped of all content by mistake. Only the identities of the candidates are supposed to be removed from the forms before they are sent to members of the judging panel. Larry Moore checked into this and confirmed that two applications have been received. Sharon will check with Sophie Bury to see if she had been receiving the forms initially in order to remove all identifying information. If so, then someone else on Council will need to take this over as Sophie's term is now up on Council. Sharon stated that letters were sent out about the OCULA Student Award last November to the directors of academic libraries in Ontario and to the directors of 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 noted that she had not received this letter. Larry said that he would follow up about this. Sharon said that the Award had been advertised several times on the OCULA listserv and on relevant listservs at the University of Toronto and the University of Western Ontario. Martie agreed to chair the judging panel again this year. Art Rhyno will also be on the panel. Robin Bergart agreed to be the third judge.

8. OCULA Award - S. Munro

Sharon Munro asked Council members to send names to her for the OCULA Award Committee. It was noted that the previous year's winner usually serves on the OCULA Award Committee and Sharon said that she would follow up with Jeff Moon about this. Cynthia McKeich recommended that the other person on the Committee be from one of the colleges. She said that she would forward possible names to Sharon. Sharon noted that she wanted to advertise the Award over the summer in order to encourage nominations from OCULA members. It was suggested that people be targeted at various academic libraries to publicize the Award and that the contact list for InsideOCULA be used for this purpose. Gohar Ashoughian said that she would forward the list to Sharon.

9. OCULA Spring Workshop - D. Phelan

Daniel Phelan noted that Brenda Mahoney of Algonquin College has taken Wendy Rodger's place as the second OCULA representative for the Education Institute. The OCULA Spring Workshop will be taking place on March 30th and 31st and is entitled: Reference in Academic Libraries - Current Issues. The speakers are David Lankes and James Elmborg. Information about the workshop is now available on the OLA web site. Daniel noted that it is being organized in conjunction with Gail Nichol and the Continuing Education Committee at the University of Toronto. The location is 89 Chestnut Street at the University of Toronto. Cynthia McKeich asked if she would be introducing the speakers and Daniel said that he would get back to her about this. The expectation is that there will be 50 attendees each day for the workshop and the budget for the workshop has been approved by the OLA Office. Daniel noted that nothing has been organized for the OCULA Fall Workshop yet. He asked Council members to send ideas for this workshop to him and to Brenda. Martie Grof-Iannelli suggested that Ian Kerr, Ethics Chair for International Copyright at the University of Ottawa be invited to give a session on copyright issues. She will send his contact information to Daniel.

10. InsideOCULA - G. Ashoughian

Gohar noted that the deadline for the next issue of InsideOCULA is March 10th. She said that she had sent out reminders to her InsideOCULA contacts to send submissions for Around the Province@ and APeople News@. The Spring issue will contain some content about the OCULA sessions at the Super Conference. Gohar and Robin will be working on this together. Cynthia McKeich suggested that a topic be picked for each InsideOCULA issue and two people be identified to present the college point of view and the university point of view. Council members agreed that this could be a very interesting idea and Gohar asked that Council members send potential
discussion ideas and names to her. Gohar said that submission guidelines have now been developed for InsideOCULA. The guidelines will need to be re-visited if InsideOCULA is re-organized.

11. Membership Committee - C. McKeich

Martie Grof-Iannelli noted that there had been no meetings for the OLA Membership Committee during her time as the OCULA representative on this Committee. She agreed to continue to be the Membership Committee representative for OCULA. Martie and Jim Brett expressed interest in working with the Faculty of Information Studies at the University of Toronto and the Faculty of Information and Media Studies at the University of Western Ontario to publicize OCULA and the OLA mentoring programme. Jim, Don Kinder and Daniel Phelan offered to visit both faculties in order to give talks about OCULA. Robin Bergart noted that one of the professors in the Faculty of Information and Media Studies at the University of Western Ontario had made it mandatory for students to attend Super Conference as part of their course. She suggested that someone from OCULA Council could visit this class prior to the OLA Super Conference next year and talk to them about OCULA.

12. OCULA Web Site Guidelines - G. Ashoughian

Gohar commended Sophie Bury for her excellent work in putting the OCULA web site guidelines together. Gohar asked Council members to let her know if any further changes needed to be made to the guidelines. The InsideOCULA editor’s position has now been combined with responsibility for overall web publishing for OCULA, so Gohar currently takes care of InsideOCULA, the OCULA web site and the OCULA Blog. Gohar noted that terms of reference need to be put together for this combined position so that the responsibilities are clearly outlined. Proactive planning for a replacement for this position also needs to take place. Gohar noted that she would be stepping down from Council next year and would like to have the opportunity to orient her successor over the next year. Robin Bergart offered to help Gohar with the OCULA web site and the Blog. Gohar and Robin agreed to work on a draft proposal for the position of InsideOCULA editor, web master and blogger and the skills that will be required for this position. Council members were asked to send suggestions to Gohar and Robin. Gohar noted that some library associations have their newsletter editor designated as a permanent member of Council and asked if OCULA Council wished to consider following suit. There was some discussion about this and Council members agreed to consider this further at the next Council meeting. There was also discussion about whether or not the InsideOCULA newsletter should continue once the OCULA Blog is established. It was agreed that the newsletter should continue for the time being. It was noted that the Blog could help to provide ideas for articles for the newsletter.

13. OLA Web Committee - G. Ashoughian

Gohar will be attending the first meeting of the OLA Web Committee on the afternoon of February 24th. The main item on the agenda is the Terms of Reference for the Committee. She will report back to Council members about the meeting.

14. Archiving - C. McKeich

Cynthia McKeich noted that the OLA Board supports the proposal to update the OLA and divisional archival policies. Plan is to set up a committee with representation from each division on it. OLA would also like to have an archivist on this committee. Martie Grof-Iannelli offered to follow up on this with two people. Sharon Munro said that she could also talk to Dr. Brian Owens, University Archivist at the University of Windsor. Jim Brett agreed to be OCULA=’s representative on the Committee.

15. Spring Dinner Update - D. Phelan
Daniel Phelan said that the Spring Dinner will be held on May 4th in the atrium of the George Vari Engineering and Computing Centre at Ryerson University. Cecile Farnum and Sonny Banerjee are the contacts at Ryerson for the Spring Dinner. They have been working on publicity ideas for the Dinner and have developed a digital flyer that will be distributed to colleges and universities. Gohar Ashoughian said that she would pass on the contact list for InsideOCULA to Cecile and Sonny for the flyer. Linda McCarthy will be the keynote speaker at the Dinner and will be talking about the effect of politics on environmental issues and the role that librarians can play.

16. OCULA Blog - G. Ashoughian

Gohar noted that the skeleton for the Blog was ready and online at the time of the OCULA Annual General Meeting at the OLA Super Conference earlier this month. There is no graphic design work or organization of content yet for the Blog. Plan is to move the dynamic features of InsideOCULA such as APeople News@ and AAround the Province@ into the Blog. Gohar asked Council members to send her ideas for content for the Blog. She plans to send a message out shortly to OCULA members about the Blog. Gohar will put a draft together for the organization of the Blog and will send this to Council members for feedback.

17. Other Business

Children of Africa - Larry Moore noted that OLA has put health kits and school kits together. The fund-raising initiative at the OLA Super Conference was very successful, but more money needs to be raised in order to build a combined school and public library in Africa. OLA is working with Craig Kielburger’s Free the Children Foundation on this project.

E-journal - C. McKeich is on the committee for the e-journal. There are library association members from across Canada on this committee. The editor-in-chief is Jennifer Richard, current President of the Atlantic Provinces Library Association (APLA). Cynthia noted that the Committee would be having a teleconference meeting on Monday, February 27th in order to finalize a name for the journal. Current name being considered is ECLIPSE - Excellence in Canadian Library and Information and Partnership E-Journal. Various sections have already been developed for the journal. The journal will be double blind peer reviewed for certain sections. There will be a section for news and announcements and an opinion section. University of Guelph is hosting the journal on an OJS platform.

OLA Issues - Accessibility and Privacy - Sharon Munro and Martie Grof-Iannelli have been doing some research into both areas and will pass on relevant information to Cynthia McKeich.

Reading programme for colleges and universities - Larry Moore asked if a reading programme should be established for colleges and universities and for senior high school students? There are reading programs already established for other age groups. Robin Bergart noted that some universities already have summer reading programmes, for example, McMaster and Guelph. She suggested that OLA could try to tie in with these programmes. Martie Grof-Iannelli noted that reading programmes at this level often tend to be tied in with ESL. Council members agreed to consider this further at the next Council meeting.

New Copyright Legislation - Sharon Munro said that OCULA Council had drafted a letter in response to the proposed new copyright legislation. This letter was put on hold as a result of the Federal election. Larry Moore said that the Partnership would be working on a response to any new proposed legislation in this area.

Modernization of Investigative Technologies Act - this Act was pending before the Federal election took place. Not clear what will happen to it now. Sharon Munro recommended that Council keep an eye on this situation as the ramifications of this Act will definitely have an effect on
academic libraries.

18. Adjournment

Motion to adjourn was put forward by Robin Bergart. Meeting adjourned at 2:20 p.m.