

Tenn-Share Board Meeting
June 8, 2009
Brentwood Safety Center, Brentwood, TN

In Attendance

Deborah Babb, Tricia Bengel, Melissa Brenneman, Marion Bryant, Wendy Cornelisen, Susan Earl, Penny Frere, Jodie Gambill, Dinah Harris, Bill Hook, Julie Julian, DeAnne Luck, Sue Maszaros, Deanna Nipp-Kientz, Suresh Ponnappa, Chris Ryan, Rita Shacklett, Chuck Sherrill, Pam Temple (guest),

Welcome and Introductions

Outgoing President, Suresh Ponnappa, called the meeting to order at 9:00 a.m. CDT. Following introductions, Suresh thanked everyone for their service to the Tenn-Share Board and turned the meeting over to incoming President, Chuck Sherrill.

Chuck gave an overview of Tenn-Share's leadership role in resource-sharing and encouraged all board members to share their ideas about topics discussed in board meetings.

Board Orientation – Communication Tools for the Tenn-Share Board

Intro and Email

See Email Strategies handout at:

<http://www.tenn-share.org/sites/default/files/E-Mail%20Strategies%20Tip%20Sheet%206-8-09.DOC>

Julie Julian conducted a session on strategies for using email effectively. Board members were reminded to use the Board and Tenn-Share members' mailing lists on the website instead of developing individual mailing lists in their own address books. Board members were also encouraged to use survey software to solicit opinions/feedback from Board or Tenn-Share members on brief topics of interest. Reasons cited include: surveying is more efficient than sifting through email threads and results can be more easily shared and analyzed. Free surveys can be created at surveymonkey.com and other sites.

Tour the Website

Wendy Cornelisen and Jodie Gambill provided an overview of the website (launched September 2008), describing each of the three distinct areas: News (center); Membership, Resources, Organization (left navigation bar); RSS Feeds, Events, My Account (right navigation bar). The top banner includes links to About (Tenn-Share), Login, and Contact Us. Of particular note: Login feature is new (details later); there are several access points for contacting Tenn-Share, with categories for subjects that help direct inquiries to the appropriate Board member.

Penny Frere recommended that the Constitution and Bylaws be added under the Reports section and About Us. She also suggested that a second About Us link be added in the left navigation bar.

It was noted that full edit privileges for the website are given to Wendy Cornelisen, Jodie Gambill, Penny Frere, DeAnne Luck, and Julie Julian.

Penny thanked Vanderbilt University for allowing Jodie the time to work on the Tenn-Share website. Bill Hook described it as a win-win situation, with Vanderbilt benefiting from Jodie's experience with Drupal.

Members-Only Access

DeAnne Luck provided a tour of the "members-only" pages on the website, which can be reached after logging in. In the Databases section, basic product descriptions are available to the public, but pricing information (e.g., Lyrasis) is viewable by members only, upon completion and approval (by DeAnne) of the form provided.

Board Pages

Penny Frere reviewed the Board section of the website and encouraged each Board member to create an account. The Board was reminded that login requests are authenticated against the official Tenn-Share membership list maintained by Deanna Nipp-Kientz.

Several recommendations for the Board section were discussed, including placing sensitive information behind the Board login (e.g., financial reports, 501(c)3 tax exempt forms or account numbers, etc.). Tricia suggested that showing Board members' phone numbers after authentication would be helpful. Suresh recommended that a separate wiki for the Executive Committee be created, editable only by members of the Executive Committee, to foster better communication and a tracking mechanism on topics specific to that group.

Board Wikis

Jodie Gambill demonstrated how to edit wiki pages. All committees have an operational wiki and the Website Committee is currently the only committee using this features. All Board members and committee members can edit all wikis; non-Board members can edit only wikis for the committees on which they are members.

Tricia Bengel and others commended the Website Committee on the new site, especially the speed with which it was brought up (the proposal was presented to the Board in June 2008, with website launched in September 2008).

Committee Reports

Treasurer's Report

See Treasurer's report at <http://www.tenn-share.org/committees/finance> .

Julie Julian reviewed expenditures v. income for the fiscal year, advising that total income was nearly equal to expenses, despite the fact that membership dues and database fees exceeded original projections. It was noted that TLA was requiring Penny to join as a member in order to represent Tenn-Share on the TLA Board. In order to save on that expense, Susan Earl volunteered to represent Tenn-Share on the TLA Board.

Julie presented the proposed 2009-10 budget, reminding the Board that Tenn-Share's bank balance fluctuates greatly due to encumbrance of database payments to vendors. As discussed at the previous meeting, Julie investigated whether two separate checking accounts, one for operating expenses and one for database fees, was possible. We were advised against this by our accountant.

Several items expected to affect the 2009-10 budgets include: possible decrease in membership renewals due to the current economic crisis; Penny's request for a reduction in work week hours, which will result in a salary savings; possible decrease in income from DataFest 2009, since attendees will largely be government and non-profit organizations, who do not pay any participation fees.

DeAnne recommended that Julie investigate whether we have or can have an interest-bearing checking account.

Julie advised that the Finance Committee, which approves the budget, will meet soon to finalize the 2009-10 proposed budget.

DataFest and Fall Conference

Theme: Smarter, Faster, Cheaper
Dates: October 29-30, 2009
Location: Nashville Public Library

DeAnne Luck advised that the DataFest Committee is planning a conference call in the near future.

Penny Frere advised that a venue change to the Renaissance Center in Dickson was investigated, but their technology was insufficient for our needs. Penny also advised that the programs' dates were changed because our original dates were too close to the TASL (Tennessee Association of School Librarians) conference which would adversely affect attendance at both conferences. Additionally, we had the opportunity to combine our Conference with GODORT, which would benefit both organizations.

Tricia Bengel reported that the Keynote for the Conference is a panel comprised of Karen Schneider, of Free Range Librarian fame who now works for Evergreen, Andrew Pace of OCLC (tentative), and a traditional commercial ILS vendor (e.g., Innovative).

It was noted that the Metro Nashville Public Schools Collection Fair will be held concurrent to the DataFest and Conference, as in past years.

Penny commended Nashville Public Library and Donna Nicely, in particular, for making the facility available at no charge for public events such as Tenn-Share's DataFest & Conference, GODORT, and the Collection Fair.

Database Coordinator's Report

See Electronic Resources Committee report at <http://www.tenn-share.org/committees/erd>. DeAnne Luck announced that the Tenn-Share group subscription to WorldCat was complete. Awaiting the participation of University of Memphis provided a big benefit on price.

DeAnne reported that Lyris has obtained some of the group discount pricing for the state of Tennessee group that resulted from a March 2009 meeting of the TLA E-Resources RoundTable (Mary Ellen Pozzebon, MTSU, chairperson). The list of databases from each participating institution has been prioritized and Lyris is in the process of negotiating pricing. Some vendors have already opted out of participating. Others have a more complicated fee structure and are a lower priority. A complete spreadsheet is available for members at the Tenn-Share website.

Lyris will negotiate pricing with the vendor, sign any and all license agreements, pay the vendor, and pass the discounted fees to Tenn-Share, who will add its database fee, bill participating libraries accordingly, and remit appropriate vendor fees to Lyris. For most purchases, libraries will sign one agreement only, with Lyris, eliminating time-

consuming individual database license negotiations and, in some cases, individual RFPs (Request for Pricing) for individual databases.

Membership

See Membership Report at <http://www.tenn-share.org/committees/membership> . Deanna Nipp-Kientz expressed concern that 2008-09 membership was far less than in 2007-08. She suspected that one of the reasons for this was due to fewer person-to-person contacts with former members. Penny agreed, citing that the recommended contact schedule detailed on the Important Dates handout was not followed as rigorously last year. Deanna recommended a separate person be appointed to coordinate the activities of dividing/distributing Deanna's membership lists among the membership representatives and following-up to ensure that messages are sent, correct contacts are in the file. Chris Ryan volunteered to coordinate this effort.

Penny encouraged all membership representatives to utilize the talking points on the website. In particular, special and academic libraries have brochures that can be printed to take to meetings, conferences, etc. to spread the word about the benefits of Tenn-Share membership. Rita Shacklett and Dinah Harris volunteered to revise available brochures to match the needs for smaller public libraries. A similar brochure is needed for school libraries. DeAnne volunteered to provide figures for these library types for the brochures.

Brochures will soon be added to the website so they can be easily accessed by all.

Deanna was recognized for her dedicated volunteerism on behalf of Tenn-Share and, in turn, Deanna recognized employees of Tennessee Tech, April Crockett and Sharon Buckner, who also contribute by assisting with invoicing and membership.

Web Committee

See Website Committee report at <http://www.tenn-share.org/node/210> .

Wendy Cornelisen reviewed the website statistics report. Google is the top traffic source. There have been 9520 hits to the website since it was introduced, with 5000 hits since February 1st.

Stimulus Funding Update

Tricia Bengel reported on the state's efforts to organize a broadband initiative to submit one single grant proposal, endorsed by the governor, applying for federal stimulus money earmarked specifically for broadband. The OIR (Office for Information Resources) is charged with developing the grant and has met with educators, libraries, non-profit organizations, health and public safety stakeholders, and more, to research and contribute appropriate data. Connected Tennessee is helping stakeholders get organized. UT-Knoxville will help write the grant. The library segment is meeting every other week to craft a three-pronged proposal for: 1) fiber connection to every public library building; 2) mobile computing labs for each county (not just for library use); 3) metro-specific line items for infrastructure. They are also recommending that the overall grant prioritize "anchor" institutions that will provide broadband access to those who can't afford the monthly rates. Actual grant publication forms will not be available until September.

Strategic Plan

See Strategic Plan Details at <http://www.tenn-share.org/committees/sg> .

Chuck Sherrill provided an overview of the Strategic Plan that was developed three years ago at the June 2006 Tenn-Share retreat. The three components were: develop and improve relationships with related organizations; study organizational finances; develop a marketing initiative. New database and membership fee structures were direct results of this plan, as was the development of a brochure outlining the benefits of Tenn-Share. We are still awaiting the analysis of the survey regarding relationships with outside organizations. Chuck recommended that, based upon the progress already made, Tenn-Share disband the committees in their current form and re-evaluate Tenn-Share's direction. The Board concurred.

TEL

See TEL Report at <http://www.tenn-share.org/committees/telt>

TEL Portal:

Sue Maszaros reported that TEL usage statistics are on target to increase. This may be due to the implementation of the federated search engine. Coming soon to the portal is Medline Plus and a Go Local Tennessee section. Ideas for making the website more teen-friendly may be solicited with a teen focus group. The recent survey may also help Sue determine which of the remaining features should become priorities.

Sue will be reconvening the TEL Database Selection Committee as an advisory committee so that TEL keeps growing. This committee would also define the TEL Strategic Plan, which was never completed.

Sue requested that a separate committee be developed within Tenn-Share to help with non-database items, such as the upcoming 10th birthday celebration or generating ideas, such as the "TEL one person" about TEL campaign. Penny, DeAnne, Melissa, and Dinah volunteered to assist.

Vendor News:

- GALE is introducing a new PowerSearch interface on July 1st. Sue encouraged members to sign up for the webinars.
- This is the last year participating libraries will be asked to contribute to Literature Resource Center (LRC). At the end of this year, the state will own the content and absorb the minimal annual maintenance fee.
- NewsBank has lost the rights to The Tennessean as of July 1st. Sue attempted to negotiate with the vendor (ProQuest) who now has exclusive rights to this and most other Gannett newspapers, but the cost was prohibitive. NewsBank is attempting to make up for this loss with additional content, but it will likely not be of interest to Tennessee and a refund may be in order.

Training:

- Sue recently completed videotaping the Train the Trainer sessions in Nashville. These will be posted on the website later this summer.
- There is now a Google group specifically for TEL trainers; calendars, handouts, training scripts are available.
- Sue is developing new recognition programs for TEL trainers and requested help from Tenn-Share members in writing brief stories about featured TEL Trainers of the Month. These names will be randomly selected. She is also planning a Trainer of the Year

Award to recognize the highest levels of contributions to TEL training. The first award will be presented at the Tenn-Share Conference next year.

- She continues to travel throughout the state to give Train the Trainer sessions. Webinars, the videotaped sessions, and newly acquired screen capture software may relieve her of some of this travel.

Workshops

See Workshops Information at <http://www.tenn-share.org/committees/workshops> .

Wendy Cornelisen reported the repeat session of Round 1 of Learn & Discover started April 14; Round 2 starts July 14th. The Workshops Committee meets weekly via text chats. Additional committee members are welcome. Prize for completing the workshop is a flash drive. The group would appreciate ideas for a grand prize for those completing both rounds. Prizes will be awarded at the Fall Conference.

Volunteer Voices

Chuck Sherrill reviewed the report from Ken Middleton, who could not attend. VolVoices continues to add content on local history. They are currently looking for a partner for a statewide server to host ContentDM. UT-Knoxville hosts the old server and is not currently involved in any ContentDM projects, so is not willing to host this software.

Share Your Stuff

<http://www.tenn-share.org/resources/share>

Penny Frere shared her TLA poster presentation on Share Your Stuff, which highlighted the four primary activities that comprised TEL Phase II: Preserve and Share Tennessee Culture; Statewide Library Catalog; One-step Access; Rapid Delivery. The first three of these activities have been or are close to being realized through Volunteer Voices, WorldCat, and InfoToGo. Rapid delivery of InterLibrary Loan materials via a statewide courier service is the next grass roots initiative which Tenn-Share will pursue. Chuck advised that he is working with a foundation in Brentwood to develop interest in providing seed money for studying the statewide courier system, especially as it relates to delivering materials to school libraries. Chuck asked for volunteers to assist with writing the proposal. DeAnne Luck and Bill Hook agreed to help. Chuck will also solicit help from Joe Weber (Austin Peay), Chris Matz (Christian Brothers), Nancy Dickinson, Becky Jackman, and Kathy Bennett (Hillwood High School).

Tenn-Share Sponsored Programs at Upcoming Conferences

DeAnne Luck reported Tenn-Share and TEL will share a booth at the Tennessee Association of School Librarians (TASL) Conference in September. It is an important venue for meeting school librarians and promoting the benefits of Tenn-Share.

Other Business

Vendors

Penny Frere advised that she periodically receives solicitations from vendors of non-electronic products, many of whom are book vendors interested in doing business with Tenn-Share and its members. There was some discussion about the nature of our arrangement with Ingram Books and whether exclusivity applied. Penny, Chuck, and Bill will review the Ingram agreement and report on their findings.

Bylaws

At the last meeting, the Board passed a proposal to change our fiscal reporting year from a June 30th end date to December 31st calendar year end date (Article V Section V of the Bylaws). Our accountant advised against this, as it would almost certainly mean re-filing as a 501(c)3 organization. Suresh moved to rescind the previous motion (Susan Earl second). After discussion, the motion passed unanimously.

A separate motion at the last meeting proposed that the terms of the Board members also change to a calendar year, but the motion did not provide an implementation date. The primary reasons for this proposal were to give the conference chairperson (Vice President/President-Elect) sufficient time to plan and run the Conference and to give the new Treasurer six months of working with the financial reports before being expected to create a budget. Board members in attendance agreed to let this motion stand and to have it take effect with the incoming Board members. Those not in attendance would be advised of this decision and asked for their input, since it may directly affect them.

Bill Hook and others noted that there were several areas in the Bylaws that needed revision and correction. Chuck, Melissa, and Bill agreed to review the Bylaws and present potential changes at the October meeting.

Upcoming Board Meetings

- 1) Next meeting: Thursday, October 29 (evening of DataFest). Julie Julian will try to arrange for the meeting to be at her office (BABC in Nashville).
- 2) February 4-5, 2010: Winter Board Retreat at The Cool Springs House in Brentwood.
- 3) June 7, 2010: Brentwood Library.

The meeting was adjourned at approximately 3:00 p.m. CDT.

Respectfully submitted,
Christine Ryan