

**Tenn-Share
October 28, 2010 Board Meeting
Bradley Arant Boult Cummings LLP**

In attendance:

Deborah Babb	David Hajdik
Tricia Bengel	Dinah Harris
Kathy Bennett	Bill Hook
Melissa Brenneman	Julie Ivie
Marion Bryant	DeAnne Luck
Wendy Cornelison	Ken Middleton
Nancy Dickinson	Deanna Nipp-Kientz
Susan Drye	Sandy Oelschlegel
Susan Earl	Suresh Ponnappa
Penny Frère	Mary Ellen Pozzebon
Courtney Fuson	Chris Ryan
Jodie Gambill	

Absent: Leah Allison, Bob Swanay, and Rita Shacklett

1. Welcome and Introductions

President Tricia Bengel introduced Susan Drye (Nashville Public Library), who recently accepted the position of Business Manager for Tenn-Share.

Tricia welcomed new board member, Mary Ellen Pozzebon (Middle Tennessee State University), co-chair of TSERC (Tenn-Share Electronic Resources Committee), and announced that Mary Ellen is this year's recipient of the Tennessee Resource Sharing Award.

2. Minutes

Minutes from the June Board meeting were approved online and are posted to the Tenn-Share website.

3. Treasurer's Report

See report. Treasurer Julie Ivie pointed out that two years ago, Tenn-Share was operating with a negative cash flow. The changes in fee structures that were implemented in 2010, as well as new subscription offerings, have reversed this trend. (Note: late fees for database subscription payments introduced July 1st). These same changes have also caused a significant increase in the workload of the Treasurer (and other positions) and were instrumental in deciding to create a new, non-volunteer position (Business Manager) for managing funds, invoicing, etc. Executive Director Penny Frere recognized Julie's contributions to the Board during this time of growth and, given this is Julie's last meeting as Treasurer, the Board thanked her for her service.

4. Committee Reports

a. *Archives*

See report. Chair Susan Earl advised that the Archives Committee, including Penny, continue to organize the Tenn-Share files for eventual processing onto microfilm. Additional volunteers for this

part of the project are welcome. Susan also advised that Jodie Gambill has volunteered to help create finding tools for the archives, once they are added to the website.

b. *By-laws*

Chair Bill Hook advised that the By-laws Committee has completed the merger of the Constitution with the By-laws into one document (attached). The primary purpose of the revision was to facilitate the shift in responsibility for By-law revisions from the membership to the Board of Directors.

Jodie Gambill asked for clarification regarding whether the State Library & Archives representative is a voting member. The position is currently shown as ex officio on the website, but the current By-laws indicate that ex officio members do not vote. Penny recommended that the Board allow ex officio members to vote. Others added that ex officio members in Tenn-Share and similar organizations often have among the highest levels of attendance and participation. Tricia directed the incoming Executive Committee and the By-laws Committee to work together and develop new voting guidelines for Board review and approval.

c. *DataFest*

Chair DeAnne Luck, Tenn-Share Database Coordinator, indicated that attendance at today's DataFest sessions was good and that there were no major equipment problems. A final report will be provided to the Board in the next few weeks. Both Penny and DeAnne advised that vendor feedback was also positive. Committee members and the host venue, Nashville Public Library, were thanked for their help in a successful DataFest.

d. *Electronic Resources*

See report. Chair DeAnne Luck announced several new subscriptions: *Chronicle of Higher Education*, *Mango Languages*, *EBSCO Business Source Complete*, and others as noted on the website.

In July, Tenn-Share began charging late fees at the maximum allowable percentage allowed by state law (1.5 % after 30 days). DeAnne reported that some libraries have asked for exceptions and it has become challenging to be fair to all requests. Penny noted that Tenn-Share cannot pay the vendor until invoiced payments have been received. Several members advised that getting contract signatures often delays payment at their sites, even for renewals. After discussion, consensus was to change the grace period before invoicing late fees from 30 days to 45, and also giving DeAnne the option of making exceptions to extend the number of days' grace period, if warranted. Sandy Oelschlegel suggested that in addition to DeAnne's communications to database subscribers, the Membership Committee might also include this in an upcoming newsletter.

DeAnne reported that the Tenn-Share arrangement with Lyris is no longer cost- or time-effective. The affiliate membership benefits that were part of the original SOLINET agreement (reduced subscription rates and OCLC GAC-Group Access Capability) were not carried over when Lyris took over. DeAnne has been able to negotiate better subscription rates for members than by working with Lyris, and is doing so much more quickly and with less paperwork. Upon DeAnne's recommendation, the Board agreed to remove Lyris affiliate membership as a benefit from the website and outreach brochures.

DeAnne announced that TSERC (Tenn-Share Electronic Resources Committee) is working on new ideas for subscriptions, as well as marketing and communications. Currently, they are developing subscription timelines that will help vendors prepare quotes, etc. in specific time frames. They will then communicate this information to libraries so that they can better plan for participating in group negotiations before getting quotes on their own. The procedure will be formalized and distributed to TSERC members. Mary Ellen reported that vendors seem to be willing to work with discounts on existing subscriptions, if they see a benefit to their operations (e.g., a single invoice or a single license). In general, however, after 10-12 libraries have individually subscribed to a product, there is less incentive for a vendor to provide TSERC with a discount. She requested that members wait until January 1st or July 1st to subscribe to new products so that TSERC has a chance to negotiate. Mary Ellen is also seeking feedback on what products people are considering so TSERC can negotiate future group discounts.

DeAnne reported that the changes to the TSERC charter are being proposed in order to smooth the transition between TSERC officers and provide for chairpersons who have more familiarity with the inner workings of the committee. New proposal is to elect the second TSERC co-chair from within committee membership (the Tenn-Share Database Coordinator is a permanent co-chair). Previously an ex officio position was appointed as second co-chair. Sandy Oelschlegel moved to adopt the new proposal; Courtney Fuson seconded. Motion passed. The new structure will be implemented July 1st.

DeAnne announced TSERC's name for the ongoing consortial buying project: TCPP: Tenn-Share Consortial Purchase Project. Membership will be notified of this name change during Fall Conference.

e. *Fall Conference*

See report. Melissa Brenneman reported that the Fall Conference Committee will be recording the keynote speaker. They are asking for permission to place the speech on the website. Volunteers were requested for the Registration Desk and a rough schedule for the 9:00 a.m. – 10:00 a.m. period was developed. Penny will staff the desk during the program.

f. *Finance*

Penny distributed the Tenn-Share Database Subscriptions 2009-2010 report. The report shows the positive results of the surcharge that Tenn-Share has added to database subscription invoices. Penny advised that Susan Drye, the new Business Manager, in addition to overseeing the financial operations of Tenn-Share as they relate to database subscriptions and purchases, would eventually manage the monthly payments of taxes and complete the quarterly Form 941 filing with the IRS. Tenn-Share is purchasing a software program to help with financial accounting, including creating subscription invoices. Penny advised that the Business Manager is a new salaried position for Tenn-Share; funding is made available from reduction in the Executive Director's hours.

g. *Learn & Discover*

See report. Chair Courtney Fuson reported that 16 participants completed Round 3 of Learn & Discover (Summer 2010). Courtney questioned whether the Board wished to continue with Ning, given that they started charging fees this year (for which Suresh Ponnappa paid from his own funds). She explained that if we wish to re-use the same content, we can only export it if we

formally leave the service. Social modules of Drupal were mentioned as a possible replacement. Courtney also asked whether we wanted to continue with this type of workshop. During discussion about online v. in-person training, several Board members offered ideas for additional online training: create webinars about our projects (e.g., digitizing workshop for Volunteer Voices, InterLibrary Loan workshop for Share Your Stuff); classes in Skype, using health resources or government resources; more fully developing some of the Learn & Discover forums and offering them as webinars. At Tricia's request, Courtney agreed to continue as Workshop Committee Chair. Web Committee Co-Chairs Jodie Gambill and Courtney Fuson will investigate Ning replacements and make a recommendation to the Board.

Courtney asked whether Tenn-Share wants to pursue a creative commons license for Learn & Discover content. This idea stems from a request by the Nebraska State Library for permission to use our Learn & Discover content. If we agree to some level of creative commons license, we will need to get input/permission from the owners and authors of existing content, as well as determine the best level of license to protect future content (a non-commercial license with attribution was recommended). Courtney agreed to send information to the Board about creative commons license so that they can make an informed decision about how to proceed.

h. Membership

See reports. C-Chair Sandy Oelschlegel reported that the Membership Committee has sent newsletters to all Tenn-Share members three times this year, with additional emails to those organizations that did not renew. Co-Chair Chris Ryan thanked the members of the committee for their hard work in distributing newsletters to over 500 members and following up on email address and personnel changes for their library-type groups. Tricia Bengel also thanked the committee for creating and sending the newsletters.

Membership Records Coordinator Deanna Nipp-Kientz reviewed the current membership list, effective as of October 25. The biggest change was the addition of Shelby County schools, approximately 70 members. However, this addition merely offset the number of members who have not yet renewed. Chris Ryan distributed a list of libraries and contact names and requested volunteers from the rest of the Board to contact these libraries regarding renewal. Volunteers are asked to email Chris regarding who they want to contact so we do not give the appearance of badgering these libraries by multiple people contacting them.

After some discussion, it was decided that Deanna would send the final list of members to Ingram Books in 3 weeks. This should allow volunteers sufficient time to contact non-renewals and solicit 2010-11 dues. Penny proposed that the Board consider a late fee for membership dues at a future meeting.

i. Nominating

See slate. Chair Suresh Ponnappa presented the Nominating Committee's recommended slate of candidates to fill open offices. The Board has 2 weeks from today's date, October 28, to report objections to the proposed slate. After that time, Suresh will request a Board vote via email. It was noted that the vote must take place before December 1st, per the By-laws.

As Past President, Suresh also led the process for selecting the recipient of this year's Tennessee Resource Sharing Award sponsored by Tenn-Share. On behalf of Tenn-Share, Suresh congratulated Mary Ellen Pozzebon on receiving this award.

j. Share Your Stuff

See report. Tricia Bengel reported for David Atkins, Chair of the Share Your Stuff committee, who could not be at today's Board meeting. On August 13, 2010, a meeting was held in Knoxville to discuss a statewide courier service. The following action items resulted: 1) prepare and disseminate a statewide survey about interest in statewide courier service; 2) research and analyze other states' processes for RFPs (request for proposals), fee assessment, courier schedules, etc. Results of the survey were distributed by David prior to today's meeting. Tricia reported that State Librarian Chuck Sherrill and Suresh are working on an RFP and hope to issue it in the very near future. A "pay to play" model of fee assessment (i.e., if you want courier pickup, you contribute) is anticipated. Those who cannot afford to contribute will continue with their current practices for InterLibrary Loan. It appears that most states base their fees on the number of times a courier stops at your location, but this aspect of fees is still being investigated.

In response to a question from DeAnne, Tenn-Share will do centralized billing and will charge a processing fee.

k. TEL

See report. Wendy Cornelison, the TEL representative from the State Library and Archives, reported that there are problems with usage statistics from EBSCO TEL databases. She has reported this to EBSCO. Additionally, she will be looking at alternative methods for gathering stats.

Gale will be providing a kids' page for TEL covering online books, state history, homework help link. Details of some of this will be presented at TASL (Tennessee Association of School Librarians) meeting in November.

Wendy reported that a small amount of state money is available for additions to TEL. The most requested item is an online encyclopedia. Look for more information on this very soon.

As the representative for Tenn-Share and the Tennessee State Library & Archives (TSLA) at the Lyrasis consortia meeting in November, Wendy solicited feedback for discussion points from the Board. Penny asked Wendy to get any info on courier service.

Suresh noted the increased desire for consumer health resources and inquired about the possibility of having a health resources section/button on the TEL web page, similar to those for Genealogy, Research, Newspapers, etc. He suggested THeSLA (Tennessee Health Science Library Association) could take responsibility for recommendations and updates to this section. Wendy advised that state law needs to be consulted regarding the addition of links to free websites on the TEL page. Penny suggested putting the content/links on the Tenn-Share website, with a forwarding link to Tenn-Share on the TEL website.

l. Volunteer Voices

See report. Chair Ken Middleton reported that Volunteer Voices has been working with Wendy and Jodie (Website Committee) to design a central portal that searches all statewide digital collections (links to examples in Ken's report). DeAnne commented that this portal will generate greater recognition for many libraries' collections and that Volunteer Voices is becoming a statewide digitization committee.

Ken is working with UT Libraries' head of digital collections regarding changes to the website name and its URL/address, but a new home for Volunteer Voices still needs to be found. He suggested the State Library & Archives as a desirable option.

Current committee members include Melissa Brenneman, Tricia Bengel, Tiffani Conner, and Wendy Cornelisen. Both Ken and Tricia called for additional volunteers to join the committee. Having new members would allow the role of the committee to expand, perhaps taking on more training – especially if the new central portal is implemented. Tricia suggested that there may be opportunities for the Workshops Committee in such areas as teaching patrons how to use the website; training libraries on how to digitize; providing tutorials on using the website to research primary resources for K-12 grades.

m. Website

See report. Co-Chair Jodie Gambill advised that the Website Committee is considering various changes to the website, including colors and restructuring of some pages. Further, she advised committee chairs to update their web pages and will send a reminder via email.

Jodie inquired whether the Board would consider purchasing GoToMeeting software to facilitate virtual meetings. The Website Committee has been utilizing software from Vanderbilt for its virtual meetings, but the software is being discontinued. Anticipated cost to Tenn-Share is \$49/month or \$460/ year, with a limited number of seats (15 attendees per meeting). There is no limit on the number of meetings. GoToWebinar is \$99/month, which would cover a larger class size (number of seats). Penny proposed that all committees could use the software to meet prior to Board meeting, which would make the Board meetings more efficacious. Susan noted that TLA has a subscription to GoToMeeting and she will propose to the TLA Executive Committee that as an affiliate member of TLA, Tenn-Share can utilize the TLA subscription. She also suggested that we may be able to share the bill.

5. Tenn-Share Programs

Penny Frere and DeAnne Luck are attending the TASL Conference next week where they will help staff the TEL booth. Courtney Fuson, co-chair of the Tenn-Share Web Committee, will give the program on "Gadgets" that she presented during DataFest.

Tenn-Share has submitted program proposals for the Annual TLA Conference (program not yet announced).

6. Next Board Meetings

February 10 -11, 2011. Brentwood Public Library.