

Tenn-Share Board Meeting  
Meeting Minutes for Sept. 4, 2008  
The Brentwood Library

Present: Leah Allison, Deborah Babb, Tricia Bengel, Tiffani Conner, Wendy Cornelisen, Susan Earl, Penny Frere, Jodie Gambill, David Hajdik, Julie Julian, DeAnne Luck, Sue Maszaros, Ken Middleton, Deanna Nipp-Kientz, Suresh Ponnappa, and Chuck Sherrill.

Board members unable to attend: Margaret Casado, Linda Farmer, Cheri McGowan, Theresa McMahon, Sandy Oelschlegel, Marlow Peters, Chris Ryan, and Pam Walker, Kimberly Waller, and Susan Whitworth,

**Call to Order**

President Suresh Ponnappa called the meeting to order at 1:06 p.m. (Central Time).

**June Meeting Minutes**

No additions needed.

**Review of the approval process**

Leah Allison raised the question as to which Board members are involved in approval of the *initial* minutes. The 2008-2009 Executive Committee: Suresh Ponnappa, President, Chuck Sherrill, Vice President / President Elect, Leah Allison, Secretary, Julie Julian, Treasurer, and Chris Ryan, Past President, with Penny Frere, Executive Director as Ex Officio, look over the minutes for corrections, additions, etc. Once the minutes have been edited by the Executive Committee, they are sent to the entire Board for additions, corrections and/or a vote of approval. Penny Frere reminded all that Committee Chairs are not voting members of the Board. Suresh Ponnappa asked everyone to review and vote on the minutes as soon as they are received via email.

**Treasurer's Report**

The Treasurer reported that Tenn-Share's bank balance currently stands at \$75, 932.99. Julie Julian provided Income/Expense by Categories reports for July-August 2008, July 2007-June 2008, and July 2006-June 2007. Julie stated that Board members should feel free to ask for clarification and to suggest other types of financial reports that would be helpful to them in understanding Tenn-Share's finances.

Julie further reported that because Tenn-Share is a growing institution, our income stream has changed. Tenn-Share now, unlike in years past, is collecting and paying out over \$300,000 for consortial database purchases annually.

Chuck Sherrill moved for approval of the report. Tiffani Conner seconded. The June treasurer's reports were unanimously approved.

## **Committee Reports**

### **Membership Committee Report**

Deanna Nipp-Kientz reported that as of Aug. 28, 2008, there are a total of 374 paid members of Tenn-Share.

A question arose as to what form the Membership Reports included in the Fall Conference registration packets should take. After discussing the amount of paper that would be needed to print full lists of paid members and lists of 2007-2008 members who have yet to renew, the board decided to include in the registration packets the 07-08 list with current paid members in bold.

#### **Member Certificates-**

Tenn-Share's communication plan states that library representatives are to get from Deanna, lists of who has and has not renewed their memberships. The representatives thank those institutions who have renewed, and send them Tenn-Share membership certificates. Reps contact those libraries that have not joined or renewed and urge them to do so. This can be a lot of work for the reps, so Penny suggested that we keep the sending out of membership certificates as an optional step in this process.

Penny also brought up the timing of our membership drive. Generally, Tenn-Share undertakes membership, workshops, conference planning, etc. during the summer months. Perhaps it is time to examine when Tenn-Share conducts its membership drive. December and January are quieter months for the organization, but Ingram prefers to have a list of active members in September. What is the solution? It was suggested that an ad hoc committee be formed to examine this issue. Julie Julian volunteered to head the committee, and Chuck Sherrill stated that he would help.

### **Website Committee Report**

After the June board meeting, Jodie Gambill and Wendy Cornelisen were notified of their new Tenn-Share web-mistresses' duties.

Wendy reported that the new Tenn-Share website (<http://tenn-share.org>) is almost ready to go live. Suresh Ponnappa thanked the University of Tennessee at Knoxville for hosting the Tenn-Share website, and he will write a note to UTK thanking them for all their years of service to the organization.

Wendy suggested to the board that if they had pictures of Tenn-Share events, it would be nice to add them to the site. Penny Frere continued the discussion of pictures on the new website by asking if the board wanted a group or individual photos posted. Chuck brought up that having photographs of the board helps to identify that Tenn-Share is a people organization. Tiffani Conner brought up the idea that people would recognize the faces of Board members and feel comfortable asking questions about Tenn-Share. This is good public relations for the association.

As far as individual photos of Board members, it was decided to leave it up to individuals to approve or not the inclusion of their pictures on the website.

Email addresses will be added to the "Board" page, as well as an email address for the board as a whole.

Chuck Sherrill questioned the legality of posting our EIN on the site. He volunteered to check with an attorney to see if there are any legal / security ramifications. Chuck further asked if the minutes of the Board's meetings could be added to the new website, perhaps under the "Organization / Reports" section. A Google search box will be added to the site that will search .pdf files. Future minutes will be in the .pdf format, and they will be posted to the "Board" page. Archived reports, five years worth of board minutes, the executive director's annual reports, and the president's bi-annual reports will all be posted to the "Archive Reports" page. These will be searchable via the search box posted on most of the website's pages. Committee Reports would be housed on the "Committees" page where a Wiki option will also be added to help the committee members stay in contact with each other.

### **Workshops: Learn & Discover**

Tricia Bengel and Susan Earl reported that the Learn & Discover workshops were a great success! 372 librarians and library staff members signed up to complete the seminars. 92 completed the tasks. All 92 will receive MP3 players (compliments of Overdrive), plus continuing education certificates. Tricia pointed out that of the original \$3,000 donation from Overdrive, there is about \$1,000.00 left in the coffers. Tricia asked the Board what should be done with this money. It was agreed that it be earmarked for future workshops.

### **Database Coordinator**

DeAnne Luck reported that three libraries, Ensworth, Nashville State, and TSU, still have not returned their signed contracts for the group *WorldCat* purchase. All of the other 53 institutions have turned in their paper work; a dozen of these libraries have not paid.

Tenn-Share will make \$2,871.03 from the *WorldCat* purchase. Tenn-Share will garner a little over \$500 from the new *STAT!Ref Nursing* subscription.

Penny asked if DeAnne thought that her email message regarding subscriptions and trials are being forwarded on the right person. Sometimes the person listed as a library's contact person receives the information regarding trials and purchases but fails to forward that on to the powers that be. Chuck Sherrill suggested that a section be added to the membership form where a library's contact person can list staff members they would like to have Tenn-Share information sent to.

### **DataFest-**

The planning for DataFest is going well. Only one big task remains of printing stuff for the registration packets. DeAnne asked for volunteers to monitor rooms and run the registration desk. Penny will email the Board to see who can volunteer. The schedule for DataFest is posted on the website. Registration will be in the Nashville Public Library's conference room 1A.

### **Fall Conference-**

The presentations of the MP3 players and EBSCO scholarships will take place at the luncheon. Penny Frere will present at the conference an award to Nathan Ridley for his help with securing recurring state funding for TEL during her scheduled report. Suresh Ponnappa will MC the conference program. Registration packets will be available at DataFest, the Gala, and the morning of the fall conference. Registration will be in the same room as the coffee and pastries, conference room 1A.

### **Volunteer Voices-**

Tiffani Conner has 127 Volunteer Voices t-shirts and lots of pens that can be a part of the Fall Conference registration folders. There is no head count for the Gala. Tiffani prepared a PowerPoint presentation that showed the Board the posters she will display at the Gala. Six images and one collage illustrating various historical occurrences will be on the site as the lead pictures. These images will be made into posters, mounted on black foam board, and given away as door prizes at the Gala. Tiffani suggested that these images also be made into posters and sent as marketing devices to Tenn-Share member institutions. Wendy Cornelisen suggested that pdf versions of the posters be made available on the Tenn-Share website so that librarians may download and display these images. At the Gala, the names of contributors and grant institutions will be made into a poster and displayed. The Volunteer Voices t-shirts will be given out somewhere else besides at the registration table. The Volunteer Voices tote bags will be given out as part of the Fall Conference registration packets.

### **Date for 2009 DataFest and Conference**

TASL is having their conference on the corresponding date as the 2009 DataFest and Conference. Tenn-Share could move its fall conference to October. Autumn is better for the Vice-President considering she/he does not take office until July and is expected to plan and host a conference a mere two months after taking office. Late October is also a bit less hectic for academic librarians. However, there are a few drawbacks to hosting a conference in October. Many K-12 schools have a week off for their fall breaks, and vendors are used to our current September date.

Penny suggested we could pair up with GODORT and have a big section of DataFest dedicated to Government documents as well as other online resources.

Chuck Sherrill moved to change the conference to late October (29-30). Deborah Babb seconded. The motion to move the fall conference date was passed.

The change in date for next year's conference will be announced at this year's DataFest and Fall Conference.

Tricia Bengel asked if the Board would entertain the idea about moving the location of the fall conference to some place other than Nashville Public Library. Tricia suggested the Renaissance Center in Dickson. Penny reminded the Board that a new location would have to be one that did not charge. She also suggested that the location should be decided no later than our next Board meeting in February of 2009.

### **School Library Collection Fair**

Susan Whitworth was not able to attend the meeting; thus there was no report

## **Strategic Goals**

Goal #1 The committee is waiting for its survey results and will have more to report once they get a chance to interpret those findings.

Goal #2 Chuck Sherrill reports that though this committee's work is almost finished, there are a few issues the committee can examine, namely membership rates and database subscription fees.

Goal #3 Gayle Baker and Chris Ryan emailed a copy of the membership benefits brochure. Penny called for proofreaders and editors to help with the wording of this brochure. This task must be completed by the dates the TAIS conference, November 9-10, 2009. Wendy Cornelisen volunteered to help as an editor. This brochure will be emailed in pdf form to be printed out as needed as well as added to the website.

## **TEL**

Sue passed around the January-August, 2008 user statistics for the TEL databases. ProQuest's *Access Heritage* did not like the statewide use of "Elvis" username and password. Sue is working with ProQuest to set up state wide access that meets ProQuest's standards as well as ease of use for all libraries in the state. Kinks in *Access Heritage* will be worked out by the end of the week.

At DataFest, TEL training will be offered. All TEL vendors except *Learning Express* will be in attendance at DataFest. Over 630 people have participated in TEL training so far this year. Sue has TEL bookmarks and posters she can mail out if librarians request them.

Robert Green is working with Sue on the TEL Portal. Sue would like to add pathfinders, tutorials, and registration information to the TEL portal. The portal will be located at <http://tn.tel.org>. Authentication software, specifically Autographic's *Quova*, will need to be added that will authenticate any IP address inside the state of Tennessee. *Quova* will also allow federated searching. The new TEL Portal will contain a search box so users will not have to select individual databases. Sue believes *Quova* will be on board by the first of the year.

Volunteer Voices will have a link placed on the new TEL Portal.

TEL training for school librarians and teachers is still being organized. Perhaps an academic institution in each region could sponsor an in-service so that teachers and librarians can be trained in one location. This would help trainers by keeping them from traveling from school to school. Chuck Sherrill asked if Tenn-Share could help coordinate training across the state. Chuck asked that Tenn-Share work to help Sue plan for training. Sue would welcome extra hands to help send emails and garner support for TEL.

## **Volunteer Voices**

Ken Middleton thanked everyone, and especially UTK, for all their support of Volunteer Voices. The technical services people at UTK are in the process of uploading the next batch of records into Volunteer

Voices, taking the number of records to 11,096 (images). The grant goal was for 10,000 images, so Volunteer Voices has overshoot its goal!

The wrap up for this project is Oct. 31, 2008. Sustainability is now the number one issue facing Volunteer Voices. An institution has not yet stepped up to manage the people, mission, software, and / or hardware of Volunteer Voices. Until the issue of sustainability is resolved, V.V. cannot build on its records uploaded during the time of the grant. Ken suggested the temporary solution of broadening the definition of Volunteer Voices to include other digitization projects (Rhodes oral histories and content as well as MTSU's Memory project). Another suggestion is that CONTENT dm software be added to Volunteer Voices whose function would be to search all digitization projects.

Suresh Ponnappa asked what Tenn-Share can do to funnel support and sustainability of VV? Is it possible for Tenn-Share to take on the management of Volunteer Voices? Since Tenn-Share is not housed in a physical place, it is difficult for the organization to take over the management and housing of this project. Tenn-Share could, however, work to garner voice to the sustainability issue. Tenn-Share could also help with seed money to get smaller institutions involved in Volunteer Voices.

Another issue arose concerning housing the server for Volunteer Voices. The original grant will pay for the server and software, but the server will have to be maintained and data converted. License fees and staffing costs were not covered by the grant. The question remains as to who will do this. It could be that the Volunteer Voices stay static, and the next phase will just add to that.

### **One Step Access to Library Materials**

Tenn-Share should be thinking about the next generation of resource sharing. Perhaps this issue should be addressed as part of the next Tenn-Share conference?

DeAnne Luck would like to have everyone meet at the 2009 TLA conference and present information concerning *World Cat*. This could take the form of a pre-conference seminar. A WorldCat user's group could be established, and an OCLC representative could come and answer questions at a pre-conference.

### **Next Board Meeting**

The Board's next meeting will be Thursday and Friday, Feb. 5<sup>th</sup> and 6<sup>th</sup> at the Scarritt Bennett center. This will be our two-day Board retreat.

The Board will drop its April meeting, and meet again on June 8, 2009.

Meeting adjourned at 3:54 (Central Time).

Respectfully Submitted,

Leah R. Allison, Secretary