

Education City Library Directors (ECLDC) Meeting

Minutes of Meeting

Subject	Business Meeting	Date	6 th February 2017
Time	1:00pm – 3:00pm	Location	Conference Room 107a – Virginia Commonwealth University - Qatar

Attendees:	<ol style="list-style-type: none"> 1. Abeer Saad Al Kuwari (QNL) 2. Amy Andres (VCU-Q) 3. Adam Cath (TAMU-Q) 4. Donna Hanson (GU-Q) 5. Teresa MacGregor (CMU-Q) 6. Mike Mandili (WCMC-Q) 7. Karen Neves (Sidra) 8. Mark T Paul (NU-Q) 	<ol style="list-style-type: none"> 9. Ghyslain Sabourin (HBKU CHSS) 10. Milan Vasiljevic (QNL) 11. Rupert Williams (UCL-Q) 12. Saadi Al-Said (QNL) – R 13. Mohammed Mubarak (QFIS) - R 14. Fred Nesta (UCL-Q LIS) - R 15. Sohair Wastawy (QNL) – R
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Item	Description	Action	Target Date	Action Party
1	Minutes from Meeting of Monday 17th October 2016			
	<ul style="list-style-type: none"> • Welcome and introductions. • Minutes of previous meeting presented and approved. 	Info	-	-
2	Old Business (i.e. Action items from last minutes)			
2.1	2017 Social event for professional librarians (Teresa MacGregor)			
	<ul style="list-style-type: none"> • Social event scheduled for 23rd February. Most people have accepted. Sean Torres from TAMU-Q has agreed to organize ongoing library social events. Teresa to send Sean list of attendees for future event planning. 	Action	No specific date	Teresa MacGregor
2.2	Matrix of physical sharing arrangements between EC Libraries (Adam Cath, Mike Mandili and Ghyslain Sabourin)			
	<ul style="list-style-type: none"> • Adam, Mike and Ghyslain met to discuss this. Stakeholders, libraries and services were discussed and defined. Discussed why this needs to be done and objective for co-ordination of future services – both essential and desirable services. Grid to be designed next and passed to ECLDC for comment. Potential to create professionally facilitated daylong workshop for short and long-term objectives. 	Action	End of academic year	Adam Cath, Mike Mandili, and Ghyslain Sabourin
2.3	Hosting of ECLDC minutes and related documentation (Adam Cath)			
	<ul style="list-style-type: none"> • Copy of all ECLDC minutes to date supplied to QNL. Decision needs to be taken about where and how future documents are stored. TAMU-Q already has a repository site where minutes are currently stored. Potential for other documents to be stored as well. Possibility of a repository for documents to be created by QNL but need QNL to confirm what they would like to do in future. Discussion of possible systems that could be used, e.g. SharePoint, Google Docs. Discussion took place about long-term ownership and who would maintain these documents over a longer period. 	Info	-	-

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2.4	Information Literacy survey of what EC Libraries are doing (Donna Hanson)			
	<ul style="list-style-type: none"> Survey not quite ready to be sent out. Should be ready by mid-February. Will be fairly short and will be student focused. Donna will share survey with everybody. 	Action	Mid-February	Donna Hanson
3 New Business (i.e. from call for agenda items)				
3.1	2017 Event for library assistant / non-professional staff (Teresa MacGregor)			
	<ul style="list-style-type: none"> Discussion about whether to repeat previous events which were well attended and proved to be popular. Teresa offered to organize and host next event at CMU-Q. Agreed that end of semester would be best time. Teresa to send out further details and possible dates. 	Action	By next meeting	Teresa MacGregor
3.2	AOB - Any Other Business			
	<ul style="list-style-type: none"> Karen Neves - Question about whether anyone has worked in a library that offers 24/7 access and whether there are any case examples as this is something that is being considered at Sidra. Brief discussion about this and experiences of 24/7 access related, including security issues and access arrangements. Adam asked if any libraries are using new QF integrated ID / security card. None of the libraries were currently using this. Ghyslain Sabourin - Asked if there is any local expertise or training support that could be offered for use of Springshare LibGuides. Rupert and Donna provided feedback of experiences of using LibGuides at UCL-Q and GU-Q and offered further information and support. Mark reported that this is done at NU main campus. Donna Hanson - Reported attendance at QNL Consortium Meeting on 6th February. Minutes of meeting to be circulated in due course. Main points: consortium is set to grow; Qatar Financial Centre is a new member; concerns expressed about sustainability of database subscriptions due to vendor price increases; summary of subscription details pertaining to individual database subscriptions. Another meeting to take place in near future regarding procurement consortia, pricing structures and savings opportunities. Future access to certain databases and QNL database authentication issues across QF also discussed by Milan. Mike asked question about long-term sustainability of consortium. Milan stated that government mandate is needed for this and it is hoped that this will happen in the long-run. Donna Hanson - Donna asked when QNL would be opening and what the opening hours would be. Abeer stated the intended opening date and working hours but stressed that these are still to be agreed. 	Info Info Info Info	- - - -	- - - -

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	<ul style="list-style-type: none"> Karen Neves - Asked if anyone maintained KPIs. Mike and Rupert offered to share KPIs for WCMU-Q and UCL-Q. Brief discussion about value of shared KPIs for EC libraries and problems that arise from this. Agreed that it was a lot of work to maintain these. Brief discussion about reporting KPI statistics to main campuses. Consensus was that most people did not need to report to their main campuses. 	Action	No specific date	Mike Mandili and Rupert Williams
	<ul style="list-style-type: none"> Teresa MacGregor - Clarification sought about changeover of ECLDC Chair and Secretary for 2017. Rupert to take over as new Chair from next meeting. Adam to seek new Secretary (who will also be Chair elect for 2018) before next meeting. 	Action	Before next meeting	Adam Cath
	<ul style="list-style-type: none"> Adam Cath - Asked if anyone had recently upgraded their library management system or is planning to do so. Donna and Mark reported that GU-Q and NU-Q were about to migrate from Sierra to Alma and Amy reported that VCU-Q is still dealing with migration issues from a few years ago. Karen also reported plans to migrate to Alma at Sidra. 	Info	-	-
4	Round-Table Updates (All)			
	<ul style="list-style-type: none"> TAMU-Q (Adam Cath): Business as usual; no new news. 	Info	-	-
	<ul style="list-style-type: none"> NU-Q (Mark Paul): Moved into new building. Overcoming minor building issues. Hope to welcome everyone to building in due course. 	Info	-	-
	<ul style="list-style-type: none"> WCMU-Q (Mike Mandili): Not much change. Issues re: non-attendance at workshops mentioned and potential for using webinars as an alternative method outlined. 	Info	-	-
	<ul style="list-style-type: none"> Sidra (Karen Neves): Activation activities ongoing. No firm updates re: new staff but recruitment is ongoing. 	Info	-	-
	<ul style="list-style-type: none"> GU-Q (Donna Hanson): Walkway to Student Centre now open. Ken Scott (Associate Director) retiring in April and going back to Australia. New job description for AD post ready in March or April. Discussions about community borrower programme ongoing with intention that this will be wound down with new memberships ceasing at end of May and scheme ending altogether at end of December once QNL is open. Inter-library loans will probably still be provided after closure of scheme. 	Info	-	-
	<ul style="list-style-type: none"> UCL-Q LIS (Fred Nesta): Students are making their placement plans for 19th to 31st March and have submitted their dissertation proposals; some of them are related to libraries in the region. 	Info	-	-
	<ul style="list-style-type: none"> UCL-Q (Rupert Williams): Organizational Change Programme ongoing and has now entered formal stage. First phase will involve staffing changes with new staff structure to be in place by 1st September 2017. 	Info	-	-
	<ul style="list-style-type: none"> VCU-Q (Amy Andres): HH Sheikha Mozah visited 		-	

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	<p>Materials Library last week and spent 30 minutes there and demonstrated support for it. Instruction librarian position to be recruited soon with view to starting in August. Curator position also being sought.</p>	Info		-
	<ul style="list-style-type: none"> • QNL (Abeer Saad Al Kuwari and Milan Vasiljevic): Qatar bidding for IFLA 2019. IFLA representatives due to visit in March; information will be sent out in due course. Regional IFLA workshop to take place in March. Preparing for move to QNL building. QNL participation in SLA conference in Bahrain to include Milan chairing a panel session on evidence based acquisitions. 	Info	-	-
	<ul style="list-style-type: none"> • CMU-Q (Tersea MacGregor): Business as usual. Alicia Salaz is chairing workshop at SLA conference in Bahrain. Workshop proposal accepted for LOEX conference in Kentucky in May to be run by Teresa and colleague from main campus. End of April lecture series to be run with speaker from UCLA. Details to be sent out in due course. 	Info	-	-
	<ul style="list-style-type: none"> • HBKU CHSS (Ghyslain Sabourin): Move date from LAS building not yet confirmed. Need to leave by 2020. Will be running library event for Garangao. Training on research methods to be provided by library for HBKU students. Request made for any research methods training information that other libraries are providing to their students and staff. 	Info	-	-
5	Next meeting date and location			
	<ul style="list-style-type: none"> • NU-Q will host. • Wednesday 17th May 2017 10am-12pm. 	Info	-	-