Transportation Library Connectivity & Development
Pooled Fund Study TPF-5(237)
TAC webinar – 3/31/11 – Minutes

<u>Technical Advisory Committee:</u>

Arizona DOT, Dale Steele
California DOT, Janet Coles,
Shubhangi Kelekar,
Connecticut DOT, Betty
Ambler
Idaho DOT, Inez Hopkins
Illinois, Karen Perrin
Iowa DOT, Hank Zaletel
Kansas DOT, Marie Manthe

Michigan DOT, Alexandra Briseno
Louisiana DOT/LTRC, Sandy Brady
Minnesota DOT, Sheila Hatchell
Mississippi DOT, Cindy Smith,
Tina Leavy
Missouri DOT, A.J. Million
New Jersey, Carol Paszamant
New Mexico DOT, Krystyna Cherry
New York State DOT, Jane Minotti
Ohio DOT, Zona Kahkonen Keppler

Oregon DOT, Laura Wilt
Pennsylvania DOT, Bonnie Fields
Tennessee DOT, Sandi Hoff
University of Minnesota CTS, Arlene
Mathison
UW-Madison UTC, Jason Bittner,
Steve Wagner
Washington State DOT, Kathy
Szolomayer
Wisconsin DOT, John Cherney

Ex Officio: NTL, Amanda Wilson; LIST, Ken Winter; Bob Cullen, AASHTO
Emeritus: Jerry Baldwin
HS InFocus: Maggie Sacco, Kirsten Seeber

<u>Agenda:</u>

2011-2013 Work plan and Budget review – A.J. Million and Maggie Sacco
1. The contract between MoDOT and HS InFocus has been signed and TPF-5(237) is an official pooled fund study.
2. The HS InFocus project team includes Maggie Sacco, Dave Hemingway-Turner, Chris Hemingway-Turner and Kirsten Seeber. Dave is a librarian with special libraries experience and is also well-versed in the library technology marketplace and workflow issues. Chris has extensive marketing experience and will help with outreach and marketing activities. Maggie will continue her role as the technical librarian for the pooled fund study while Kirsten will assist with travel and administrative functions.
3. Maggie reviewed the current work plan and budget. Both the work plan and budget are broadly specific to allow for flexibility around the study goals and the methods for achieving those goals. This flexibility allows for a change of priorities if needed.
   - The seven objectives in the work plan mirror the objectives from the RFP and include deliverables and performance measures. A.J. pointed out that in order to finalize this study internally at MoDOT, the work plan needed to outline specific work but was structured so the TAC could direct the work as needed.
   - The budget was reviewed and approved by MoDOT and will be reviewed by the TAC periodically, including at the end of each contract year.

Transportation Library Connectivity & Development
Pooled Fund Study TPF-5(237)
TAC webinar – 3/31/11 – Minutes

Travel – Maggie Sacco and Kirsten Seeber

1. MoDOT will pay upfront the budgeted amount for the SLA travel accommodations (registration, hotel and airfare) to HS InFocus. HS InFocus will pay for and keep accurate records of the actual travel expenses and return any remaining funds to MoDOT.
2. SLA is in Philadelphia from June 12-15, 2011 http://sla2011.tornado1.com/. Early bird registration ends on April 8th.
   - **Action: Within the next couple of days Maggie will send an email to the TAC outlining the travel and SLA registration procedures (Sent 4/4/11).** Please complete an SLA registration form and email a scanned copy to Kirsten. Also, you will need to choose two hotels and two flight itineraries for Kirsten to book.
     - ➢ The pooled fund will pay for TAC member attendance at both the GTRIC meeting and the SLA Transportation Division luncheon. Include these on your SLA registration form if you would like to attend the events.
   - The per diem rates for MoDOT are $64/day total for expenses and $.48/mile. Hotel rates should be under $219/night. Complete details will be in the SLA-related email from Maggie.
   - Reimbursement checks should come faster than in previous years due to the financial arrangement between HS InFocus and MoDOT.
3. There will be a NTKN meeting in Philadelphia following SLA on Thursday, June 16th.

Statistical reporting – A.J. Million and Maggie Sacco

1. A.J. asked the TAC to share their thoughts on how the study should proceed with statistical reporting.
   - Hank suggested that there should be consistency on how each agency reports their statistics for each quarter. He would like to see several areas for statistical reporting chosen and each library can decide how to report within these areas.
   - Sheila suggested using the MTKN statistical areas as the template for the TAC as they are already defined and developed after much thought and discussion by MTKN.
     - ➢ **Action: Marie will send MTKN's areas and definitions to the TAC for review. Other TAC members are also welcome to send their library statistics to Maggie.**
   - Krystyna noted that her reporting might be more anecdotal than quantitative because her library is small. The group agreed that both qualitative and quantitative statistics are important.
   - A.J. asked that a few interested folks review the MTKN statistical areas/definitions and decide on three areas for the TAC to report on. Libraries can add anecdotal or qualitative information once per year.
     - ➢ **Action: Please email Maggie if you would like to volunteer to review the MTKN statistical areas/definitions.**

Website – Maggie Sacco and Steve Wagner

1. The UW-Madison will be hosting the new pooled fund website. CTC has sent the files from the TPF-5(105) website (www.libraryconnectivity.org) to Steve Wagner. The domain transfer has also begun but will take a little while.
2. The new website will have a content management system on a new platform. The choice is between using Drupal or WordPress. Maggie prefers WordPress because it is easier to for end users to communicate with each other and to use CMS functions of the site. Steve agreed with selecting

WordPress as he is familiar with it and would be able to support it better than Drupal. The TAC is fine with using WordPress.

- **Action: Maggie, A.J. and Steve will have a conference call to brainstorm new features, sections, etc. for the new website.** Maggie would like to provide the TAC with options on interactive features and possibly a few site demonstrations. The TAC will make the final decision about the site so everyone should think about what they do or do not want to see on it and send their thoughts to Maggie.

3. Steve will create a clone website so everything on the current www.libraryconnectivity.org site will be available on the new site. He will then turn his efforts to developing the new CMS site.

Other – All
1. SLA GTRIC meeting – There is time on the agenda for an update about the new study planned for GTRIC but A.J. does not know the details yet.
2. OCLC – Jane has an OCLC bill that will need to be paid in 6-8 weeks. Maggie will send an email to the TAC about the process for getting OCLC bills paid for in the next few weeks.

Next meeting: TBD