

DRAFT MINUTES
Transportation Library Connectivity
Pooled Fund Study TPF-5(105)

Teleconference Agenda
Date: Tuesday, 02/19/08
Time: 10:30 a.m. CDT

Technical Advisory Committee: Attended

California DOT, Susan Haake	Mississippi DOT, James Watkins	Tennessee DOT, Ruth Letson
Idaho DOT, Inez Hopkins	Missouri DOT, Danielle Pollock	University of Minnesota CTS, Arlene Mathison
Iowa DOT, Hank Zaletel	Montana DOT, Lisa Autio, Sue Sillick	UW-Madison UTC, Jason Bittner
Kansas DOT, Marie Manthe	New York State DOT, Jane Minotti	Washington State DOT, Kathy Szolomayer
Louisiana DOT/LTRC, Glynn Cavin, Sandy Brady	Ohio DOT, Caitlin McKee	Wisconsin DOT, Ann Pahnke, John Cherney
Minnesota DOT, Sheila Hatchell	Oregon DOT, Laura Wilt	
	Pennsylvania DOT, TBD	

National Transportation Library, Amanda Wilson (*Ex Officio*)
CTC & Associates, Pat Casey, Maggie Sacco, Kirsten Seeber, Mark Linsenmayer

Agenda Items:

- **Welcome**
 - Ann facilitated the call.
 - Jane Minotti of New York State DOT was welcomed as the newest member of the pooled fund study.
 - Minutes from 11/29/07 were approved.
 - In order to retain the knowledge of retiring members, the TAC decided to invite them to become emeritus members. They will be invited to participate in the TAC meetings, with travel funded through the pooled fund.
 - Pennsylvania DOT – Maggie will speak with Michael Bonini, of PennDOT Research, to find out who will be assigned to participate in the pooled fund now that Cheryl Bodan has retired.
- **New pooled fund financial procedures**
 - FYI - FHWA has instituted new financial procedures for pooled fund participation. WisDOT will contact the administrative contacts at the participating DOTs about contributing their funds for FFY 08.
- **2008 Work plan Progress**
 - The annual meeting will take place in Baton Rouge, LA with proposed dates of October 14-16.
 - Please notify Maggie if you will also not be able to attend. James Watkins will also check a potential conflict.
 - The proposed theme for this year's annual meeting is strategic planning with a workshop dedicated to this topic. A planning committee will create a preliminary agenda for the meeting and forward it to the TAC for input. If you would like to be on the planning committee for the annual meeting, please contact Maggie. The time commitment will consist of a few conference calls to discuss meeting format, topics, speakers and social activities. Glynn volunteered to be on the planning committee.
 - The Louisiana DOT is well equipped to assist with the logistics of the meeting, including the services of staff member Sandy Romero, who will help with the social activities and hotel arrangements, and Scott Menter to assist with the AV needs. They can provide video conferencing for those members who cannot attend the meeting. Glynn and Sandy can also suggest speakers for the meeting through their connection with LSU.
 - Special research projects solicitation process: There is about \$50,000 available to fund projects/activities, with the goal of having the projects completed within six to eight months of contractor selection. Members should submit their ideas by March 4. Maggie will collect the submissions, send them to everyone with a score sheet and then create a matrix with the final choices. The group will discuss the final choices during a teleconference so everyone has the chance to make a case for their project(s).

Maggie would like to post the RFPs by April 1 and have the contractors selected by early May. Maggie will send the forms to everyone, along with deadline reminders. Examples of projects include:

- How to preserve and make accessible the 90 boxes of materials left by Cheryl Bodan of PennDOT when she retired. Are there new technologies that could be piloted through this project?
 - Involve librarians in the preservation of institutional memory at their departments.
 - Co-sponsoring events with other organizations, such as NTL or NTKNs.
 - Contribute funding for the synthesis proposal on controlled vocabulary.
- CTC will submit articles to general interest journals. Mark Linsenmayer will take the lead. The articles will target senior management and decision-makers. Please notify Maggie if you have a suggestion for an article or a target periodical.

- **Update on Regional TKNs and the NTL**

- **WTKN – Kathy Szolomayer (WTKN chair, 2007-2008)**

WTKN has conducted two teleconferences since the last TAC teleconference and they are currently working on a strategic plan. They are struggling a bit, but are getting closer to choosing a project. WTKN has asked others to join them, including the Los Angeles County Metropolitan Transit Authority, who has agreed to the draft bylaws, as have San Jose State University and the University of Texas-Austin Center for Transportation Research. They meet once a month with the next meeting scheduled on 2/20/08.

- **MTKN – John Cherney (MTKN chair, 2007-2008)**

Two new librarians, Sheila Hatchell from the Minnesota DOT and Karen Perrin from the Illinois DOT, have joined the group. Connie Fields from the Portland Cement Association Library has joined MTKN as a new member. The MTKN annual meeting will be held in Springfield, IL from September 25-26. Maggie will make a presentation via teleconference at the meeting on the pooled fund. The TKN chairs plan on having regular teleconferences to share knowledge between the groups. Their next meeting is scheduled for 2/28/08.

- **ETKN – Ruth Letson**

They had their first teleconference last month and ETKN is in the process of drafting bylaws. There are currently 13 members from AASHTO Region 1 and Region 2 and they are hoping others will join. The project for the first year will focus on creating a digital collaboratory, http://colab.cim3.net/cgi-bin/wiki.pl?EasternTransportationKnowledgeNetwork/ETKN_Digitization_Project. Each member will identify five documents within their agency that are not currently in TRIS and that could be posted on the NTL digital repository.

- **NTL – Amanda Wilson**

Amanda Wilson was not on the call to provide an update.

- **Other Activities**

- AASHTO RAC Special Task Group for TKN Management – Ann indicated there has been no teleconference yet and the membership has not been finalized.
- NCHRP 20-75 – Arlene was not on the call, but will provide an update at the next TAC meeting.
- Synthesis Proposal – The proposal was submitted for joint funding between NCHRP, TCRP and ACRP. The NCHRP synthesis program has received about 130 total synthesis proposals and only 11 will be selected, with the final selection coming in May. If the proposal came with some funding commitment, it may be favored over others. TAC members may want to consider funding a portion as part of the project selection process.
- 2008 TRB LIST committee meeting – As mentioned above, there will be regular TKN chairs teleconferences. The toolkit was handed out and met with great enthusiasm by the group.

- **State Updates**

- Wisconsin DOT – John attended the Annual TRB Meeting in Washington, DC for the first time and found it a great experience. He tried to attend as many library-related sessions as possible. He found the session on transportation information findability particularly worthwhile.
- Kansas DOT – Marie has hired a new temporary employee to help with shelving and labeling in the library. The new person is doing a great job and will allow Marie the opportunity to catch up on her work. Unfortunately, the scanning technician is leaving the library.

- Washington DOT – Kathy reported that their DOT is discussing the remodeling/reconfiguring of the library and adding an iCommons. The Facilities department has a bid in for compact shelving, the preferred option of the Library staff. There is no word yet on if it will be accepted. The space changes will allow more room for workstations and for patrons. The move is tentatively planned for the summer, but Kathy feels it will happen in the fall. If anyone has any lobbying ideas, please let her know.
- Louisiana DOT – Sandy is setting up the library. She is new to the transportation field, so if anyone has any suggestions, please contact her. Slides of the new library can be viewed on Flickr at <http://www.flickr.com/photos/notseb/sets/72157603655881495/>.

The next teleconference is on April 17 from 10:30 a.m. – 12:30 p.m. CDT. Kirsten will send draft minutes.

Meeting was adjourned at 11:40 a.m.