

Transportation Library Connectivity

Pooled Fund Study - TPF-5(105) Teleconference – June 15, 2005 -10 a.m. to 12 noon CST

Participants: Nina McLawhorn, Wisconsin DOT; Jerry Baldwin, Minnesota DOT; John Cherney, Wisconsin DOT; Ruth Letson (TDOT); Marie Manthe, Kansas DOT; Leni Oman, Washington DOT; Nancy Sartor (TDOT); Susan Sillick, Montana DOT; Laura Wilt, Oregon DOT; Christi Powers, staff.

I. Round-robin Updates

Leni Oman reported that three candidates were interviewed for a permanent librarian position but it has not been filled. A temporary librarian is still in place but it isn't certain when the position will be re-advertised. Also, WDOT's research and library section was successful in promoting awareness of its value and services during National Library Week (April 10 to 16, 2005). In addition, her section now provides periodic e-mail updates to agency staff.

Marie Manthe reported that KSDOT hosted a well-attended open house during National Library Week along with a recent building dedication for its new Eisenhower Library.

Ruth Letson indicated she has contacted OCLC to determine annual subscription costs to batch-load existing holdings onto TLCat. Currently TDOT is linked to TenShare via SOLINET which contracts with different vendors to access database and catalog systems.

Jerry Baldwin said MnDOT, along with other state agencies, may face a two-week shut down if a budget isn't approved soon by the legislature.

Nina McLawhorn reported that WisDOT has finished its departmental reorganization. She now oversees the Research and Communication Services section with 14 staff members providing library, information and research assistance along with multimedia and Web services.

Laura Wilt indicated that ODOT reclassified its librarians from administrative to technical classifications. She said this reflected better agency recognition of the value of library, research and information services.

II. Review and Approve

No additions were requested to the agenda. Minutes from the April 27, 2005 teleconference were approved. The "Synthesis of Collective Priorities" (attached) was approved pending the following changes:

- Column 4 - Marketing – third box – delete "regional"
- Column 5 – Networking/Information Sharing – add new item: list of state DOT contact information organized alphabetically and regionally (requested by Janet Bix)
- Column 6 – Other -- second box – add "Address issues of sustainable funding for NTL **and state DOT libraries**"

III. Miscellany

Reimbursements – Laura Wilt mentioned that ODOT will renew its OCLC contract by July 1, 2005.

Discussion ensued about reimbursement for subscription and travel costs. Nina McLawhorn said that each TAC member will need to submit invoices issued from the department as opposed to personal reimbursement requests. More information will follow on this procedure. It was suggested that a template invoice form would be helpful.

Estimated Pooled Fund Allotments

It was reported that the fund currently has \$275,000 balance with an anticipated \$15,000 contribution to be added in FY06. Current approximations of annual costs are:

Service or Expense	Amount
TAC travel/conference cost	\$ 10,000.00
Technical library services	45,000.00
Technical librarian travel cost	10,000.00
Administrative/marketing services	40,000.00
Estimated OCLC subscription cost	17,500.00
TOTAL	\$122,500.00

Nina McLawhorn indicated that additional funds will be placed into the Library Connectivity pooled fund for intradepartmental WisDOT information management activities. TAC members were asked to start formulating a list of anticipated core technical services so this can be factored into service delivery and performance measures of the study.

Joint Pooled Fund/MTKN Conference – The conference will be held at the [Marriott Hotel](#) in Kansas City. Christi Powers will draft a tentative agenda after conferring with Arlene Mathison, MTKN chair, and Marie Manthe, KSDOT. The conference timeframe is:

- Library TAC members meet from noon on October 19 until noon on October 20
- [MTKN](#) members meet from noon on October 20 until noon on October 21

It was decided that MTKN members are welcome to attend TAC meetings as observers. All TAC decisions will be made by pooled fund participants only.

Forming Regional Networks – Jerry Baldwin, MnDOT, raised the idea of having the study provide funding to host regional network meetings. During his trip to the Special Library Association (SLA) meeting in Toronto he encountered other state librarians (Arizona) who are interested in this concept. Since an RFP has not been issued and a contract isn't formally in place TAC members postponed a decision. Discussion ensued about the pros and cons of forming regional networks rather than one national network.

Sue Sillick, MTDOT, emphasized the importance of keeping possibilities open for a national network. She indicated there is already a 50-member regional consortium in her area. It was decided that information is needed on existing regional consortia before organizing or funding regional network meetings.

IV. Review and Discuss RFP Drafts

RFP Review Timeframe - TAC members will submit RFP revisions to Nina McLawhorn **on or before July 15, 2005**. The “Transportation Library Connectivity Pooled Fund Timeline” (attached) and RFPS will be updated to reflect that change.

Insert John Cherney’s minutes here

V. Define Next Steps

TAC members agreed the next teleconference will held August 31, 2005 from 10 to noon CST. Steve Martinelli, WisDOT purchasing section, may participate to provide procedural details on issuing the RFP.