

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

Teleconference Agenda
Date: Thursday, 6/26/08
Time: 10:30 a.m. CST

Technical Advisory Committee: Attended

California DOT, Susan Haake, Shubanghi Kelekar Idaho DOT, Inez Hopkins Iowa DOT, Hank Zaletel Kansas DOT, Marie Manthe LA County MTA, Matt Barrett Louisiana DOT/LTRC, Glynn Cavin, Sandy Brady Michigan, Alexandra Briseno	Minnesota DOT, Sheila Hatchell Mississippi DOT, James Watkins, Tina Leavy Missouri DOT, Danielle Pollock Montana DOT, Lisa Autio, Sue Sillick New York State DOT, Jane Minotti Ohio DOT, Caitlin McKee Oregon DOT, Laura Wilt	Pennsylvania DOT, Bonnie Fields Tennessee DOT, Ruth Letson University of Minnesota CTS, Arlene Mathison UW-Madison UTC, Jason Bittner Washington State DOT, Kathy Szolomayer Wisconsin DOT, Ann Pahnke, John Cherney
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National Transportation Library, Amanda Wilson (*Ex Officio*)
CTC & Associates, Pat Casey, Maggie Sacco, Kirsten Seeber

Agenda Items:

Welcome

- Ann and Maggie facilitated the call.
- Ann welcomed Matt Barrett from the Los Angeles County Metropolitan Transportation Authority, who has joined the pooled fund study.
- The TAC voted to have TRB Librarian Barbara Post join the pooled fund study as an ex officio TAC member.

2008 Work Plan progress

- Site Visits
 - Maggie traveled to Sacramento to visit Caltrans. It was a great visit and Maggie is currently working on the site visit report.
 - Susan Haake of Caltrans is retiring at the end of July. There will be a new TAC member from Caltrans appointed soon.
 - Mississippi site visit – Maggie is working with MS on two things: 1) to convert the library's FoxPro database and 2) choosing a new software for cataloging. Imagic DB/Textworks is the first choice of software. The procurement process for the software may take some time, as the state does not allow sole-source contracting and an RFP must be written. Maggie connected MSDOT with the MS Library Commission during her site visit and the Commission may participate in the proposal selection. In addition to providing statewide access to a large selection of databases, the Commission will begin receiving and cataloging depository copies of DOT documents into the state library catalog.
 - James and Tina learned a lot from Maggie's visit. Maggie is working on this site visit report.
 - Idaho and Missouri still need site visits from Maggie, which she will schedule soon.
- Annual meeting – The dates for the annual meeting are October 21–23, 2008 in Baton Rouge, LA.
 - The block of rooms at the Hilton Baton Rouge Capitol Center is reserved.
 - Kirsten and Maggie sent out the information on expense reimbursements, which will also be posted on the online registration page. Flights will be paid for by CTC & Associates, so attendees will not need to be reimbursed for this expense. We will provide further details on booking flights, as we get closer to the meeting. Please contact Kirsten at kirsten.seeber@dot.state.wi.us with any questions on expense reimbursement.

- Registration page – The Web page that you can use to register for the annual meeting will be up by the end of July. Sandy from LTRC will check on the progress of this page and get back to Maggie.
- The proposed speakers, in addition to TAC members, have been invited. Ken Winter and Monique Evans have accepted. We are still waiting to hear from Leni Oman. *Update:* We have heard from Leni that she will be to attend the annual meeting.
- Maggie and Amanda are working with Outsell to tailor the ROI/Strategic Planning workshop content to transportation libraries.
- Special research projects
 - Outsell deliverables:
 - Outsell webinar schedule:
 - ✓ Smart Marketing Strategies for Libraries - July 10, 1:00pm – 2:00pm CST. Included with the Transportation Librarians Roundtable conference call. <http://fhwa.acrobat.com/translibrarian>, 218-339-7800; pass code: 958303
 - ≈ Amanda has sent related papers with the invitation for this webinar.
 - ✓ Transportation Librarian's Toolkit Workshop – July 30, 1:00pm – 2:00pm CST. URL and call in number TBD.
 - ✓ Communicating the Value of Library Services to Key Stakeholders – August 22, 1:00pm – 2:00pm CST. URL and call in number TBD.
 - Funding for NCHRP/TCRP/ACRP Synthesis report
 - This synthesis report was not selected by NCHRP.
- Outreach
 - SLA – The conference was held in Seattle, WA from June 15-18. There were 52 attendees at the GTRIC meeting and 18 DOT librarians at the conference.
 - John, Kathy and Ruth gave TKN updates at the LIST meeting and Maggie gave a Toolkit presentation at the GTRIC meeting.
 - FHWA Public Roads – Managing Editor Dawn VanLandingham is interested in an article on TKNs for the magazine. Pat and Mark have talked to Dawn about details of the submission process.
 - TR News – Barbara Post suggested we submit an article about transportation libraries. Pat and Mark will follow up.
 - GTRIC – Bonnie Osif presented on how the various efforts of UTCs, TKNs, the pooled fund and SR-284 fit and work together. Maggie will explore using the graphic used in the presentation to put on the Library Connectivity Web site.
 - Transportation Division business luncheon
 - ✓ Bonnie Osif received the 2008 Professional Achievement Award.
 - ✓ Paul Burley of Northwestern University challenged the state DOTs on the issue of cataloging, both quantity and quality. He would like to know the state of cataloging and technical services at the DOTs. He feels the TKN resource sharing pilot project is a good idea, but materials need to be cataloged first for the maximum benefit. One challenge for DOTs in getting their materials cataloged in a timely manner is that fact that most are understaffed. Many of the DOT librarians are solo librarians and customer requests come first. Also, cataloging may not be a strength for many DOT librarians.
 - ≈ Maggie will develop a survey for all DOT libraries to get a sense of their staffing levels, the percentage of materials cataloged, the percentage of materials cataloged online vs. paper, how long it takes to catalog materials, etc. The results will provide a baseline from which to develop a solution, in the form of guidelines, templates and/or training to increase the quantity and quality of cataloging. One possibility is having the university libraries help the DOT libraries eliminate their backlogs. Maggie will consult with Paul Burley on the survey design.
 - ≈ The Library of Congress is scaling back on their cataloging, which means DOT libraries will have an increase in original cataloging.
 - Journal articles – The article for Better Roads is being written for publication later in 2008 for Public Roads and TR News in 2009. The message for these articles will focus on the importance of libraries in DOTs, success stories and providing critical information needed by DOT practitioners on an ongoing basis. The goal is to get the information across in an interesting and upbeat way and to raise the profile of libraries in DOTs and other transportation organizations. Please share any success stories with Mark at mark.linsenmayer@ctcandassociates.com.

- Lisa asked about a standard article on transportation libraries that can be submitted to local publications. Pat indicated that we would create a standard template that can be personalized with local information by each library.
- RAC summer meeting – Maggie, Pat, Inez, Ken, Sandy and Amanda will all be at the meeting in July. The pooled fund will have an exhibit that will feature materials from the TKNs, NTL and the pooled fund.
- Year Four Work plan –Maggie and Pat will follow up with the TAC members on ideas for the work plan development. The plan is to have a draft work plan ready for approval at the annual meeting in October. October 1 is the start of year four of the pooled fund study.
 - Please check with your organizations about a year four commitment and add your commitments for FFY2009 to the TPF Web site. Contact Ann or Kirsten with any questions on commitments and/or transfer of funds.
 - By TAC consensus the contract with CTC & Associates will be renewed for 2009.
- TKNs – Updates
 - WTKN – Kathy Szolomayer (WTKN chair, 2007-2008)
 - The WTKN adopted the guiding principles, along with the by-laws, at their last monthly conference call. The WTKN held a meeting at the SLA conference and discussed year four projects. One project, which Laura will spearhead, is a union list of all of the periodicals at the member organizations. Matt and Kendra are working on the development of a WTKN Web site, www.wtkn.org. The WTKN is also working on a logo and will put together marketing materials for the RAC meeting exhibit. The start date for the TKN resource sharing pilot project is August 1.
 - MTKN – John Cherney (MTKN chair, 2007-2008)
 - The annual meeting for the MTKN will be held in Springfield, IL from September 25–26, 2008, and will be hosted by Hanson Professional Services. The theme of the meeting is determining performance measures to demonstrate the value of the MTKN. Abby Swanton of the Wisconsin Digital Archive Project will present on digital harvesting, archiving and preserving Web site chunks. John will look into the possibility of this presentation being web cast for all to watch. New members to the MTKN include Connie Field of the Portland Cement Association and Penny Sympson of Wiss, Janney, Elstner Associates, Inc.
 - ETKN – Ruth Letson
 - The ETKN approved their guiding principles and by-laws in early June. Aileen Gallagher is creating a brochure for the group. Sandy will be the Webmaster for their Web site.
 - NTL – Amanda Wilson
 - Everything is going well.
 - AASHTO RAC Special Task Force for TKN Management – The task force defined itself as an advocacy group that will work on big picture items, with a focus on what the group can produce as deliverables. The group's function is to support the libraries and TKNs to do their tasks, instead of this group doing the tasks themselves. The task force is still working on membership. Leni would like to make the group as inclusive as possible and include "friends of" if possible.

Other Activities

- LADOTD/LTRC Peer Exchange – Amanda, Ken and Maggie discussed the importance of transportation libraries in the research process. The research participants were very interested in the library-related topics and this was a good outreach opportunity.
- Toolkit webinar – This webinar is set for July 30 from 11:00am – 1:00pm CST, with John and Maggie presenting. This will be a one-hour presentation (45 min. followed by a question and answer period). We will use WebEx technology and provide opportunities for participants to contribute and ask questions. The goal is to make this webinar more of a workshop and not just a presentation.
- How to get others to join the pooled fund? We are exploring a graduated funding commitment from members that would allow more organizations to join the pooled fund, even if it is at lower financial levels. TAC members attending the RAC meeting should discuss with other DOTs the levels at which they could join. The goal is to get as many participants involved as possible. There is also a possibility of some states joining as sponsors to enable others that don't have the funding to participate. Another option is to let participants fund specific projects, if that will entice them to contribute financially. Pooled funds studies are open to all types of organizations and funding. We will approach each state and other organizations to work with them on the financials of joining the pooled fund. We can use this as a trial run for reaching out to the national community when the TKN gets underway.

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- Please speak with your TKN members about the benefits of the pooled fund and what they would like to see.
- Ruth shared unfortunate workforce news from Tennessee. There will be a layoff of 2300 employees coming this fall. The final status of the librarians is unknown at this time, but they may be part of that group.

The next teleconference is on August 21 from 10:30am – 12:30pm CST.

Meeting was adjourned at 12:00pm.