

CRRA Board of Directors
Tuesday January 19, 2010
9 a.m. – Noon followed by an informal lunch
Boston College

1. Welcome, agenda review and adoption
2. Approval of December 9, 2009 minutes (minutes attached)
3. Review and approval of draft membership statement and letter of invitation (documents attached)
4. Discussion of analysis of Portal themes in two domains: the existing Portal and focus groups (document attached)
5. Discussion of Portal themes in collections at institutions under consideration for membership (document attached)
6. Review of proposed update to be sent to directors of Catholic college, university and seminary libraries and archives (document attached)
7. Advise on dates and location for annual meeting of CRRA participants
8. Announcements – All
 - a. Mid-year report on revenue and budget for FY2009/10
 - b. Documenting policies and procedures
 - c. Scheduling of board meetings for 2010
 - d. Agenda topics for future Board meetings

Minutes

Present: Steve Connaghan, Artemis Kirk, Tom Leonhardt (phone), Bob O'Neill, Ed Starkey, Tom Wall, Janice Welburn, Jennifer Younger, Pat Lawton
Guests: Kathleen Carney (BC), Jean Zaroni (Marquette)

1. Welcome, agenda review and adoption
The agenda was approved.
2. Approval of December 9, 2009 minutes
The minutes were approved.
3. Review and approval of draft membership statement and letter of invitation
The *Principles of Membership* document was approved with three amendments:
 1. Amend the mission statement to align with the mission statement on the website: The mission of the CRRA is to provide enduring global access to Catholic research resources. Our immediate focus is creating access to those rare, unique and uncommon research materials relating to every aspect of the Catholic experience, which are held by Catholic college, university, and seminary libraries and archives in

North America. The mission statement in the Bylaws is stated more broadly, which is appropriate for the Bylaws and will remain as is.

2. Following a discussion about "governance," members agreed to revise the 2nd criterion for membership from "... participation in governance activities" to "participation in its activities."
3. Following a discussion of "discovery," members agreed to revise the third membership criterion from "to enable bibliographic access" to "to enable discovery and access."

The Board approved the letter of invitation with amendments to delete the mission statement from the letter (because the *Principles of Membership* will be enclosed with this letter) and with other slight rewording. The letter will be sent out on CRRA letterhead which includes the URL and names of the Board members.

4. Discussion of analysis of Portal themes in two domains: the existing Portal and focus groups

Pat presented the results of her analysis of the portal themes. The existing Portal content was the most difficult to quantify using manual methods since VuFind is a discovery system, rather than a database. In a database, one could extract all subject headings on a particular theme. In a discovery system such as VuFind, the content is indexed making this one to one mapping more difficult. Eric has proposed using text mining techniques to map the portal content to portal themes. This would be an effective method of analysis.

Broad discussion followed Pat's overview of the analysis. The question of definition is a key one. "Literary figures" was put forth as an example. Would this include all works by Graham Greene or only those specifically related to the Catholic experience? Ed indicated that Judaica is defined as anything written by a Jew or about Judaism.

The document showing the top fifty hits of all portal records, sorted by topic engendered a look at the portal and how it searches and retrieves and displays content. Graham Greene was searched, with Georgetown with the most records. Tom Wall noted that Boston has a significant collection but the user would not know this from the portal which has just one record from Boston College. From this observation a discussion ensued concerning member responsibilities to regularly add content to the portal. Board members suggested various options regarding expectations and will discuss at the next meeting. The Digital Access and Collections Committees will meet to discuss and advise on the issue.

5. Discussion of Portal themes in collections at institutions under consideration for membership

To be discussed in March in regard to discussion of prospective members.

6. Review of proposed update to be sent to directors of Catholic college, university and seminary libraries and archives

No discussion. Pat and Jennifer will send a draft to the Board in February for Board input.

7. Advise on dates and location for annual meeting of CRRA participants

Janice proposed that the meeting be held after ALA in DC. Artemis volunteered to host the meeting at Georgetown. After discussion, members agreed that the meeting would be three hours long, (likely on Tuesday morning, June 29, followed by lunch). Members

would gather for dinner (optional) on the previous night, Monday, June 28. Pat would work with Artemis to affirm this date will work for Georgetown. Pat will develop a draft agenda for input from the Board and committees with time for a plenary session and individual committee meetings, and desired outcomes. Documents for the meeting will be sent to members one week in advance of the meeting.

8. Announcements

Jennifer will send the Board a mid-year report on revenue and budget for FY2009/10 in February.

There was a general discussion of future board meetings. Members agreed to meet for 90 minutes every other month. Since a number of time-sensitive topics were identified at the meeting, there will be a special meeting in February to discuss member expectations for regular contributions and updating of content. Pat and Tom will convene the Digital Access Committee on this topic prior to the Board meeting. Pat and Eric will investigate harvesting options and the methods and result of enabling regular updating of information. Pat will distribute the results of the investigation to the board a week prior to the Feb meeting. Thereafter, meetings will be bi-monthly with meetings in March, May, etc. The topic for the March meeting will be a business model for sustainability and identifying institutions to invite for membership. Tom Wall suggested that minutes and matters of an administrative matter take place via email, saving meeting time for discussion of topics. Members agreed. In the future, minutes will be distributed to members for approval. If members do not respond by a stated date, it will be assumed that the minutes are ok. As Bob eloquently said, "silence is affirmation."

Documents for the meeting will be sent to members one week (not more than one week) prior to the meeting.