CRRA Board
Thursday, November 19, 2009
4-5 p.m. EST; 3-4 p.m. CST; 1-2 p.m. PST;

Present: Kim Kelley, Tom Leonhardt, Bob O'Neill, Ed Starkey, Janice Welburn, Jennifer Younger, Pat Lawton

AGENDA

1. Welcome, agenda review and adoption
2. Collection policy – Bob O'Neill
3. Developing guidelines for committee membership – Tom Leonhardt
4. Steps for adding new members - Pat Lawton
5. Announcements – All
6. Next meeting – Cancel December 9, 2009? Keep January 19, 2010 at BC
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1. The agenda was approved.
2. Collection policy
Question: Kim. CUA's president is focusing attention on the essence of Catholic education, the relationship of faith and reason (*Ex Corde Ecclesiae*). Would it be good for us to bring that out in some way to the collection policy?
Bob: That is implicitly covered in the first two themes on Catholic education and Catholic intellectual life. Catholic education is intricately involved with the intersection of faith and reason. We have purposefully not put in a definition of "Catholic" so as to be broadly inclusive and independent of individual points of view as to what is catholic.
Jennifer.   Would this kind of statement be better located in our vision and mission statement?   E.g., goal of Catholic education, its distinctive goal "is to provide a forum where through free inquiry and open discussion the various lines of Catholic thought may intersect with all the forms of knowledge found in the arts, sciences, professions, and every other area of human scholarship and creativity."
Ed and Kim volunteered to write a statement that would be appropriate to add to our mission statement. Right now, while the background does point to advancing Catholic education, the CRRA mission statement does not reflect this. The question is to what extent the CRRA mission mirrors that of Catholic institutions. We agreed to pursue this given the founding of CRRA by Catholic institutions/libraries. The CRRA mission says:
·   to identify and create access to Catholic research resources
·   to establish the portal and best practices for adding materials to it
·   to create a freely available resource
·   to build and support the network of libraries, archives, and other institutions that further this work

Bob moved we adopt the collection policy with the change in terminology to "rare, unique and uncommon" from "rare, unique and infrequently held." Janice seconded and all approved.   Pat will amend the final version of the collection policy to show adoption by the Board on 11-19-09.

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Pat will also send the collection policy out to the CRRA participants with thanks to Bob.

In addition, Ed suggested changing all occurrences of "rare, unique and infrequently held" to "rare, unique and uncommon…" across all Portal documents. All agreed.

3. Multiple memberships from the same institution on a committee often add to the diversity and richness of expertise. This is especially helpful where the scope of the committee's work is broad, and covers a wide range of activities. Tom mentioned multiple members from a single institution are okay with Digital Access Committee. Tom suggested each committee discuss and determine appropriate membership.
For the Board of Directors, will need a discussion on appropriate size and composition, especially to consider for the board as well as other committees, what kind of rotation is appropriate. We want to reap the benefits of continuity, new thinking and inclusion of new members.

What is also needed is to determine the expectations of those who are on the each committee. Again, this could be on a committee by committee basis.

Tom proposed we create a policy and procedures manual. He offered the example of the ALA Committee on Accreditation which has standards for guiding programs and the work of the committee and external review panels.   Then, there is also a policy and procedures manual for how things are carried out. CRRA would benefit from a similar manual. We agreed to begin development of a CRRA Policy and Procedure Manual so that major policies, procedures and decisions, can be recorded in one place.

4. Pat reviewed the steps for bringing in new members. It takes one long day to bring in a new member although that day occurs over several weeks. . If half of Pat's time is bringing in new members, then could add about 10 members per month (11 work days). For some new members, could easily bump to 15 hours of time to orient and get their content. If additional training in creating metadata is required, then that is an additional workload, perhaps a very significant workload.

5. The discussion turned to identifying prospective members to grow the membership. Send suggestions to Pat. Prospective members are a sensitive issue if not pursued and so we will not include names in Board minutes. Send suggestions to Pat who will compile a list for Board members. Jennifer has a list of people who have inquired.

Seminary libraries as a group are interested but will likely require us to consider a different level of financial contribution that they would be willing to pay for becoming contributors of content. Some seminaries are closing. What would happen to their collections and accessibility via the Portal if they close and their collections are distributed or dispersed? Would new owner support accessibility via the Portal? Bob mentioned one example. St. John's Seminary in Boston didn't close but their collections went over to BC. Janice mentioned that St. Francis Seminary in Milwaukee is closing and Marquette is storing their rare books. For records already in the portal, will require changing location if/when materials move from a seminary that is closing to some

institution willing to take over their collections. Will we need a policy statement on continuing availability of metadata once contributed?

We also agreed that after identifying prospective members, the next step is to start a conversation with them on what the Portal is about, our vision and mission, criteria for joining, inquiries on what resources they hold, the collection policy and metadata standards, what content contributors / participants need to do, responsibilities and obligations of members, what are the perceived benefits, what is it going to cost you, opportunities for governance through membership and so on. Pat will put together some key points for discussion at the December 9 board meeting.

6. Next meeting: December 9, 2009 4-5 p.m. EST; 3-4 p.m. CST; 1-2 p.m. PST

Respectfully submitted,
Jennifer Younger
Nov. 20, 2009