

Outcomes and Actions from the RDA Board
10th - 11th May 2017, CILIP Offices, London

In attendance:

Amelia McKenzie	National Library of Australia
Ángela Quiroz Ubierna	Biblioteca del Congreso Nacional de Chile
Beacher Wiggins	Library of Congress
Ben Gu	National Library of China
Chris Oliver	Canadian Federation of Library Associations
Diane Beattie	Library and Archives Canada
Gordon Dunsire	Chair of RDA Steering Committee
James Hennelly	American Library Association
Kathy Glennan	Incoming Chair of RDA Steering Committee
Keri Cascio	American Library Association
Marietjie de Beer	National Library of South Africa
Mary Mackay	American Library Association
Neil Wilson	British Library
Simon Berney-Edwards	Chartered Institute of Library and Information Professionals (Chair)
Ulrike Junger	Deutsche Nationalbibliothek

Joining remotely for Agenda items 10-12:

Katie Bane	American Library Association
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Apologies:

There were no apologies

1. Welcome, Introductions & Housekeeping Announcements

- The RDA Board welcomed Ben and Marietjie to their first meeting.
- The Board also welcomed Kathy Glennan, incoming Chair of the RDA Steering Committee and Mary Mackay, Associate Executive Director, ALA Publishing.
- Simon thanked the Board and ALA for their patience over the last 5 months whilst he had been off work. He especially thanked Chris for stepping up as incoming chair; chairing meetings (both times with little notice) and doing a lot of work on his behalf.
- The Board were reminded of the importance of speaking clearly and slowly.
- The Board agreed that the instead of full minutes of the meeting, we would only record outcomes and actions.

2. Review of actions list

The Board reviewed the outstanding items from the 2017-8 Action list.

Action	Who	By when	Comments
Review Board governance strategy and develop next steps	All	May 2018	On agenda
Short terms of reference document extracted from the governance document, for easy communication. Similar to the CoP Terms of Reference but updated for new context.	Simon / Chris	May 2018	On agenda
Adjust governance document 5.1.1 to incorporate two additions we suggested for NARDAC and ORDAC. Then communicate with EURIG.	Chris	May 2018	Governance Model updated Amendment added to new RDA Agreement Revised model will be added to website
NI reps report back about results when contacting the national libraries who expressed interest during the survey	NI reps who volunteered to make contact	May 2018 or earlier	On agenda
New RDA Agreement	Mary / Keri	May 2018	On agenda: Will cover under report from Copyright Holders Meeting
Use outcomes of Board Marketing Workshop to sketch out Marketing Strategy	Katie	Progress report May 2018	On agenda
Notify NARDAC, ORDAC and EURIG about suggested changes to their TOR	Chris	December 2017/January 2018	Chris to contact EURIG
Develop 2018 satellite conference preliminary programme	Planning Committee – Board and ORDAC reps	February 2018	On agenda
Contact iGroup to see whether they will sponsor part of the 2018 day conference	Jamie / Katie	February 2018	Completed
Marketing and outreach group to look at ongoing development of the RDA Board website	Katie	May 2018	On agenda

Marketing and outreach working group to create a plan outlining our coordinated approach to represented regions	Katie	May 2018	Completed
Amelia will coordinate the National Institution representatives to: <ul style="list-style-type: none"> Review our RDA value propositions Develop a number of case studies which demonstrate these 	Amelia	May 2018	Difficult to achieve at the moment. Continue to monitor and identify case studies to demonstrate the benefits of RDA Ongoing – Board and RSC
Amelia will work with the National Institution representatives to consider whether a set of comparable productivity measures can be developed	Amelia	May 2018	Ongoing – Incorporate into NI Reports
Gordon will send the Archives Working Group ToR to RDA Board for review and ask for suggestions from RDA Board.	Gordon	May 2018	Kathy will take on
Gordon to convene the Archives Working Group.	Gordon	December 2018	Kathy will take on
Jamie and Gordon will keep RDA Board updated on progress looking at options for RIMMF	Jamie / Gordon	Ongoing	On hold until after 3R
CHC will continue to work on clarifying how the business model supports product development	CHC	Ongoing	
Gordon to keep RDA Board updated on progress in creating the Hackathon toolkit.	Gordon	Ongoing	2/3 of the way completed; on hold until 3R project completed

3. ALA Publishing Update

Outcomes:

- Board noted the report from ALA Publishing
- Marketing and outreach group to consider targeting of research libraries/libraries with unique collections
- Noted the importance of reducing the RDA Fund debt through curbing expenses/making payments to the fund

Actions:

- Investigate the UNESCO model which has been adopted by the ISSN network to determine membership costs and consider whether this might be a model for RDA subscriptions enabling a smaller subscription cost for developing countries (Jamie/Katie/Diane/Ulrike)

4. Report from the Copyright Holders Committee Meeting**Outcomes:**

- Copyright holders received an update from Jamie regarding the work that had been done to improve accounting and the reconciliation of revenue and subscriptions.
- We discussed the need to reduce the debt owed to the RDA Fund and need to curb expenses.
- We reviewed the latest draft of the new RDA Agreement and RDA Copyright Holders agreement. These will replace the 1989 agreement and its amendments. ALA will take away the issues/suggestions and provide the copyright holders with a revised draft.
- We also discussed had initial discussions about marketing activities and governance; in particular, to confirm that Chris will be taking over as Chair of RDA Board in January 2019.

5. Report from RSC**Outcomes:**

- Board thanked Gordon and the Team for the report and formally noted receipt of the 2017 Annual report received earlier in the year.
- We will need to consider succession planning within the governance structure as it becomes business as usual.
- We discussed the importance of RSC Meetings being held in strategic places which enable effective outreach and provide opportunities for observers to attend
- We should pursue sponsorship of outreach events but not business meetings
- It would be useful to have RDA Board representation at the next RSC meeting. Chris Oliver will attend as incoming Chair.
- Board thanked RSC for their work over the past year and specifically thanked Gordon for the significant contribution he has made to the development of RDA during his time as Chair.

Actions:

- Need to develop a policy on sponsorship of RDA outreach events and business meetings (Diane/Amelia/Chris)
- Discuss attendance at the RSC Meeting (Chris/Gordon/Kathy)

6. Updates from the National Institution representatives

Outcomes:

- The following key themes were identified from the National Institution Reports:
 - Affordability of access to toolkit (particularly in developing countries)
 - Issues in developing countries: connectivity, electricity
 - Training
 - Scattered populations
 - Importance of the participation of National Libraries / Library Associations
 - Development/Consolidation of regional representative groups
 - Provision of online collaborative workspace
 - Do we need to review the translations landscape? Who else is looking to translate and to what level?

Actions:

- Update the template to include specific section on the National Institution and any productivity measures (Amelia)

7. Toolkit reorganization project: RDA Restructure and Redesign (3R)

Outcomes:

- Board will need to review and unanimously agree the implementation schedule for the 3R Project; in particular
 - Date for switch over for the new site to be the main site
 - Date for switch off of the old site
- Dates will need to take into account the time needed for the development and delivery of policy statements, translations and training

Actions:

- Send Board a list of criteria which constitute a completed toolkit (Jamie)
- Board to receive and update on scheduling in September (Jamie/Board)
- Board to review implementation schedules in November/December following completion of the Toolkit and approval from RSC (Jamie/Board)

8. Governance transition

Outcomes:

- Board noted the posts on RDA Board and RDA Steering Committee that would be recruited in October 2018.
- It was agreed not to co-opt anyone to the RDA Board for 2019 and to review co-options following the development of the 2020-2024 Strategy
- The revised Terms of Reference were approved with minor amendments
- The Board discussed how we could identify and leverage regional communities in Africa, Asia, and Latin America and the Caribbean. The following points were made:

- Presence from RDA Board / Steering committee members in the region is key
- This will have implications for the RDA Fund budget which we will need to prepare for
- Having local advocates and champions who can help build networks is very important
- We should consider gaining support from regional library associations to help build networks
- We should make contact with new subscribers and give them the contact details for their regional representative body
- Holding an annual conference in Asia might be a way of bringing the region together
- We need to think about the collaborative tools available because of national restrictions on use

Actions:

- Make minor amendments to the Terms of Reference and publish on the RDA Board website. (Simon)
- Update the automated subscription confirmation to include information regarding the Regional Body (Jamie)
- Send NI reps list of new subscribers in the region twice a year to enable them to make contact (Jamie / Katie)
- Send any contacts in India to Jamie and Katie

9. Marketing strategy

Outcomes:

- RDA Board welcomed the development of the Marketing Strategy and provided feedback on the draft. Given the feedback the Board endorsed the strategy
- It was agreed that Katie would continue to send RDA Board copies of final versions of collateral as it is developed
- We should aim to have bundles of marketing collateral in different languages available to IFLA attendees.
- Board agreed for Jamie to share the National Institution Representative reports with the Marketing Working Group.

Actions:

- Send Simon the list of contacts and who which Board member was assigned to make contact. (Katie)
- Send reminders to specific Board members to remind them to make contact (Simon)
- Contact interested organisations (Relevant Board Members)
- Develop simple brochure to introduce RDA (Katie)

- Send any further suggestions for Marketing Working Group to Katie (All Board Members)

10. RDA conference: Kuala Lumpur

Outcomes:

- Board reviewed progress on the development of the conference and provided Chris and Amelia with feedback on the draft programme
- Sponsorship in the region of \$2250 required to support conference delivery

Actions:

- Contact iGroup to seek sponsorship for the conference (Jamie/Katie)
- Send contact for National Library of Malaysia to Jamie. Katie and Beacher (Amelia)
- Finalise content for the event registration page/announcement (Chris/Amelia)
- Announce the conference and date of registration to individuals and via Autocat, IFLA-L, RDA-L (RDA Secretary/RDA Board/ALA Publishing)

11. RDA Board website

Outcomes:

- Board discussed the purpose of the RDA Board website
- It was agreed that the Board would add to Agenda item 13 a discussion about storage and sharing of RDA Board files
- The Marketing and Outreach Group would be asked to look at the further development of the RDA Board website

Actions:

- Marketing and Outreach Group to consider further development of the RDA Board website (Katie)

12. Review of Strategic Plan, Activities and Performance Indicators

Outcomes:

- Board provided feedback on the draft Performance Indicators, the following indicators were suggested:
 - Non-library collections; focussing on:
 - Outreach events
 - Convening a Working Group
 - Adoptions
 - Number of people attending outreach events
 - Engagement in materials per region
 - Reports on free trials / conversion rates
 - Numbers of NI adoptions by region

- Board agreed that an adoption would be counted once an institution declares that they have adopted RDA.
- Board agreed that Outreach events should be defined as those delivered by the RDA Board, RSC, Chairs of RSC Working Groups
- It was agreed that the Performance Indicators would be used as a basis for discussion but would be finalised and embedded into the 2020-24 Strategic Plan.
- Board agreed that the indicative Performance Report would be suitable.
- Board reviewed the Operational Plan for 2018.
- Board noted that we would be developing the 2020-2024 Strategic Plan at the next Board meeting.

Actions:

- Use feedback from the meeting to update the Performance Indicators paper and send to the Board and RSC (Simon)
- RSC meeting to have a discussion about Performance Indicators at their meeting in October (Gordon / Kathy)

13. Board ways of working

Outcomes:

- The Board discussed options for enabling collaboration between meetings.
- The Board agreed that online collaboration was a more effective way of including all Board members than a teleconference given the variety of time zones.
- HK.Tower.IM (<https://hk.tower.im/>) and Basecamp (<https://basecamp.com/>) were identified as two platforms that might enable Ben to participate.
- Board agreed the following practical things to improve upon our last test of online meetings:
 - The action log was difficult to manage and might benefit from being split so one item would appear on one page
 - Board members preferred using comments boxes rather than editing pages for comments
 - We would need instructions for use of the platform
 - All reports should be available before the meeting goes live, rather than being added during the meeting time
 - We need to make sure that we have a session to conclude the discussion and record the decisions
 - We would run the meeting over four days. The first three days would be available for discussion. The fourth day would be available to review the conclusion of each agenda item and finalise any decisions.

Actions:

- Board to check their ability to access HK.Tower.IM / Basecamp (All)

- Check whether a wiki could be added to the RDA Board website (Jamie)

14. Review Actions Log

Outcomes:

- Board reviewed the actions that had been generated throughout the meeting and agreed who would undertake them and by when. These will be added to the Actions Log for 2018-9

Actions:

- Create Actions Log for 2018-9 (Simon)

15. Date and venue of next meeting

Outcomes:

- It was agreed that as the Board would be developing the 2020-24 Strategic Plan, the meeting next year would revert to two days split over three days.
- Dates: 6-8th May
 - Copyright Holders Meeting: 6th May, 9-12.30
 - RDA Board: 6th May, 1.30-5pm / 7th May, 9-5 / 8th May, 9-12
- The meeting will be held at the ALA Offices in Chicago.

16. Any other business

Outcomes:

- Amelia and Chris provided a brief update following on from the previous day's discussion on progress with the final conference programme. Board noted that announcements had now begun to circulate.
- Board indicated a wish to undertake another outreach event to tie in with the World Library and Information Congress in Athens in 2019. A joint event with the Cataloguing Section or Committee on Standards would be investigated.
- Previously Board would have internal minutes of the meeting and a separate outcomes document which would be published externally. Board agreed that the new style 'Outcomes and Actions' document will be the single record of the meeting produced and made available on the website.
- Board thanked Danielle at ALA and Ayca and the Facilities Team at CILIP for making the travel arrangements and looking after us.
- Board thanked Amelia, Diane, Gordon and Neil who would be finishing their terms at the end of the year and Jamie and Katie for all their hard work.

Actions:

- Have a discussion with the Cataloguing Section and Committee on Standards to see if there would be interest in an event/programme on the impact of LRM and how RDA is the only implementation of the model (Chris/Gordon)

- Write and thank Danielle at ALA and Ayca and the Facilities Team at CILIP for making the travel arrangements and looking after us. (Simon)

RDA Board: May 2018



Left to Right: Keri Cascio, Mary Mackay, Beacher Wiggins, Ángela Quiroz Ubierna, Chris Oliver, Marietjie de Beer, James Hennelly, Kathy Glennan, Simon Berney-Edwards, Neil Wilson, Gordon Dunsire, Amelia McKenzie, Ben Gu, Diane Beattie, and Ulrike Junger.

Simon Berney-Edwards, Chair of RDA Board
May 2018