

**12/9/2005 Teleconference Minutes**  
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Transportation Library Connectivity  
Pooled Fund Study - TPF-5(105) Teleconference – December 9, 2005 -10:30  
a.m. to 12:30 CST

Participants: Nina McLawhorn, Wisconsin DOT; Janet Bix, Ohio DOT; Cheryl Bodan, Pennsylvania DOT; John Cherney, Wisconsin DOT; Steve Cochran, Washington DOT; Ruth Letson (TDOT); Marie Manthe, Kansas DOT; Leni Oman, Washington DOT; Susan Sillick, Montana DOT; Christi Powers, Marketing services; Maggie Sacco, Technical Services

**I. Introductions/welcome**

Leni Oman introduced WSDOT's new librarian, Steve Cochran. Maggie Sacco was introduced as the new technical librarian for the library connectivity pooled fund study.

**II. Housekeeping**

Minutes -- No additions were requested to the agenda and the minutes from the October 2005 Knowledge & Library Connectivity conference in Kansas City were approved and posted on the Midwest Transportation Knowledge Network (MTKN) Web site along with copies of conference presentations and related documents.

Location for next annual meeting — Several possibilities were discussed including the Transportation Tech Transfer Symposium in St. Petersburg, Florida, 7-29-06 to 8-03-06

AASHTO RAC 2006 Meeting, Columbus, Ohio, 7-10-06 to 7-13-06 and/or a possible joint conference with MTKN at Northwestern University. Some members thought it was beneficial to try and coordinate with existing meetings, such as TRB LIST or the AASHTO RAC mid-year meeting. Others indicated it meant too much time away from the office and didn't always leave enough time for pooled fund study business. It was eventually decided that the 2006 annual Library Connectivity Pooled Fund Study meeting should take place at a TAC member location so that participants could tour at least one of the libraries. Two options were identified: Minnesota DOT and Washington DOT. Christi Powers will check with Jerry Baldwin to determine whether St. Paul is viable. If that isn't an option, Leni Oman indicated she would determine if WSDOT could host the two-day meeting.

Travel reimbursements – TAC members that attended the October 2005 Knowledge & Library Connectivity conference have now submitted reimbursement forms and receipts as of November 30th. As of December 5th, John Glaze at WisDOT forwarded this information to WisDOT financial services which will process reimbursements by the end of the month. TAC members requested a quicker turnaround for future reimbursements.

Along those lines, WisDOT has consulted with the FHWA to revamp general pooled fund study reimbursement processes. A November teleconference with TAC members Nina McLawhorn, Leni Oman, Sue Sillick and Jason Bittner underscored the need for specific changes so that state SP&R funds aren't affected by a new set of procedures. Kim Linsenmayer, from CTC & Associates, will continue with FHWA to refine the process.

### **III. Overview of Marketing Plan**

TAC members reviewed and approved a marketing plan that included a history of the project with a timeline of deliverables. Quarterly updates to FHWA will be added to the 2006 timeline. A marketing toolkit will be developed around the National Transportation Knowledge Network brochure theme that was produced by WisDOT in 2004. An insert to the brochure will list the Library Connectivity Pooled Fund Web site URL. Additional items for the marketing toolkit will include:

- \* A template for open house invitations, thank you notes and a newsletter article
- \* A menu of ideas to organize interdepartmental National Library Week events
- \* A high-level summary of library connectivity pooled fund study accomplishments
- \* Recommendations from the TRB policy study committee ("Future Strategy for Transportation Information Management") that emphasize or highlight key study objectives
- \* Photos from library visits to be placed on the Web site
- \* A flyer or bookmark designed to solicit new members
- \* Details of the upcoming 2006 Library Connectivity Pooled Fund Study annual meeting
- \* OCLC/TLCat usage statistics

In developing the marketing materials, members decided the key target audience will be upper level management and internal DOT customers. DOT management comprises the decision makers to sustain and secure resources while promoting the value of library and information services within the transportation sector.

### **IV. Overview of Technical Services Plan**

Maggie Sacco summarized the plan for phase one activities. Also included was a timeline of project deliverables. Site visits at TAC member libraries will be conducted by April. Nina McLawhorn requested that a draft report be underway by the end of March, 2006.

In addition, a survey will be produced and distributed based on existing ones produced by MnDOT and the NTL. TAC members want an 'apple-to-apple' comparison and this information will be used for the year-end performance report.

Discussion ensued about having a blog on the library connectivity pooled fund study Web site. Nina McLawhorn asked for basic information as there may be constraints with firewalls and software compatibility among state DOT users.

Five immediate tasks were identified for phase one technical services:

- \* Determine a collection overview of resources
- \* Generate a report indicating OCLC usage among members and subscription costs
- \* Create and distribute a survey
- \* Conduct site visits
- \* Generate a report on site visits, collections, subscriptions and survey results

#### **V. Define Next Steps**

TAC members agreed the next teleconference will be held Thursday, February 2, 2006 from 10:30 to 12:30 CST. Thereafter teleconferences will be scheduled for the first Thursday of each federal fiscal quarter.