

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

Bimonthly Teleconference
Date: Thursday, 8/21/08
Time: 10:30 AM-12:30 PM CT

URL: <https://www.webmeeting.att.com>
Web Meeting Number: 8773361829
Access Code: 6687863
Audio Call-in number: 1-877-336-1829
Audio Access Code: 6687863

Technical Advisory Committee:

Arizona, Dale Steele

California DOT, Christine Azevedo,
Shubhangi Kelekar,
Idaho DOT, Inez Hopkins
Iowa DOT, Hank Zaletel
Kansas DOT, Marie Manthe
LA County MTA, Matt Barrett
Louisiana DOT/LTRC, Glynn Cavin,
Sandi Brady

Michigan DOT, Alexandra Briseno
Minnesota DOT, Sheila Hatchell
Mississippi DOT, James Watkins,
Tina Leavy
Missouri DOT, Danielle Pollock
Montana DOT, Lisa Autio
New York State DOT, Jane Minotti
Ohio DOT, TBD
Oregon, Laura Wilt

Pennsylvania DOT, Bonnie Fields

Tennessee DOT, Sandi Hoff
University of Minnesota CTS, Arlene Mathison
UW-Madison UTC, Jason Bittner
Washington State DOT, Kathy Szolomayer
Wisconsin DOT, Ann Pahnke, John Cherney

Ex Officio: NTL, Amanda Wilson; TRB, Barbara Post

Emeritus: Jerry Baldwin

CTC & Associates: Pat Casey, Maggie Sacco, Kirsten Seeber

Agenda:

Welcome – Ann

- Announcements – Arizona DOT has joined the pooled fund. Ann and Maggie welcomed Dale Steele from Arizona DOT, who joined in August.
- Barbara Post of TRB has joined as Ex Officio TAC member. It was confirmed that Barbara Post has accepted the invitation to participate as a non-voting TAC member. Barbara was not on the call.
- Bob Cullen of AASHTO has been invited to join as Ex Officio TAC member. Bob is looking forward to approval from his supervisor. He was not on the call.
- Ruth Letson has retired effective 8/13/08, as did librarian Rebecca Rhodes, her assistant librarian. Sandi Hoff from Tennessee DOT will be the TDOT TAC representative. Sandi gave an update on the status of the library: Tennessee DOT has entered into a partnership with Tennessee State University to combine their engineering library with the TDOT library and it will be the Tennessee State Engineering library, and will remain at TDOT headquarters. They plan to staff it with two positions, at least one being a professional librarian. The other may not require an M.L.S. Maggie is writing a job description and qualifications for Sandi.

2008 Work Plan Progress – Ann, Maggie, Pat

- Technical assistance – Maggie
 - MSDOT selecting ILS: Maggie has been working with James Watkins to investigate and select library cataloging software to migrate the 12,500+ items in the MSDOT FoxPro database to a MARC compatible system that will allow Tina to catalog in text fields and batchload holdings into OCLC. The two vendors/products selected are InMagic DB/Textworks (with MARC Transformer) and SoftLink Liberty.
 - LTRC OCLC subscriptions underway, joining SolINET. Sandy Brady has supplied the initial information required by SolINET for membership. The support and training opportunities available through the consortium were the deciding factor to join a regional service provider over Independent membership.
- Annual meeting – Ann, Maggie, Pat, Kirsten
 - Accommodations – Hilton hotel letter of agreement on group rate signed. 35 rooms are blocked for Oct. 20, 21, 22. The pooled fund will pay for rooms directly. Maggie will get daily

registration updates and maintain a spreadsheet of registrants. She will keep Kirsten updated as well.

- Travel arrangements – airline tickets will be purchased directly by the pooled fund. Maggie reminded members to select itineraries and send them to Kirsten who will book them and send confirmation and e-tickets.
- Online registration later this month – register no later than 9/18 for accurate hotel room count. Maggie reminded members to register online.
- Planning committee: John Cherney, Glynn Cavin, Sandy Brady, Ruth Letson, Maggie Sacco
 - Draft agenda and registration page sent for review. Maggie reported that no comments were received from the latest draft agenda and that minor changes or substitutions are likely before we meet in October. Updated agendas will be posted to the registration site.
 - Glynn and Sandy are confirming speakers from LaDOTD. Sandy Brady reported that LaDOTD Secretary Dr. Ankner and LTRC director Skip Paul have the annual meeting on their calendars. The “Hurricane” presenter has confirmed.
 - Outsell contract is in place; Amanda and Maggie are working with Outsell on tailoring content to transportation libraries.
- Special Research Projects - Maggie
 - Results and next steps:
 - TKN ILL project, proposed start date: Sept. 1, 2008. Maggie reported that Amanda Wilson confirms this start date.
 - Outsell Webinar #1: How to increase your reach through smart marketing strategies was the July 10 TLR. Maggie reported that Roger Strousse did an excellent job and provided valuable, practical ideas for attendees to use in their jobs. Maggie sent out a short feedback survey to the participants and the results were very positive, Maggie sent to the results of the Survey to the TAC.
 - Outsell Webinar #2: How to communicate value to key stakeholders set for Aug. 22. Cindy Hill will present. Maggie has been working with her on target audience and is confident that Cindy has a firm grasp on the transportation libraries we work with, as she worked for a private firm and worked with state DOTs and university transportation libraries in her previous role there. Maggie will log on early to the web meeting and facilitate the session. A short survey will go out to attendees following the presentation.
- Outreach
 - AASHTO RAC meeting, July 14-17, 2008, Portland, ME – Maggie, Pat
 - Pooled fund exhibit with information handouts. Maggie shared a photo of our first pooled fund exhibit and described the experience. There were handouts from all three TKNs, new pooled fund 5x7 cards and flyers, copies of SR 284 and the Toolkit. Maggie attended the exhibit at all breaks and spoke with a number of research managers about the pooled fund.
 - Journal articles: *Better Roads* – Pat reports that the article is complete. The publication date isn't solid at this time.
 - TRB 2009 LIST-sponsored poster session, call for posters. Maggie repeated the call for posters and reports that several people are interested in submitting proposals. The question was asked if authors are required to be present at the session – Maggie confirmed that at least one author must be present during the entire session. Members asked that proposals be shared via LIBCON so that they may collaborate on posters even if they are unable to attend. Maggie will post them as they come in. Maggie will confirm the deadline of August 28th with Sandy Tucker.
- 2009-2010 Work Plan Discussions – Pat, Maggie
 - Maggie is working on a draft workplan for FY 09. The 10 point objectives worked very well in 2008, so we are going to proceed with that format with TAC approval (no one indicated otherwise during the discussion). Maggie reports that there is a lot of potential for special projects (Objective 10), e.g., a follow-on enhancement to NCHRP 20-75A, which is a directory of transportation libraries and information centers. Maggie, Amanda Wilson, Arlene Mathison, and Kathy Szolomayer have discussed enhancing the directory with census-type information regarding staffing, funding, collection strength, etc. This would have value in

itself, and be an important first step in collaborative collection development. Lisa Autio suggested a project to pull together all of the free online serials in one accessible place (TRB, FHWA, AASHTO, UTC publications) as a resource to help solos streamline their research – this could be a collaborative project to harness free/mostly free content. A draft of the FY 09 workplan will be presented to TAC prior to next teleconference.

- TKNs – Updates
 - WTKN – Kathy Szolomayer reports that WTKN plans to expand membership through outreach, address physical archives and continue working on the union list of serials. Laura Wilt has taken the lead on the union list using Access and Kendra Levine (UC-Berkeley) is looking at making it web based. They are working on their new web site.
 - MTKN – John Cherney reports that MTKN annual meeting in Springfield, IL 9/25-26 is on target, the start and end times have been moved up to allow people to get home at reasonable times. There will be three new members from Illinois this year, Portland Cement, ILDOT, and Wiss, Janney, Elstner Associates. There will be a tour of the Hansen & ILDOT libraries, and an OCLC Digital Harvesting workshop. Hank Zaletel urged members to send him their performance measures.
 - ETKN – Sandy Brady reported that there has not been a recent teleconference but that she is working on the new web site and logo. The digital repository is in progress.
 - NTL – Amanda Wilson was not on the call. Ann asked if there were plans for NTL to coordinate the TKN web sites, it was unknown but the members report that they are using the MTKN site as a template. Maggie will ask Amanda about standardization/branding.
 - AASHTO RAC TKN Task Force – Leni, Marie. Leni was not on the call. Marie reported that the role of the task force was more defined as a result of the discussion; it will serve as an advisor and facilitator or communication between the TKNs and the research community at the DOTs. There is still some wordsmithing to do on the draft mission statement. They plan to have monthly teleconferences.
 - NCHRP 20-75 – Arlene Mathison reports that the project is on track and we should see a draft final business plan and directory in October-November. There is an outreach strategy toolkit to coordinate getting the message out to transportation leaders to get buy-on for the NTKN. Interviews with Bob Johns and other leaders have been informative and fun; there has been expression of support among the interviewees. The toolkit will be widely publicized and will include coordinated efforts of the TKNs and AASHTO-RAC TKN Taskforce.

- Other Activities – Maggie, All
 - Toolkit Webinar 7/30/08 – Maggie and John co-facilitated the workshop. It was interactive and lively. The follow up survey was very positive. Maggie observed that if this was to be done again that it should be single-topic and summer may not be the best time of year for attendance (noting the number of out-of-office replies received from invitations and reminders).
 - 2008 Year end report – Maggie will draft a wrap up report of our 2008 activities and accomplishments for discussion at our next teleconference. She will base it on the 10 point workplan.
 - Other

Next Teleconference: Proposed - Thursday, 10/2/08, 8:30-10:30 AM PT, 10:30 AM-12:30 PM CT, 11:30-1:30 ET. Maggie will send out a reminder.