

PRRLA Business Meeting – 2024 Annual Meeting

Date:

Wednesday 16 October 2024

3:30 PM (HST) Honolulu

6:30 PM (California) Irvine; Los Angeles

Thursday 17 October 2024

9:30 AM (CST) Guangzhou

9:30 AM (HKT) Hong Kong

9:30 AM (SGT) Singapore

10:30 AM (KST) Seoul

12:30 PM (AEDT Melbourne; Sydney)

Attendees:

Gwenda Thomas, University of Melbourne

Ruth Baxter, University of Melbourne

Rose Gertsakis, University of Melbourne

Benjamin Meunier, Chinese University of Hong Kong

Angela Wong, Chinese University of Hong Kong

Linda Lee, Chinese University of Hong Kong

Esther Woo, The University of Hong Kong

Dr. Shinichi Suda, Keio University

In-Jin Yoon, Korea University

Liz Litting, University of Sydney (representing Philip Kent)

Suqing Liu, Peking University

Mark Jordan, Simon Fraser University (representing Gwen Bird)

Amorn Petsom, Chulalongkorn University

Chris Chan, HKBU Library

Shirley Wong, Hong Kong Polytechnic University

Peter Zhou, UC Berkeley

Flora Ng, Hong Kong University
Misumi Taro, Tohoku University
Aiko Watanabe, Tohoku University
Hatsumi Sato, Tohoku University
Louisa Lam, City University of Hong Kong
Lorelei Tanji, UC Irvine
Louisa Lam, Lingnan University
Le Yang, University of Oregon
Lei Wang, Sun Yat-Sen University
Le Wang, Fudan University
Philip Kent, University of Sydney
Pim, Chulalongkorn University
Shinichi Suda, Keio University
Haipen Li, UC Merced
Tomoe Hanzawa, Tohoku University
Dr Clem Guthro, University of Hawai'i at Mānoa
Hana Kim, University of Toronto
Chris Chan, Hong Kong Baptist University

Apologies:

Professor Chi Shouli Lin, National Taiwan University
Alicia Salaz, University of Oregon
Susan Parker, University of British Columbia
Todd Grappone, UCLA
Athena Jackson, UCLA
Paul J. Constantine, University of Washington
Jonathan Bengston, University of Victoria
Gwen Bird, Simon Fraser University

MEETING MINUTES

Items

1. Welcome

The Chair offered a warm welcome and greetings to the PRRLA Primary Members (or their nominees) attending the 2024 Business Meeting and provided an acknowledgment of country.

New Library Directors and University Librarians joining the Business Meeting since 2023 were introduced:

Professor In Jin Yoon, Library Director, Korea University

Athena Jackson, University Librarian, University of California Los Angeles

Reminder to Primary Members – please inform the Secretariat of any changes or updates to contact details by November 30 before the Secretariat handover using e-mail prrla-secretariat@unimelb.edu.au

2. Minutes of the Business Meeting held on 18 October 2023 – confirmation

The minutes of the Business Meeting held on 18 October 2023 were confirmed with no further changes.

3. 2024 Steering Committee – acknowledgment

The Chair noted that the PRRLA Secretariat could not have operated effectively without the Steering Committee members whose institutional knowledge, generous commitment of time and willingness to share expertise was critical in ensuring that PRRLA continued to deliver high quality services to its members, including progress 3 key strategic priority projects since the 2023 Business Meeting. Their dedication to attending meetings across multiple time zones, including the PRL Webinars hosted earlier in the year was noted with gratitude.

The Chair acknowledged the significant contributions of the Secretariat members who support the role of the Chair and who directly with so many of the staff in the PRRLA member institutions:

- Donna McRostie – ex officio
- Ruth Baxter – ex officio
- Rose Gertsakis – PRRLA Secretariat Assistant

The Chair also took this opportunity to acknowledge one of the SteerCo members who is stepping down as Dean and University Librarian at Simon Fraser University. Gwen Bird joined the SteerCo in 2023 and has been closely involved with the Online Presence priority project which has made excellent progress.

The Chair also offered thanks to the 2023 Annual Meeting host representatives on the Steering Committee who will be stepping down as we welcome the new host representatives to the SteerCo:

- Professor Wenping He, University Librarian of Sun-Yat-Sen University, and Professor of History,
- Lei Wang, Sun-Yat-Sen University

4. Financial Reports

The Chair provided a 2-year overview of the finances (US\$) during which time the University of Melbourne, with the approval of the Primary Members, transferred the administrative functions of the secretariat to CAVAL on 28 Dec 2023.

- 2024 Annual Financial Report covers the period 1 July 2023-30 June 2024 (12 months)
- YTD report covers 1 July - 25 September 2024

The key points noted were the transition of the PRRLA funds from the UoM to CAVAL which established a USD bank account with a small reduction due to the currency exchange. The Financial Statement of Income and Expenditure for the period 01 January – 30 June 2024 (PRRLA's first 6 months at CAVAL) reflects 2024 membership fees income as collected by CAVAL. As of 25 September, 24 members paid their dues.*

**As at 31 October, only 3 invoices remain outstanding.*

The Chair noted that next Steering Committee needs to decide how late membership payments are handled. In the past there has been a grace period of 1-2 years for late payments without enforcing retrospective fee payment.

A final financial statement for 1 July – 31 Dec 2024 will be made available at the beginning of 2025 from the new Secretariat.

1 July 2023 to 30 June 2024 Annual Financial Report

Income:

- 2023/24 membership fees collected after June 2023 – US\$27,000

Expenditure:

- PRL Project (2023-2027) – Tranche 2 platform upgrade
- Secretariat costs
- Karl Lo Awards
- Website redesign

Total expenses USD44,421.69

Balance at 30 June 2024 USD106,441.09

Interim Financial Report July – September 2024

2024 membership fees collected after June 2024 – USD24,000 (3 owing as of 31 October 2024)

The only minimal expenses have included the monthly website hosting fees.

Balance at 25 Sept 2024 USD129,908.54

After Secretariat expenses to date, balance is USD136,087.61

Projected Expenditure until December 2024

- For the Secretariat administrative functions, 10% of membership fees collected will be deducted by CAVAL. This will be calculated on 30 November prior to the handover to CUHK.
- Secretariat Assistant to support UL
- Incoming Secretariat Assistant to ensure efficient handover
- Website redesign USD10,000
- Karl Lo Awards 2023 /2024 (payments actioned according to recipient institution needs) – 3 remaining

5. 2024 Steering Committee Meetings – Updates and Reports

5a) Membership Report

As at October 2024, PRRLA has 41 member institutions with 24 in Asia, 15 in the United States and North America, and 2 in Australia.

- No new members have joined.
- In early 2024, National University of Singapore resigned as a member.
- The CAVAL collection of membership dues for the period July 2023-June 2024 has progressed efficiently with only 3 payments outstanding as of 31 October 2024. The Secretariat is in communication with the member institutions to ensure they either make payment or confirm their ongoing membership. The current membership fee has been maintained at the same rate (US\$1,500) in the current reporting period.

5b) 2024 Karl Lo Award

The Karl Lo Award continues to attract high levels of interest among member institutions as it provides excellent Professional Development opportunities for staff. The Secretariat maintains close contact with recipients asking for progress updates and ensuring where possible, the awardees can attend an Annual Meeting to share their experiences, project outcomes and research. In 2025 there should be 5 Karl Lo Awardees presenting at the Annual Meeting due to no Annual Meeting in 2024.

In Q1, 2024 the Secretariat distributed the call for expressions of interest with follow-up reminders to Primary Members across May to July. The Steering Committee met mid-year to assess and consider the 2024 applications and agreed on three awards (2 Research and

1 Professional Development) followed by a public announcement to the PRRLA community.

The Chair noted that in 2023, the Steering Committee noted that there was an opportunity to review the Terms of Reference to provide more guidance in submitting applications including a fixed template with more clarity included around budget guidelines. The Professional Practice Co-leads on SteerCo undertook this review and focused on achieving tighter alignment with PRRLA's strategic priorities.

5c) Secretariat Report for 2022-2024

The Chair noted that several of the Secretariat's key activities have focused on engagement and strategic priority setting. In 2022, Meet and Greet sessions were held with all member institutions' leadership to identify, collate and progress priorities. A planning workshop for the Steering Committee was held in February 2023, with draft strategies planned throughout 2023, with action plans progressed across 2023-2024. A focus of discussion was PRRLA's point of difference - collections and connections, geographic definition and/or thematic.

Sustainability of the PRRLA Secretariat from 2024 onwards

At the beginning of 2024, there was a relocation of the administrative and financial functions to CAVAL with the approval of the Steering Committee and Primary Members. The 2025-2027 PRRLA Secretariat host will continue with the CAVAL contract. This will provide the PRRLA Chair and Secretariat Administrative Assistant with capacity to focus attention on strategic direction, advocacy and engagement activities to significantly enhance PRRLA's visibility and outreach activities in the region.

5d) Steering Committee Updates

- **Online Presence** – technical upgrade of the website and content refresh with enhanced functionality. **Rose Gertsakis, Ruth Baxter and Gwen Bird.**

The strategic plan for an upgraded online presence was finalised, with a key goal to design and implement a new website. PRRLA engaged Wil Brown (website developer) from ZeroPoint in June to design the new PRRLA website, supported by a number of productive planning workshops to deliver on the key objectives of enhanced accessibility, discoverability, and usability of the new website. The next steps include the completion and launch of the website for members by year-end. Features include an active member-sign in area to update details for invoice contact, Primary Member, and listservs. This area will also house key documents and past Business Meeting minutes for members to access. Members were given a short tour of the new website with details of the proposed layout and information to be included.

- Scaling and enhancing member participation in the **Pacific Rim Library (PRL)**
Benjamin Meunier and Hana Kim

BM explained what has been achieved in 2024, with the development of a value proposition report for the PRL that outlines a strategy to enhance the accessibility and utility of digital resource repositories. This strategy involves leveraging university alliances to surpass current system efficiencies through a unified platform, standardized metadata, increased collaboration, and improved user interfaces and search functionalities. Two webinars were conducted in collaboration with the UCLA PRL team on May 24 and 31 May 2024, achieving high attendance levels. These sessions followed up on a survey conducted among PRL contributing members to better understand their experiences and expectations regarding PRL in 2023. The feedback received from the 2023 Annual Meeting also informed these webinars. Webinar recordings were distributed to the PRRLA Primary Members, and follow-up surveys were conducted to gather additional insights.

The next steps in 2025 include a proposal to Primary Members, presenting the idea of developing new PRL Committee(s) and updating the PRL FAQs based on the questions raised during the recent webinar.

- Scaling and enhancing **Professional Practice** by increasing and broadening member institution staff participation in activities and events. **Donna McRostie and Lei Wang**

A Primary Members workshop was held in 2023 with feedback forming the basis for developing an action plan. A draft action plan developed by Dr Lei Wang and Dr Clement Guthro outlined a wide range of initiatives to support developing global networks and professional expertise including webinars, exchanges, newsletters, regional repositories. Three priorities were agreed:

- Tying professional practice back to the PRL (ie develop webinars that directly support members on how to contribute metadata to the PRL and enhance collection visibility)
- Narrow scope of Karl Lo Award
- Review the Annual Meeting format
- Organise webinars of interest to the membership. *(extracted from minutes of Steering Committee Sept 2023)*

The Karl Lo Award TOR were reviewed to tightly align with the strategic focus areas. The 2024 applications demonstrated a closer alignment to new TOR. In 2025 it is proposed Karl Lo Webinars or “drop-in” sessions be explored to support the membership in developing applications for the Karl Lo Award (this will include participation by former awardees and SteerCo) to raise profile of the awards and support those considering an application. PRL Webinars held in 2024 for the membership (provided as part of PRL

workstream) were well attended and received positive feedback. 2025 will provide an opportunity to extend this format in targeted areas of interest of the membership.

6. The Pacific Rim Library (PRL) metadata repository Program – Technical Update from Todd Grappone

The Chair acknowledged and thanked the UCLA Team led by Todd Grappone (Associate University Librarian for Digital Initiatives and Information Technology) for providing technical support for the PRL Platform.

The team provided a report (**Attachment 1**) on Phase 2 funded by PRRLA which has refactored the PRL's backend codebase to make it more robust, maintainable and accessible for members to contribute collection metadata.

7. Introduction to the PRRLA Secretariat Host 2025-2027

The Chair welcomed Benjamin Meunier, University Librarian at the Chinese University of Hong Kong (CUHK) who is the incoming Secretariat host for 2025-27. The Secretariat is hosted by a member institution on a three-year cycle. The handover is now scheduled for 1 December 2024.

The incoming Chair introduced the Secretariat team and outlined CUHK's involvement over the past 2 years as a SteerCo member as well as a vision for the incoming Secretariat.

8. 2026 Annual Meeting Host Expressions of Interest (EOI)

The Chair noted that in early 2025, an EOI will be issued for the interest in hosting the 2026 Annual Meeting. This will enable timeous planning for venues, themes, and dates by mid-2025 to be presented at the 2025 Business Meeting, including the 2026 Program Committee followed by the release of the 2026. The Secretariat and Steering Committee have been in discussion with prospective hosts about what future member meetings might look like: online, hybrid or fully in-person. The Steering Committee will also consider the optimal time in the calendar year to hold the Annual Meeting, as well as frequency e.g. annual or bi-annual. In 2024, Primary members supported extending the meeting to include additional staff (paid for by their institutions) to attend the 2025 Annual Meeting and future meeting unless decided otherwise. PRRLA membership will continue to cover UL/Director, plus one attendee, with Karl Lo awardees funded by PRRLA to attend the meeting and give a presentation.

9. Invitation to the 2025 Annual Meeting

The Chair announced the 2025 Annual Meeting Host, Tohoku University in Japan, and invited them to address the meeting. The General Manager of Tohoku University Library

and Program Committee Chair, Hatsumi Sato, invited the Primary Members to Tohoku University and offered a warm welcome to PRRLA members to attend the Annual Meeting taking place from 29-31 October 2025 in Sendai. The 2025 Program Committee was announced, and a video was presented with a personal invitation from Noriko Osumi, Vice President of Tohoku University and Director of Tohoku University Library.

10. Closing Remarks from Secretariat Host 2022-24

The Chair closed the meeting by thanking the Primary Members and nominees for attending the 2024 Business Meeting and the Secretariat team at the University of Melbourne: Donna McRostie, Ruth Baxter and Rose Gertsakis. The incoming Chair was welcomed, noting that PRRLA is in good hands with Ben Meunier and new Secretariat team. The Chair thanked Steering Committee Members, Primary Members, Annual Meeting Hosts, Program Committee members and the PRL team for their support and work during this term 2022-2024. The Chair also thanked the University of Melbourne for supporting PRRLA in its work, especially the finance team including Mary Fitches and Devika Fernando. The Chair also extended their gratitude to the CAVAL Team - Sae Ra Germaine, Matt Robertson, and Mary Godfrey for the efficient administrative transition during 2024.

Q&A

No questions were raised during the Q&A.

The meeting was closed at 14h00 (AEDT)