



**MTKN Sixth Annual Meeting  
October 12-13, 2006  
Evanston, Illinois**

## **Official Minutes**

### **Participants:**

**Jerry Baldwin, Minnesota DOT**

**Janet Bix, Ohio DOT**

**John Cherney, WisDOT**

**Mary Kathleen Geary, Northwestern University**

**Joyce Koeneman, NTL (conf. call)**

**Marie Manthe, Kansas DOT**

**Arlene Mathison, CTS**

**Amy Matzke, Hanson Professional Services**

**Danielle Pollock, MoDOT**

**Christi Powers, TLC Pooled Fund (conf. call)**

**Bob Sweet, UMTRI**

**Hank Zaletel, Iowa DOT/CTRE**

**Note: In these meeting minutes, tasks and/or action items are underlined.**

### **Thursday, October 12, 2006**

#### **Tour of Northwestern University's Transportation Library**

Kay Geary led the group on a tour of the Transportation Library. With over 400,000 items in the collection, there was certainly a lot to see. The Library supports the University's Center for Public Safety, particularly its School of Police Staff and Command, so the collection includes significant holdings on law enforcement, police management, and public safety. There are more than 50,000 titles and 135 serials in this secondary collection. The Library also maintains a large collection of environmental impact statements, with new materials arriving each week from the Environmental Protection Agency. Of course, as one of the foremost transportation libraries in the world, the Library maintains an extensive collection of transportation publications, including items on all modes, and international as well as U.S. publications. Kay stated that the Library's collection tends to emphasize the socioeconomic aspects of transportation.

The Transportation Library is located within the main University Library building, in one of its three towers. The result is that the book stacks are arranged in a circle, so rather than browsing sections of rows, a patron can get a sense of the whole collection by walking the perimeter of the tower. [See example here: [http://www.library.northwestern.edu/facilities/main\\_level\\_5.html](http://www.library.northwestern.edu/facilities/main_level_5.html).] There is also space for quiet study at desks outside the stacks, and a few tables for patron use as well. Staff members have adequate work space: two offices, a reference desk, and three connected rooms which make up the technical services area. More information about the Transportation Library can be found at: <http://www.library.northwestern.edu/transportation/>.

#### **Digitization Project: Transportation-Related Menu Collection**

The Library has a sizable collection of airline and railroad menus, many from the first half of the twentieth century. It includes airline menus from a number of international carriers, as well as

domestic airlines. Meeting attendees were able to see several examples from this collection while Paul Burley shared some information about the collection's origins and the steps involved in the digitization process. Although the menus will not be "cataloged," a finding aid has been developed, and one will be created for each menu, so that it can be located within the digital collection. When the digitization process and finding aids are completed, the menu collection will be added to Northwestern's Digital Library Collections: <http://digital.library.northwestern.edu/>.

### **Demonstration of Kirtas Scanner**

In early 2005, Northwestern University Library purchased a book scanner from Kirtas Technologies, the APT BookScan 1200. MTKN meeting attendees were able to see the scanner in action. The scanner operator, Paul Clough, was on hand to explain the scanning process. At this time, the only items being scanned are those designated as "brittle books." Though the machine does turn pages on its own (and quite gently), Paul always flattens the just-turned page to ensure a better-quality image. The scanned images are transferred directly to a computer for processing. The completed digital files are sent to be printed and bound by the Library's commercial binder. The brittle book can then be replaced by a newly printed book, but the contents of the original item are preserved. While the scanner is currently used only for preservation purposes, and not for digitization, all files are being saved. Paul added that electronic storage space is an important consideration when a library embarks on this kind of project. [See photos and more information about the scanner at: [http://www.kirtas-tech.com/apt\\_1200.asp](http://www.kirtas-tech.com/apt_1200.asp). There is also a short article about the scanner in Northwestern's "Library Briefings" newsletter here: <http://www.library.northwestern.edu/librarybriefings/archives/001217.html>.]

### **Update on NCHRP Project 20-5, Topic 37-02, "Preservation of Institutional Memory"**

Hank Zaletel provided an update on this project, based on a recent conversation he had with Maryanne Ward, the topic consultant. In early 2006, Maryanne sent a survey to State DOTs which was completed by appropriate staff in each state, typically from Human Resource departments, Information Technology departments, and libraries. The purpose of the survey was to identify State DOTs' current knowledge management practices with regard to preserving institutional memory, including not only reports, audio-visual materials, and other "publications," but informal documents, interviews, roundtable sessions, and other items and practices which can contain valuable information that is typically not "captured" and stored for later use.

Maryanne informed Hank that there continues to be deep concern about the loss of organizational knowledge due to retirements and other separations from employment. As long-term employees leave, their "real-world," on-the-job experience necessarily goes with them. The loss of this knowledge impacts an agency's ability to integrate historical perspectives into current policies and activities, to train new staff, to answer historical questions from both internal and external customers, and to deliver programs and projects as efficiently and effectively as possible.

Hank stated that Maryanne presented the second draft of her report to the Topic's panel in their May 2006 meeting. Few changes were made to it, and Hank brought a printed copy of that draft to the MTKN Meeting to share with the group. The report was sent to TRB in September 2006,

and should be published in the NCHRP Synthesis series fairly soon, perhaps early in 2007. A PDF version of Hank's handout is at: <http://www.mtkn.org/pdf/nchrp20-5.pdf>.

Following Hank's comments, there was some discussion about the survey, which several attendees had helped to complete for their states, and about the difficulties inherent in "storing" employees' work experience so their knowledge is accessible to others in the future. Amy Matzke stated that Hanson Professional Services frequently employs or contracts with retired Illinois DOT employees, and values the depth of their knowledge. Regarding the survey, Marie Manthe stated that her input for Kansas DOT was fairly limited, because the survey's definition of "institutional memory" includes so much more than library resources.

### **Presentation by Dan Marron, Infrastructure Technology Institute, Northwestern University**

The [Infrastructure Technology Institute](#)'s goals are research, technology commercialization, education, management and policy studies, and community service related to infrastructure. Dan explained some of ITI's ongoing research, including continuous remote monitoring of bridges, innovative materials for infrastructure projects (such as "Safety Concrete"), and the Wireless Data Acquisition (WDA) System, which collects data to monitor structural health.

Dan stated that the Institute's knowledge management tools include its established best practices and web site, and services on request. An HTML version of their Knowledge Services brochure is available at <http://www.iti.northwestern.edu/publications/brochures/blue.html>. ITI had a Knowledge Manager/Librarian on its staff, but there is no one in the position at this time, and it was not clear in the meeting whether ITI plans to fill it.

Following the presentation, MTKN members discussed how to increase and/or improve communications between transportation libraries (particularly DOT libraries) and University Transportation Centers (UTCs). Attendees wondered how often university libraries don't receive copies of their UTC's research reports. The assumption that if an agency puts the PDF on its website, then the report is "published," is becoming more and more common. Bob suggested that MTKN members and other transportation libraries could offer a service to UTCs by telling them, "If you are only putting the report on your website, and aren't sure how to make it accessible to a greater number of people, give a copy to us for our library, and we'll make sure people can find it. The transportation library can then catalog the item in OCLC, so it can be found through TLCat and Open WorldCat as well as by OCLC members."

### **Friday, October 13, 2006**

#### **Wisconsin DOT's I-Commons Initiative – John Cherney**

John explained that WisDOT has gone through a reorganization in the past year, and the Library has been teamed with staff working in web services, audiovisual services, graphic arts, and research. In the early stages of the reorganization, Nina McLawhorn had asked John to check with other libraries for ideas about ways to use technology to enhance library and information services,

including comparisons of space and layout between libraries. The goal was to create an Information Commons that would combine and integrate the physical and virtual aspects so they complement each other.

Part of the concept was to have a large area of open space, for the comfortable flow of traffic within the Commons. The new space allotted to the WisDOT Library with this reorganization was not large enough to include that feature. However, they were then able to obtain more space close by, so the main library space can have an open area, and the secondary area will be “the North book stacks.” Preparations for the move to the new library space and I-Commons have been ongoing, and John reported in this meeting that WisDOT has just begun the physical move the week before. The move to the new space on the first floor should bring greater visibility to the I-Commons. John stated that members of WisDOT’s upper management are excited about the move. A proposal has been made to officially name the Library, and a meeting will be held in the coming weeks to discuss that option. John expects the move will be complete in about mid-January.

### **Iowa DOT’s Transportation Enhancement Grant for Historical Preservation – Hank Zaletel**

In last year’s meeting, Hank explained to the group how Iowa DOT had applied for and received a Transportation Enhancement Grant, and that the purpose of the grant was to preserve and digitize many of the agency’s old photos, film, and other non-book items of historical value. In this meeting, Hank updated the attendees on the agency’s progress. The Request for Proposal (RFP) process took place during the early months of 2006. The contract was signed in June, and the consultant began work in August. Hank stated that their consultant used to work at the Library of Congress, but she was surprised and impressed with the kinds and amount of items the agency has. They’ve decided to begin with demonstration projects. For example, Iowa DOT has about 1.5 feet of material on early road associations which dates back to the 1910s and 1920s. This material can be digitized and made accessible online, and then preserved in the agency’s archive. Hank added that Iowa DOT staff will be meeting with the consultant next week.

Janet Bix asked whether this project has increased the library’s visibility within the agency, and Hank stated that it has. He added that the support of upper management is necessary to begin this kind of project, because you need to have an archive area, a professional archivist, and the required tools to properly preserve your materials. Hank added that one of the tasks specifically written in the RFP was to have the consultant develop a preservation policy. This will help guide the agency in future preservation efforts after this project is complete.

A related initiative for Iowa DOT is the addition of historical photos to the Iowa Digital Heritage Consortium. This project runs on a CONTENTdm platform, and the photos will be cataloged in OCLC. Hank stated that the search function is still under development.

In addition to the Library’s involvement in these endeavors, they have published a new brochure, which Hank shared with the group. Hank added that he is working with his manager to create a new logo for the Iowa DOT Library, and they are considering several designs. Hank will send the proposed logo designs to the MTKN listserv to get feedback from members.

## **UMTRI's Participation in the Google – University of Michigan Digitization Project – Bob Sweet**

In an MTKN conference call a few months ago, Bob informed the group that all of his staff were leaving (for various personal or professional reasons), and it seemed the UMTRI Library was entering a crisis mode. Bob went to the Director and asked to hire new staff. The Director told Bob that no new staff would be hired until Bob gave him a “20-year plan” for the UMTRI Library.

The Library had always been independent of the University of Michigan Library system, until a couple of years ago, when UMTRI was invited to submit their reports to an online collection called University of Michigan Reports. That project evolved into a digital repository using MIT's DSpace software, which University of Michigan calls Deep Blue. [See <http://www.dspace.org/> and <http://deepblue.lib.umich.edu/about/index.html> for more information.] This effort to digitize all of UMTRI's reports was the start of a relationship between the University Library and UMTRI Library which has benefited both parties.

After receiving his instructions from the Director, Bob decided to contact the people working on the Google – UM Digitization Project, to find out if the UMTRI collection could also be digitized. The team agreed, and soon asked what else they could do for UMTRI. Bob stated that they are willing to do UMTRI's cataloging and process acquisitions as well – as much or as little as Bob wants them to do. (Of course, there are costs associated with the services.) Because Bob had no staff, he felt it made no sense to continue with a separate catalog. The Library's InMagic records must be converted to MARC format, and then there's only one more step to get them into OCLC. Currently, only about ten percent of their 112,000 records are in OCLC. Their NTL grant included only retrospective conversion for items by UMTRI authors. The Google – UM team have assured Bob that UMTRI Library's OCLC symbol will still be on the records when they are integrated into the University Library catalog.

Bob added that the initial stages are going slowly: there is no work plan yet, and he is not sure how the work will proceed. But, having spoken with staff at other libraries that have integrated their smaller independent collections into the larger system (for example, University of Michigan at Bentley), he feels the benefits will outweigh the risks. He hopes to have all UMTRI's holdings in OCLC in about a year.

Regarding the copyright issues involved in the digitization project, Bob explained that Google staff are being very careful. The University Library has said that if they don't own the copyright to a work, or have explicit permission from the copyright owner, the whole document will not be available. Instead, the document will be digitized and added to the database, but only small parts of it will be available for viewing.

Marie asked whether Bob had been able to create a “20-year plan” for his library. Bob said that the centerpiece of his plan is the “vision of transportation information services” as described in [TRB Special Report 284](#). He told the Director, “This is what we're going to do,” adding that the focus for the next twelve months must be to cultivate this relationship with the University Library, and get UMTRI's holdings cataloged in OCLC. Regarding new staff, Bob stated that a library assistant position has just been posted. Christi Powers asked if Bob would send her his 20-year

plan, and others were also curious to see it. Bob will send a copy of his 20-year plan to the MTKN listserv.

### **Update on NTL, RITA Support, and TLCat – Joyce Koeneman (via conference call)**

Joyce stated that the NTL Digital Collection/TRIS Online integrated search function is in place and working well. NTL is currently working to get their cataloging and metadata input caught up. They are also still testing the remote addition of documents to Dublin Core.

Joyce stated there is an improvement in the works for the Transportation Research Thesaurus (TRT), a “type-ahead” function, but it’s not available yet. Hank asked how often the TRT is updated with new terms. Joyce stated that updates were not made when the new integrated search was being added, but it should now be current. She added that there are also plans to include a “last updated” date on the TRT web page. Hank asked about the replacement of out-dated terms. Joyce explained that the general view at TRB is that the most current terms should always be used, and the actual content of the TRT comes from TRB. However, Joyce’s view is more conservative. Because the TRT is a controlled vocabulary, its integrity must be maintained. If terms are added, dropped, and changed based upon what’s in vogue this month, the TRT will not be a reliable tool for use in years to come.

The positions of BTS Director and RITA Administrator are not filled, but Joyce stated that the departments are both enjoying the strong leadership of their acting heads, John O’Donnell at BTS and John Bobo at RITA. Regarding the position of NTL Director, Joyce stated that interviews will begin soon – in “weeks, not months.” The expectation is that as the permanent heads of the three departments assume their duties, the NTL Director will be more closely involved with RITA, as well as with the Volpe Center and UTCs, not just with BTS.

Joyce then provided an update on TLCat. There are currently 34 members in the group catalog. Eighteen are funded by the NTL, ten are being paid through the Transportation Library Connectivity Pooled Fund, and five are paying for themselves. Joyce added that the figure does not include the Canadian libraries. TLCat usage has increased in the past year, although not a substantial amount: there were 2121 sessions in September 2005, and 2462 sessions in September 2006. Guest usage has been quite low, so most searches are done by library staff or users through their library’s FirstSearch/TLCat authorization. There are a few more libraries hoping to join TLCat soon. Joyce stated that NTL also has a new OCLC contact for group services, named Kate Vincent. In the past, it was sometimes difficult to know whom the NTL should contact with questions, but Ms. Vincent is now their primary contact person.

There was some additional discussion about TLCat statistics. Joyce noticed that the report she was using did not have 34 participants listed, but may have had as few as fourteen. Marie questioned whether the statistics included only searches of the TLCat database, or searches of the WorldCat database using the same authorization. Marie explained that KDOT’s FirstSearch service began at the same time that TLCat was launched, and she learned from her OCLC contacts that selecting the WorldCat database did not count as a TLCat search, but only counted if the search was limited to the TLCat database. Joyce will review the statistics to determine if WorldCat searches are included, or if they are specific to TLCat only, and notify the group.

Arlene Mathison asked if we could obtain statistics for NTL and TRIS Online searches as well, to compare with the TLCat usage. Joyce will locate usage statistics for searches in the NTL Digital Collection and TRIS Online as well, and share those figures with the group.

Janet stated that MTKN has created a brochure about TLCat, which will likely be updated soon. Janet asked if the TLCat brochure can be displayed at the TRB Meeting in January 2007. Joyce agreed that the brochure can be available at RITA's booth at the TRB Meeting. The group's discussion indicated that greater promotion of TLCat is needed. Joyce responded that all of the NTL's services, and all of the transportation library networks, need greater promotion.

### **Update from Library Connectivity Pooled Fund Study – Christi Powers (via conference call)**

Christi presented an update on the progress and recent activities of the [Library Connectivity Pooled Fund Study](#). The study was initially approved for two years, but Ann Pahnke of Wisconsin DOT (the lead agency) is looking into whether it can be extended. The members of the study's Technical Advisory Committee (TAC) just had their second annual meeting in St. Paul, Minnesota in mid-September. There were approximately twenty attendees at various times, for the different presentations, and upwards of fourteen people participating virtually, via the internet and conference call, using WebEx technology. The WebEx service was hosted by WisDOT, and Christi stated that they hope to explore this technology further, as it was very beneficial during the meeting. There was some discussion about whether the group will have a third annual meeting in 2007, if the study is not extended. Christi has begun looking in Madison, Wisconsin for possible locations for a third meeting.

Christi shared a [PowerPoint presentation](#) explaining the pooled fund study's objectives, its activities and progress during the past year, and its role in the development of Transportation Knowledge Networks (TKNs). The study's objectives are to encourage and assist in the development of TKNs, provide outreach to libraries which are not in a network and to State DOTs providing limited or no library services, market the value of transportation library and information resources, and provide library technical assistance to the study's members. In the study's first year, marketing materials such as flyers, bookmarks, and brochures were created for member libraries. Several members held events for National Library Week in April, and distributed these marketing materials during Library Week activities. The first year has also produced a survey of member libraries concerning their technical needs, and the negotiation of OCLC and TLCat subscriptions. Pooled fund members and consultants have also had a presence at the CTS Research Conference in April, AASHTO-RAC meeting in July, and the 6th Mid-Continent Transportation Research Forum in August. Maggie Sacco will also be presenting at the Ohio Transportation Engineering Conference (OTEC) on October 24.

As the pooled fund study begins its second year, a primary focus continues to be toward further development of TKNs. Like much of the transportation library community, members of the pooled fund study are closely following the progress of [NCHRP Project 20-75](#), "Implementing Transportation Knowledge Networks." Janet is on the panel, and other pooled fund states are also represented: Washington State, by Leni Oman, and Montana, by Sue Sillick. Christi stated that proposals for the project are due in mid-November. The pooled fund will also have a panel at the [TRB meeting](#) in January 2007 called "[Transportation Information Revolution: The World at Your](#)



[Doorstep.](#)” Christi will also be working with some members to explore the feasibility of forming an AASHTO subcommittee on library and information services, which would function within AASHTO in the same way the [LIST Committee](#) functions within TRB. Two members have also been tasked with investigating grant and fundraising opportunities. On the technical side, a baseline of members’ OCLC holdings must be identified, and after seeing a presentation of OCLC’s Collection Analysis tool at the annual meeting, the group expressed strong interest in trying to subscribe to that service.

The group discussed performance measures at some length. Christi stated that the pooled fund members are still working on them. A few tools for keeping statistics have been developed by TAC members, and Christi has articles about measures which might be used. This will be a primary topic for the next TAC conference call. Building on the earlier TLCat discussion, Christi stated that maybe we could track the usage statistics for TLCat as we continue to promote it.

Jerry stated that you cannot have performance measures without having standard statistics. At this point, we do not know what each library tracks. The first question should be, what data is being collected and how can we standardize those items? The terms must be defined as well: what constitutes a circulation, what is a reference question, and so on. Joyce stated that the group should strive to follow existing standards for libraries / special libraries, rather than develop our own. Danielle Pollock stated that the Missouri DOT Library moved recently, so she’ll be starting to keep statistics from scratch. She wants to begin keeping statistics as soon as possible, and hopes to implement a system that will correspond with the group’s standards.

While accurate and useful statistics are necessary, some qualitative evidence can also be helpful and persuasive for the task of illustrating a library’s value. Christi stated that members’ “success stories” are being posted on the pooled fund study’s [blog](#).

## **Committee Updates**

### **Performance Measures Committee:**

Jerry stated that he, John, and Nina McLawhorn had formed a Performance Measures Committee at last year’s MTKN Meeting. However, it wasn’t clear whether the measures were to illustrate the progress and performance of the Network, or of the individual member libraries. Before the Committee had any real discussion on this topic, Nina needed to take a leave of absence, and with Jerry and John’s many other duties, no progress was made. As mentioned above, identifying useful and appropriate measures has also been a difficult task for pooled fund members, with several discussions and little consensus.

Jerry stated that this issue might be one to which MTKN could find some resolution, and lay the groundwork for pooled fund members and other transportation libraries to build upon. Hank stated that if the group could identify just four or five measures that we already track in our libraries, we can begin analyzing that data for each individual library and for the group as a whole. The members of the Performance Measures Committee for this year will be Hank, Danielle, Kay, and Arlene. It was determined that the Performance Measures Committee will develop a survey to identify which statistics each MTKN library is keeping now. Hank will review the survey results, and then share them on the MTKN listserv.



#### MTKN Funding Committee:

Bob stated that the committee had checked into various options for grants. However, one significant issue with grants is that they usually fund specific projects or items, and in our case, we did not have a single project or task we wished to fund. The other problem is that many grants require a certain percentage of matching funds from the grant recipient, which is not feasible for MTKN. Bob and Kay both agreed that funding sources are out there, but the group needs to know what it wants to fund. Janet noted that a few members have connections with the UTC in their states, and asked whether strengthening members' relationships with UTCs, and initiating them in states where they don't yet exist, might lead to some funding from the UTCs for our libraries.

In the end, it was determined that there will not be a Funding Committee this coming year. As Joyce had stated in the discussion of TLCat, all of the NTL's services, all transportation libraries, and the growth of TKNs require greater promotion. There was general agreement among the attendees that the best way to increase our funding is to focus our efforts on promoting the value of all transportation libraries and TKNs, with the goal of getting the message to those with some influence over the purse strings.

#### Partnerships Committee:

The focus for this committee was to have a presence at this year's [AASHTO RAC Meeting](#), which was held in Ohio in July. This goal was accomplished with a session called "Transportation Information Revolution: The World at Your Doorstep," which included presentations by Joyce, Nelda Bravo, and George Needham of OCLC. Janet reported that the session attracted about thirty attendees, including some unfamiliar faces. Jerry had also noticed a number of new people there, adding that the number of attendees from FHWA was impressive. A panel at the upcoming OTEC Meeting will include another presentation from George Needham, as well as Maureen Hammer, the head of Knowledge Management at VTRC, and Maggie Sacco. [See Maggie's OTEC presentation [here](#).] With the increasing focus on knowledge management, there was brief discussion about inviting Maureen to speak at GTRIC at next year's SLA Meeting, though no firm decision was made.

#### New Committees:

Although it was not explicitly stated, it seemed that the Partnerships Committee would not be active this coming year. Instead, the topic of UTCs was raised several times during the meeting, and it was determined that a **Networking Committee** would be formed. This committee will include Arlene, Hank, Janet, and Bob. Kay is also willing to assist to some degree, as her experience with the ITI gives her a valuable perspective on the UTC issues.

In addition to the notes about UTCs above, in the discussions of the Infrastructure Technology Institute and the Funding Committee, the group specifically discussed how to achieve greater access to UTCs' reports. Joyce stated that all UTCs are supposed to send their reports to the NTL, but added that the chain of information hasn't always been strong with all UTCs. While having all reports in the NTL makes good sense, there are periods when the NTL has a sizeable backlog of reports to be added. Joyce stated that the current backlog is over 1000 items. Jerry stated that this is one reason why the bulk of the cataloging of State DOT and UTC research reports must be done locally. Joyce added that in time, the NTL would like to see larger numbers of agencies cataloging their own materials, and putting forth the effort to make them more accessible. The key

to strengthening the ties between transportation libraries and UTCs, and between and among all likely participants in TKNs, is communication and promotion. The goal is to raise awareness in all parties of the value of our resources, and the importance of making them more accessible.

Arlene provided an update on a committee called TALENT: Transportation Advocates for Library Enhancements, Networks, and Technology. Arlene explained that there was a marketing effort a few years ago to support the NTL in the last reauthorization bill. Then, after the TRB Meeting in January 2006, Roberto asked Arlene and Sandy Tucker to look at ways to garner support for the NTL and for library networks, and they formed the **TALENT Committee**. It was essentially starting where the earlier marketing effort had left off, but with a greater amount of time until the next reauthorization, and thus the chance to make a greater impact. Arlene stated that she is unable to lead this effort at this time, due to her many other commitments, but it was determined that Christi will take charge of reinvigorating the TALENT Committee. Bob volunteered his involvement as well. Jerry stated that the goal for the next authorization bill is to have dedicated funding for NTL.

As the need for promotion of transportation libraries' services and resources was mentioned again and again, Arlene suggested that MTKN could write a paper or article about developing a TKN, with the goal of formal publication in a transportation journal such as *TR News*. The group agreed it was a good idea, as MTKN is so often seen as the model for the development of other TKNs, regional networks in particular. [For example, see [TRB Special Report 284](#).] Jerry tasked himself with writing the initial draft of this paper. Once a draft is completed, MTKN members will review it and provide additional input and suggestions for changes.

In the past, MTKN has had a **Communications Committee**, and Janet stated that she felt it would be valuable to have one again. It was decided that John, Amy, and Danielle will be on this committee this year. When a blurb or short article about MTKN is needed, the Communications Committee will be responsible for writing it. Their duties will also include updating the TLCat brochure as needed.

### **Updates on Non-attending MTKN Members**

There was some news a couple of months ago that indicated Illinois DOT was searching for a new librarian. Prior to this meeting, Amy wrote to Louise Greene of the Rolling Prairie Library System to request an update. Louise's response, dated October 10, was positive. She reported that ILDOT was reviewing resumes for at least four strong candidates, all of whom were interested in part-time work, which is what the ILDOT position will be for the time being. Louise has offered to help train the new librarian as she or he begins work and settles into the position.

Janet stated that South Dakota does not have a librarian, but she believes they are continuing to copy catalog their holdings in OCLC. [Note from Marie: As of December 7, South Dakota DOT has holdings in OCLC for 170 items published in 2006, so clearly they are copy cataloging their new acquisitions. Unfortunately, very few of their holdings are items published by their own DOT; none of the 2006 holdings are for their own reports.] Regarding the library at Nebraska DOT, Jerry stated that there has been no change.

## Updates from Attending Members

Several members gave brief updates about their libraries. As a postscript to his I-Commons update, John stated that after the move, the WisDOT Library's area will be about 3200 square feet, including storage. This is more than double its current area of 1400 square feet. John added that there is a possibility that WisDOT will be moving its headquarters in the foreseeable future, and the present building will be torn down. That has given the staff a greater incentive to keep the I-Commons budget reasonable.

Hank stated that he is doing some rearranging in the Iowa DOT library to better utilize space and make things more organized.

Amy stated that there has been a reorganization at Hanson Professional Services. Amy no longer reports to Betty Lou Hicks, who has transitioned to records management, but to the Project Delivery Manager, with whom she has developed a good rapport. Amy is now in charge of the day-to-day operations of the library. She attends the new employee orientation sessions to let them know about the library and its services. Amy explained that several "technical work groups" have been formed at Hanson for several specialties, for example, Water Resources, Geotechnical, and Structural Engineering. She is now attending the meetings of these groups, noting their information needs, and obtaining the resources to meet those needs.

Danielle has been adjusting to her new space following the Missouri DOT Library's relocation to an area within the Missouri State Library. One very positive development is that, after several years of utilizing LIS graduate students, MoDOT now has a contract in place with Danielle, who has completed her MLS. [Congratulations, Danielle!] Danielle has started to do database instruction sessions with DOT staff. Several smaller "library" collections have been found within the DOT in recent months, and materials are being sorted, identified, and processed as needed.

Jerry's update on the Mn/DOT Library focused on anniversaries. The library's contribution to Mn/DOT's recognition of the Interstate's 50th anniversary was a compilation of articles about the Interstate. Jerry added that they just received their first check-out request for that item. The Mn/DOT Library will also be having its 50th anniversary in April 2007. Jerry stated that the March/April issue of the Mn/DOT's Research Services Section newsletter will be all about the library. Mn/DOT staff are still working on the concept of a "virtual open house," in which each day of the celebration will feature a video clip of a different employee explaining what the library means to them.

Marie stated that progress is being made with the collection at Kansas DOT Library. First, through its participation in the pooled fund study, the library upgraded its OCLC membership to Governing Member, effective July 1, 2006. This has enabled Marie to do original cataloging of KDOT's new research reports, and to do unlimited copy cataloging. Marie is glad not to be restricted to 1000 titles per year any longer. The other primary focus has been to continue processing backlog items and adding them to the in-house catalog (as well as to OCLC). Marie and her colleagues have completed their inventory of other states' publications and FHWA series reports, and made good progress through their older AASHTO items.

Arlene stated that the Center for Transportation Studies is in the process of redesigning its web site, and she is currently involved in that. Another major project is the scanning of older CTS research reports, back to the Center's inception in 1987.

Janet stated that the Ohio DOT Library has purchased a promotional cart. One side of the cart is used to display new acquisitions, while the other has materials for ODOT's Engineer-in-Training (EIT) program. All of the shelves are movable, making the cart adaptable to different types of displays. Janet added that the cart will be part of the library's booth at the upcoming OTEC Conference.

### **Next Year's Meeting**

There was some discussion about whether to have next year's MTKN Meeting immediately before or after the pooled fund meeting, and in the same location, as with the 2004 meeting. The group realized there are both pros and cons to "joint" or consecutive meetings. The pooled fund members had initially discussed having a 2007 meeting in Washington State, but then the focus shifted to Wisconsin, which would be much more cost-effective. One major concern with having consecutive meetings is the difficulty of keeping each group's business separate from the other's business. However, the potential for a bit of overlap can also lead to greater networking opportunities for those who are not in both groups, which many feel is positive. In the end, it was decided that next year's MTKN Meeting **will** be held consecutively with the pooled fund meeting **if** the latter group does meet in the Midwest.

### **Executive Committee Elections**

Bob has been the Incoming Chair, and as of the close of this meeting, he will assume the role of MTKN Chair. The members elected John to be the Incoming Chair. Marie will continue as the Secretary.

The afternoon of October 13 was reserved for committee members to meet and discuss their issues and plans.

### **Schedule for Conference Calls**

The attendees agreed that planning for MTKN conference calls would be much easier if the schedule were consistent. It was decided that the conference calls will be held every other month, on the second Tuesday of that month, at 2:00pm Eastern Time, 1:00pm Central Time. The first conference call to be held on this new schedule will be on **Tuesday, December 12, 2006**, at 2:00pm EST/1:00pm CST.