

MINUTES

of a meeting of the Executive Board held at the SCONUL Office,
102 Euston Street, London NW1 2HA at 10.30 on Wednesday 5 October 2005

Present Suzanne Enright (Chair), Chris Bailey, Toby Bainton, Anne Bell [from item 1.5], Jane Core, Vanessa Crane, John Hall, Elizabeth Heaps, and Sue Roberts

In attendance Mary Auckland [for item 1.6.4], Gail Downe (Assistant Secretary), Agnes Neligan and John Tuck

Apologies Alun Jenkins

Strategic matters

1 Strategic communications and planning (05/101:1)

Noted

1.1 A paper from the Secretary on activities, developments, and appointments, including reports summarised at 2 below and matters relating to SCONUL as a company which receive minutes of record at 5 below [Doc.05/103](#)

1.1.1 A paper from the Secretary listing strategic issues being addressed by SCONUL, with notes on progress [Doc. 05/136](#)

Considered

1.2 An updated action plan for the Executive Board [Doc. 05/96 rev.1](#)

1.3 A report on the strategic planning meeting held in Cambridge, 10-11 August, from the Secretary [Doc. 05/104](#)

Agreed

1.3.1 That a report should be circulated of the strategic planning meeting in Cambridge to all Chairs of Groups, emphasising SCONUL's new strategic focus on directors of library and information services **Action: SE/AB**

1.3.2 In response to an oral report from the Chair, that the Working Group on Communications and Marketing would form a project group for the development of the website following initial discussions between the Chair, David Harrison and Maire Lanigan to be held on 13 October **Action: SE**

Considered

1.4 A paper on SCONUL's strategy from the Vice-Chair Docs. [05/137](#)

Agreed

- 1.4.1 That the paper was an excellent summary, and that after minor amendments suggested at the meeting (and any that might be suggested by the Working Group on Communications and Marketing who should also see the paper) it should be redrafted as necessary and circulated to members as the outcome of the process they have participated in over the past year, with a special note of the newly agreed strategic focus on directors of library and information services
Action: AB
- 1.4.2 That the document would be the basis of a strategic plan
- 1.5 A tabled paper from the Vice-Chair outlining a proposal for work on demonstrating the impact of member libraries [Doc. 05/138](#)

Agreed

- 1.5.1 That this work, which arose from the strategy, and which had received prompt and very welcome support from the Working Group on Performance Improvement at its meeting on 28 September, should be supported by an allocation of a sum of the order of £25,000 from SCONUL's strategic funds, on the following basis:
- that a subgroup of the Working Group on Performance Improvement would draw up a specification to commission initial work
 - that in commissioning the work there should be a tendering process acceptable to the Board (possibly based on the recent process with respect to work undertaken in conjunction with the Higher Education Academy)
 - that the work should be commissioned well ahead of the AGM in June
 - that the membership should be kept informed of key stages in the project
 - that the Vice-Chair should act as the link between the Board and the Group
 - that the work should be tightly specified in order to ensure that strategic funds are not committed for this purpose for a long period **Action: AB**
- 1.6 Review process

Considered

- 1.6.1 A report on the review of SCONUL's Groups, from the Chair [Doc. 05/132](#)

Agreed

- 1.6.1.1 That the Chair should continue her informal discussions with the University, College and Research Group of the Chartered Institute of Library and Information Professionals (CILIP) with a view to a more coordinated approach to staff and professional development activity, with UC&R potentially taking over at least some of the work carried out hitherto by the Advisory Committee on Staffing **Action: SE**
- 1.6.1.2 That the Chair should act as chair of the Working Group on Communications and Marketing at least until the conclusion of its work on developing the website, when the activity of the Working Group would be reassessed

- 1.6.1.3 That it was desirable in principle to achieve a merger of SCOUNL's Working Group on Health Strategy with CILIP's counterpart health group and that the Chair of the Working Group on Health Strategy should be encouraged to continue her discussions with CILIP accordingly, provided that any group established as a result should clearly be a joint group in constitutional terms
- 1.6.1.4 That the review of membership of the Working Group on Information Literacy should take place concurrently with the drafting of its position statement, so that the membership remains unchanged for the time being

Considered

- 1.6.2 A report on the review of the Executive Board, from the Chair [Doc. 05/121](#)

Agreed

- 1.6.2.1 That the Secretary would make further improvements to the arrangement of the Executive Board's papers for meetings, by grouping together in the agenda papers (a) matters for discussion and decision (b) matters for formal decision only and, (c) matters for report only. **Action: TB**

Considered

- 1.6.3 A report on a review of processes relating to the appointment, etc., of groups, from an ad hoc group (Chair, Graham Bulpitt (Kingston) and Vanessa Crane) [Doc. 05/140](#) (Tabled)

Agreed

- 1.6.3.1 That the Secretary would arrange for consideration at the next General Meeting of changes to the Rules for the conduct of business, so as to provide for members of groups to be appointed by the Executive Board from a list established by an annual call from the Secretary asking for expressions of interest from individuals qualified and interested in particular fields of work (applications to be supported by CVs and descriptions of relevant experience). **Action: TB**

Considered and agreed

- 1.6.4 A proposal from the Chair, for the review of the Secretariat, which would be led by the Chair and Elizabeth Heaps, supplemented by an external consultant Mary Auckland, at a cost of £8250 plus travel and other agreed expenses, who would include in her work individual and group reflection (including input from Executive Board members), a revisiting of Secretariat operations and distribution of work, and a 'thin' review of comparable organisations, with deliverables in the form of an interim report to the Board's November meeting, a draft final report at its February meeting in 2006, and a final report at its April meeting in 2006 [Doc. 05/131](#)

1.7 *Considered* a matter of company business, raised at this point, namely whether the Executive Board had a policy requiring commissioned work above a certain value to be put out to tender

1.7.1 *Agreed* that such a policy was desirable and that the Secretary should consult the Consortium of Research Libraries and the Universities and Colleges Information Systems Association to ascertain their practice, and should report to the next meeting **Action: TB**

1.8 *Considered and agreed* the appointments listed at section 3.2 in the Secretary's report on activities, developments and appointments, and recorded below at 5.2

2 Relations with other bodies (05/101:2)

Noted

2.1 That the Chair, Secretary, and John Hall had met with Michael Jubb of the Research Information Network on 9 August; and that the RIN had made a grant of £7267 to SCONUL to ensure the continuance for the academic year 2005-06 of SCONUL Research Extra

2.2 A letter dated 16 May (received 7 September) from Malcolm Read of JISC in response to the Vice-Chair's letter to Sir Ron Cooke of 20 April: to note also that Sara Marsh (Swansea) was in touch with David Harrison with a view to a more detailed SCONUL/UCISA proposal to JISC about the issue of access to e-resources at institutions other than the user's own home institution [Doc. 05/135](#)

Agreed

2.2.1 That the Secretary should take action in response to Malcolm Read's invitation to arrange a joint meeting between SCONUL, UCISA and JISC, in support of collaboration **Action: TB**

2.3 That JISC's Scholarly Communications Group had set aside £10,000 in its workplan for joint advocacy work with CURL and SCONUL: work announced by Stephen Pinfield on lis-sconul on 20 September

2.4 That a joint CILIP/CURL/SCONUL response had been made to Research Councils UK's consultation on access to research outputs [Doc. 05/117](#)

2.5 That at the invitation of the Arts and Humanities Research Council, the Secretary, after consultation with the Chair and Vice-Chair, had suggested the names of four people to serve on the Councils' s Peer Review College and Panels

2.6 That the CURL/SCONUL group on e-research (agreed in principle by the Board at its meeting on 8 June) had been established with the following membership:

Martin Lewis (Sheffield) (Chair)
Luis Martinez (LSE)
John Owen (Birmingham)

Jane Savidge (Kingston)
David Whitehurst (Manchester)
Jan Wilkinson (British Library)

And that the following would be invited to attend:

Liz Lyon (UKOLN)
John MacColl (Edinburgh)
And possible RCUK nominee

and that SCONUL's Chair had agreed on 17 August that SCONUL would contribute £1000 to the budget of £3000 for a December workshop on the topic

- 2.7 That the Higher Education Academy would provide funds of some £25,000 for a literature review, jointly managed with SCONUL's Working Group on Information Literacy, on students' literature-searching practices, and would develop a five-year plan with SCONUL for further research (see Secretary's report on activities, etc. [Doc. 05/103, item 2.1.7](#)) [After the meeting Hilary Johnson agreed to be SCONUL's representative on the project steering group for this purpose]
- 2.8 That the Leadership Foundation proposed to contribute £25,000 to the first course organised jointly with SCONUL and UCISA
- 2.9 That SCONUL's study tour to Australia 1-16 September has been reported a success. [Doc. 05/120](#)
- 2.9.1 *Agreed* that the Secretary should write to Helen Durndell (Glasgow) thanking her for her key role in organising the tour **Action: TB**



Conferences, etc.

3 Meetings and conferences (05/101:3)

Considered

- 3.1 A report on the 2006 conference in Newcastle, from Jane Core [Doc. 05/124](#)
- 3.1.1 *Agreed* various suggestions for the programme raised in sustained discussion **Action: JC**
- 3.1.2 *Noted* that the Working Group on Communications and Marketing would investigate patterns of attendance at SCONUL conferences by Representatives and other levels of staff, with a view to a focus of effort on member libraries representatives' whose attendance is infrequent **Action: Katherine Everest**
(Working Group on Communications and Marketing)

- 3.2 Progress on arrangements for the conference to be held at the British Library on 29 November 2005 [Doc. 05.95](#)

Agreed

- 3.2.1 That the Chair would give a formal welcome at the start of the conference, that Elizabeth Heaps would chair the first and Sue Roberts the second session, and that Executive Board members would welcome and attend to the several visiting speakers

Agreed

- 3.3 That because of SCONUL's new strategic focus on the issue and the work soon to be commissioned using funds raised by the one-off tariff, the theme for the November conference 2006 would be the impact of libraries and that Vanessa Crane and Agnes Neligan would be the organizers **Action: VC, AN**

- 3.4 That if possible Birmingham would be the venue for the annual residential conference 2007



Company matters

4 Financial report (05/101:7)

Noted

- 4.1 A report from the Treasurer, including an income and expenditure statement for 2005 Docs. [05/129](#) and [05/130](#)
- 4.2 A report from the Treasurer on the review of central costs [Doc. 05/133](#)
- 4.2.1 *Agreed* that computing/IT costs should be added to the consideration of central costs
- 4.3 A report on risk management, from the Treasurer [Doc. 05/134](#)
- 4.3.1 *Agreed* that the informal group which had worked on risk management should next prepare a disaster management/business recovery plan

5 Minutes of record

- 5.1 *Noted* that since the Board's meeting on 6 June the following formal opinions had been expressed by SCONUL
- 5.1.1 By e-mail on 15 July the Secretary signed on SCONUL's behalf a statement by non-governmental organisations supporting a Development Agenda at the World Intellectual Property Organisation (proposed by the Group of Friends of Development)

- 5.1.2 By e-mail on 23 August to Mr Jeff Watson of the Patent Office, in response to the UK government's consultation on the G8 Statement on 'Reducing IPR piracy and counterfeiting through more effective enforcement' urging respect for exceptions to copyright in any consequent government action [Doc. 05/109](#)
 - 5.1.3 A letter dated 22 July to Mr Tilman Lüder, Copyright and Knowledge Economy, European Commission, commenting on the web-based working document *Management of copyright and related rights*, the Commission staff working document *Study on a Community initiative on the cross-border collective management of copyright*, and the web-based Frequently Asked Questions (MEMO/05/241 of 7 July 2005) [Doc. 05/116](#)
 - 5.1.4 A letter from CILIP, CURL and SCONUL dated 25 August to Drs A Wissenburg, Research Councils UK, in response to their position statement on access to research outputs [Doc. 05/117](#)
 - 5.1.5 By e-mail on 2 September in response to HEFCE's pre-consultation on its strategic plan [Doc. 05/110](#)
 - 5.1.6 A letter dated 5 September to the *Times Higher*, about access to university libraries and their electronic journals [Doc.05/118](#)
 - 5.1.7 A letter dated 6 September to Rob Walcott, Europe & International Business Relations, Department of Trade and Industry, in response to the consultation (June 2005) on the e-Commerce Directive: the liability of hyperlinkers, etc. [Doc. 05/119](#)
 - 5.1.8 By web form and e-mail on 14 September in response to the Research Assessment Exercise 2008 consultation, approving aspects of proposed RAE guidance [Doc. 05/107](#)
 - 5.1.9 At the invitation of the Arts and Humanities Research Council, the Secretary after consultation with the Chair and Vice-Chair, had suggested names of four people to serve on the Council's Peer Review College and Panels
- 5.2 *Agreed* the following appointments
- 5.2.1 Sue Roberts to be Chair of the Task and Finish Group on e-Learning
 - 5.2.2 Margaret Haines to be Chair of the Working Group on Health Strategy from 1 September
 - 5.2.3 The Secretary to chair the shadow board set up on 6 October jointly by SCONUL and UK Libraries Plus with a view to amalgamating SCONUL Research Extra with UK Libraries Plus
 - 5.2.4 Sara Marsh (Swansea) to be one of SCONUL's representatives on the Inspire Steering Group in place of Jon Purcell who had resigned
 - 5.2.5 Cathryn Gallacher (Bristol) to represent SCONUL on the Arts and Humanities

Research Council's Monitoring and Education Committee's study examining interactions between library and archive professionals and academia, focused on the use of academic information science research

- 5.2.6 Sue McKnight (Nottingham Trent) to be Chair and Margaret Duncan (Salford), Julia Munro (Reading) and Anne Poulson (SOAS) to be members of the Task and Finish Group on Human Resources
- 5.3 *Noted* that Mary Morley had resigned on 11 August as Chair of the Working Group on Communications and Marketing
- 5.4 *Confirmed* the approval of the terms of reference and templates for the Working Group on Information Literacy and the Task and Finish Group on Human Resources, provisionally approved by the Executive Board at the strategic planning meeting in Cambridge, 10-11 August
- 5.5 *Noted* the following minutes, etc.
 - 5.5.1 Notes of the CILIP/SCONUL Steering Group meetings on 17 May and 22 August Docs. [05/112](#) and [05/113](#)
 - 5.5.2 Minutes of the Working Group on Health Strategy meeting held on 18 April 2005 [Doc. 05/127](#)
 - 5.5.3 Minutes of the first meeting of the Working Group on Information Literacy held on 15 June [Doc. 05/128](#)
- 5.6 *Noted* the following changes to the membership of SCONUL
 - 5.6.1 Anglia Polytechnic University had been renamed Anglia Ruskin University
 - 5.6.2 Pat Christie was appointed Acting Director of Library and Learning Resources (and SCONUL Representative) at the University of the Arts London from 1 September
 - 5.6.3 Bath Spa University College had been re-named Bath Spa University
 - 5.6.4 Pete Ryan (already the SCONUL Representative) was appointed Head of Library Services at Canterbury Christ Church University from 1 July
 - 5.6.5 Janet Peters was appointed University Librarian at Cardiff University from 3 October
 - 5.6.6 University College Chester had been re-named University of Chester
 - 5.6.7 Maureen Castens was appointed Director of Library and Information Services at the University of Greenwich from 1 July
 - 5.6.8 Kent Institute of Art and Design and the Surrey Institute of Art & Design University College merged on 1 August to become the University College for the Creative Arts at Canterbury, Epsom, Farnham, Maidstone and Rochester

- 5.6.9 Allan Foster, Director of Information Services, University of Keele, had announced his retirement from 31 October
- 5.6.10 The London School of Hygiene and Tropical Medicine joined SCONUL on 1 October with Caroline Lloyd, Head of Library Services, as SCONUL Representative
- 5.6.11 The Natural History Museum resigned from SCONUL on 12 August
- 5.6.12 Penny Holland was appointed Acting Director of Information and Learning Services (and SCONUL Representative) at University of Plymouth from 1 September
- 5.6.13 Elizabeth Traynor, Assistant Director of Information Services, was appointed SCONUL Representative at Queen's University Belfast from 25 July
- 5.6.14 Following the departure of Louis Lee, Christine Gascoigne became Acting Librarian (SCONUL Representative from 12 August) of the University of St Andrews. Jon Purcell had been appointed Director of Library Services from 1 November and would be the SCONUL Representative
- 5.6.15 Linda Lisgarten retired from the University of London, School of Pharmacy on 31 July; Michelle Wake had been appointed Chief Librarian and Head of Library and Information Services and SCONUL Representative
- 5.6.16 Southampton Institute became Southampton Solent University on 15 August
- 5.6.17 Gillian Anderson was appointed UHI Librarian, and SCONUL Representative for the UHI Millennium Institute, from 1 August
- 5.6.18 University College Winchester became the University of Winchester in June 2005

6 Minutes of the previous meeting

Approved the Minutes of the meeting of the Executive Board held on 6 June 2005 [Doc.05/101](#) (previously circulated)

7 Dates of next meetings

Noted that future meetings of the Executive Board would be held at the SCONUL office at 13.30 on 28 November 2005, and on the following dates in 2006 (normally at 10.30)

Tuesday 14 February

Tuesday 4 April

Wednesday 21 June (11.30, Copthorne Hotel, Newcastle upon Tyne)

Tuesday 3 October

Wednesday 29 November