

MINUTES

of a meeting of the Executive Board held at the
SCONUL Office, 102 Euston Street, London NW1 2HA
at 13.30 on Monday 28 November 2005

Present Suzanne Enright (Chair), Toby Bainton, Anne Bell, Vanessa Crane, John Hall, Alun Jenkins, and Sue Roberts

In attendance Gail Downe (Assistant Secretary), Margaret Haines (for item 2.2 only), Agnes Neligan and John Tuck

Apologies Christine Bailey, Jane Core, Vanessa Crane and Elizabeth Heaps

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

Considered

- 1.1 A paper on SCONUL's strategy from the Vice-Chair [Doc. 05/137 Rev.1](#)
- 1.1.1 *Agreed*, that subject to minor amendments by the Vice-Chair (including tidying up paragraphs 1-3, greater weight to 'values', adjustment of the term 'trends' under 'Our objectives') the document be approved, circulated to members, and published in *SCONUL Focus* and on the website **Action: AB, TB**
- 1.2 A paper from the Secretary listing strategic issues being addressed by SCONUL, with notes on progress [Doc. 05/136 rev.1](#)
- 1.3 A paper on website redevelopment project from the Chair [Doc. 05/166](#) **Action: SE**
- 1.3.1 *Agreed* the proposals in the paper, preferably to take into account any requirements for web development signalled by Working Groups in their action plans (the budget was later agreed at item 1.8.5)
- 1.4 An interim report on the Executive Board review of working group processes from Vanessa Crane outlining procedures for electing chairs and members of Working Groups and the generic role description for Working Group chairs [Doc. 05/161](#)
- 1.4.1 *Agreed* the proposals, subject to (1) a calendar of procedures being drawn up by the Secretary; (2) provision for exceptional procedures to be incorporated – for example to meet the requirements of joint groups, and of Task Forces; (3) provision for participation by the Chair of the Executive Board, or their nominee, alongside the Chair of the group itself and the SCONUL Secretary, in the selection of members of groups, those three people acting as the formal panel; (4) formal incorporation into the *Rules for the conduct of business* at the next Annual General Meeting **Action: VC, TB**

- 1.4.2 A report on the review of the Executive Board, from the Chair [Doc. 05/168](#)

Agreed

- 1.4.2.1 That the report and suggestions for improvement in Appendix A be approved and the working group stood down (the budget was later agreed at item 1.8.5)
- 1.4.2.2 That the Secretary should consult with Jan Booth (King's College London) and take forward the report's recommendations in support of records management on the basis of his further advice **Action: TB**
- 1.4.3 *Approved* an interim report from Mary Auckland on the review of the Secretariat; noting that the review is on track, and that a second report would be brought to next Executive Board. [Doc. 05/169](#)

Approved

- 1.5 Corporate members brochure (subject to minor amendments consequent on the Board's discussion at 1.1), which would now be used to actively recruit corporate members for 2006. [Doc. 05/147](#) **Action: SE**

Considered

- 1.6 Annual reports and action plans from the following:
- 1.6.1 Task and Finish Group on Access [Doc. 05/155](#)
- 1.6.2 Task and Finish Group on Advocacy and Lobbying (no annual report - one meeting only: see notes of the meeting in Secretary's report at 4.2.2) [Doc. 05/156](#)
- 1.6.3 Task and Finish Group on e-Learning [Docs. 05/154](#)
- 1.6.4 Working Group on Information Literacy [Doc. 05/159](#)
- 1.6.5 Working Group on Quality Assurance [Doc. 05/167](#)
- 1.6.6 Joint CURL/SCONUL Scholarly Communications Group [Doc. 05/160](#)

Agreed

- 1.6.6.1 That the corresponding reports should be sought from the Groups on Communications and Marketing, Fundraising and Sponsorship, Human Resources, and Performance Improvement; and that the combined reports should be distilled into an Annual Report **Action: SE, AB, TB**
- 1.7 *Considered and approved* a paper on financial strategy from the Vice-Chair, providing an initial overview on progress against the overall objectives and a status check and

update on progress to date against all recommendations, proposing further action where required [Doc. 05/162](#)

Agreed

- 1.7.1 That the Treasurer would remind Chairs of groups of the advantages of telephone conferencing (status report 4) **Action: AJ**
- 1.7.2 That the Executive Board, while making no immediate decision, should keep under review the issue of Board members' expenses in attending meetings (status report 5)
- 1.7.3 That the price of the *Annual library statistics* should be raised from £40 to £80 and that the distribution of *SCONUL Focus*, though continuing in both electronic and printed form, should be restricted to one printed copy per member (status report 6) **Action: TB**
- 1.7.4 That external funding should be a standing item on the agenda and that the amounts presented to members should contain notes of the £25,000 committed separately by both the Higher Education Academy and the Leadership Foundation to projects undertaken jointly with SCONUL (respectively the literature review concerning information literacy and the course for aspiring leaders in information services) (status report 7) **Action: TB**
- 1.7.5 That the paper should be reviewed and updated annually as part of the annual planning process, normally for the last Board meeting of the financial year.
- 1.7.6 That the review of the Executive Board was now complete (the consultant engaged for the review of the Secretariat would report in 2006) (status report 23)
- 1.8 *Considered* papers, including two papers tabled at the meeting, on SCONUL finances from the Treasurer Docs. [05/164](#), [05/165](#), [05/133 Rev.1](#), [05/171](#) & [05/172](#)

Agreed

- 1.8.1 That the subscriptions proposed for Irish members in the tabled paper Doc. 05/171 were at levels expected by those members and should apply from 1 January 2006, namely:

University College Dublin: the subscription corresponding to JISC band C

Trinity College Dublin: the subscription corresponding to JISC band D

University College Cork: the subscription corresponding to JISC band D

NUI Galway: the subscription corresponding to JISC band E

University of Limerick: the subscription corresponding to JISC band E

NUI Maynooth: the subscription corresponding to JISC band G

Dublin City University: the subscription corresponding to JISC band G

It was further agreed that the 2006 subscription for the Royal College of Surgeons in Ireland should be the 2005 subscription plus 3%

- 1.8.2 Of the UK member institutions not assigned by JISC to a band, it was agreed that the 2006 subscription for the national libraries should also be the 2005 subscription plus 3%; and that the Treasurer should assign a notional JISC band to the University of Buckingham
- 1.8.3 That all membership subscription invoices for 2006 should be accompanied by a letter to be drafted by the Treasurer and the Vice-Chair **Action: AJ, AB**
- 1.8.4 That the other financial tables gave insufficient indications of the level of funds available for redeployment, and that the Treasurer should draft the balance-sheet approach that he suggested at the meeting **Action: AJ**
- 1.8.5 That in the meantime the project for website development should be advanced with a budget of £15,000
- 1.8.6 That the question of central costs had been sufficiently explored for the time being and need not be pursued further.

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

- 2.1 *Considered* a request from the British Library to facilitate assistance to the Iraq National Library [Doc. 05/144](#)
 - 2.1.1 *Agreed* that in view of likelihood of this initiative appearing to have political connotations outside the ambit of national libraries, it would be preferable for the British Library to launch any appeal, though of course SCONUL's e-mail list would be available for the purpose **Action: TB**
- 2.2 *Considered* a formal proposal from Maggie Haines on the proposed merger of SCONUL's Health Strategy Group and CILIP's counterpart group under the overall direction of the SCONUL/CILIP Joint Steering Group [Doc. 05/163](#)

[Note: this item was actually discussed at 14.00 between agenda items 1.3.1 and 1.4]

Agreed

- 2.2.1 The proposal in Margaret Haines's paper, in particular the inclusion of one (unassigned) nominee from SCONUL in addition to the nominee to represent SCONUL's Working group on Quality Assurance; and with the proviso that the words 'and collaboration' be removed from the fourth in the Terms of Reference (thus limiting CPD and training activity to knowledge sharing only)
- 2.2.2 That Margaret Haines would amend her paper accordingly and present it for approval at the Council meeting on 8 December of the Chartered Institute of Library and Information Professionals **Action: MH**

- 2.3 *Considered* the question of SCONUL's interface with the RAE [Doc. 05/145](#)
- 2.3.1 *Agreed* that since the Working group on Quality Assurance saw no obvious role in respect of the Research Assessment exercise, SCONUL could be seen to have an appropriate role through the existing activities in support of institutional repositories of e-publications being undertaken by the Joint CURL/SCONUL Scholarly Communications Group **Action: TB**
- 2.4 *Considered* a proposal that SCONUL join COUNTER at £335 (e-mail to the Chair from Peter Shepherd of COUNTER) [Doc. 05/146](#)
- 2.4.1 *Agreed* to join COUNTER at an annual subscription initially of £335, unless further discussion between the Secretary and the Chair of the Working Group on Performance Improvement raised any objection to this course **Action: TB, MM**

Noted

- 2.5 That Paul Ayris (representing LIBER) and John Hall (representing SCONUL Research Extra) intended to hold informal discussions about a potential borrowing scheme for researchers across various other European countries
- 2.6 That negotiations were progressing with the Leadership Foundation in preparation for a joint LF/SCONUL/UCISA course for leaders and potential leaders, also supported by the British Library

3 **Meetings and conferences** (05/139:3)

Noted

- 3.1 A report on the conference to be held in Newcastle, 21-23 June 2006, from Jane Core [Doc. 05/124 Rev.1](#)
- 3.2 There was nothing new to report on arrangements for the conference to be held at the British Library, 28 November 2006
- 3.3 That it was possible that a conference might be held in Birmingham in 2007, but that public announcements should refer to the 'West Midlands' until plans were further advanced

4 **Appointments, official statements and reports**

Considered a paper from the Secretary [Doc. 05/153](#)

Agreed

- 4.1 To appoint Anne Mumford to the Working Group on Quality Assurance, as an observer from the Standing Conference for Heads of Media Services **Action: TB**

- 4.2 To appoint Helen Hayes (subject to her consent) as SCONUL's representative on the bi-annual steering committee of a HEFCE funded investigative project on the use of Knowledge Management in higher education institutions, in response to a request from Marjan Sarshar of Liverpool John Moores University **Action: TB**
- 4.3 To confirm the appointments to the new Task and Finish Group on e-Learning following a selection from applicants on 18 October by the Chair, Secretary, and Sue Roberts (Chair of the Group), namely:
- Debbi Boden (Imperial)
 John Casey (UHI Millennium Institute)
 Jan Haines (Oxford Brookes)
 Rob Hunter (Birmingham)
 Sue McKnight (Nottingham Trent)
 Gill Needham (Open University)
 Graham Walton (Loughborough)
- 4.4 *Noted* the following official statements and responses
- 4.4.1 A response (17 October) to the Higher Education Academy consultation paper *A standards framework for teaching and supporting student learning in higher education* [Doc. 05/143](#)
- 4.4.2 A **CONFIDENTIAL** joint letter (31 October) from SCONUL and other library organisations to Charles Clarke, Home Secretary, drawing attention to potential difficulties for librarians in the current wording of the UK Terrorism Bill [Doc. 05/152](#)
- 4.4.3 An e-mail (14 November), essentially supporting EBLIDA's response which was also drafted by the Secretary, in response to the European Commission's consultation on 'Strengthening the competitiveness of the EU publishing sector' [Doc. 05/142](#)

5 Minutes

Approved the Minutes of the meeting of the Executive Board held on 5 October 2005 [Doc.05/139](#) (previously circulated)

6 Dates of next meetings

Noted that future meetings of the Executive Board would be held at the SCONUL office at 10.30 on the following dates in 2006

Tuesday 14 February or Tuesday 21 February [**later agreed as Tuesday 21 February**]
 Tuesday 4 April
 Wednesday 21 June (11.30, Copthorne Hotel, Newcastle upon Tyne)
 Tuesday 3 October
 Wednesday 29 November