

MINUTES

of a meeting of the Executive Board held at
SCONUL, 102 Euston Street, London NW1 2HA
on Tuesday 3 October 2006 at 10.30

Present Anne Bell (Chair), Toby Bainton, Michael Breaks, Elizabeth Chapman, Jane Core, Vanessa Crane, Suzanne Enright, Christine Fyfe, Alun Jenkins, Julia Munro, Chris West

In attendance Gail Downe (Assistant Secretary), Jan Wilkinson (The British Library) (from 12.00)

Apologies David Harrison, Maxine Melling, Agnes Neligan, Sue Roberts

The business meeting was preceded by a discussion, facilitated by the consultant Mike Stimson, to assist SCONUL to take forward its work on developing strategic alliances and partnerships



Company matters

1 Executive Board

Noted

- 1.1 That at the Annual General Meeting on 22 June 2006, Anne Bell became Chair of SCONUL at the conclusion of the meeting, Jane Core was elected unopposed as Vice-Chair, and the following were elected to be members of the Board: Michael Breaks, Elizabeth Chapman, Christine Fyfe, Maxine Melling, Julia Munro, and Chris West
- 1.2 The involvement of Board members in other national and international groups, to improve awareness of member networks and that Group Chairs would also be approached for details of their involvement in such groups Doc. 06/99

Agreed

- 1.3 That the Board's warm thanks be conveyed to John Hall and Elizabeth Heaps for their service on the Executive Board until the Annual General Meeting 2006

Confirmed (previously agreed by e-mail)

- 1.4 The co-option of Jan Wilkinson to represent the British Library, in place of John Tuck
- 1.5 The co-option of Agnes Neligan, to provide representation of SCONUL's members in the Irish Republic

- 1.6 The appointments listed in the Secretary's report
 - 1.6.1 The Working Group on Performance Improvement had been authorised by the Chair of the Executive Board to recruit one or two members with specialist knowledge to its sub-group on statistics, which meets once a year to revise SCONUL statistical returns
 - 1.6.2 Cathie Jackson (Cardiff University) to represent CILIP on the Working Group on Information Literacy
 - 1.6.3 Stephen Town (Cranfield University) to be chair of the Working Group on Performance Improvement (the only applicant in response to a call for expressions of interest on 10 August) [and see 1.8 below]
 - 1.6.4 Michael Breaks as a representative of SCONUL on the Joint CURL/SCONUL Scholarly Communications Group
 - 1.6.5 Jane Core to be a representative of SCONUL on the Collaborative Store Taskforce
 - 1.6.6 Philip Payne to be a representative of SCONUL on the Steering Group of INSPIRE
 - 1.6.7 Helen Hathaway (University of Reading) to represent SCONUL on UCISA's Teaching and Learning Information Group
- 1.7 The appointments listed in the Chair's e-mail to the Board dated 2 October , namely
 - 1.7.1 Jane Core, Maxine Melling and Julia Munro to continue work on the review of the Secretariat
 - 1.7.2 Elizabeth Chapman to work with the Assistant Secretary on sponsorship and corporate membership pending the outcome of the review of the Secretariat
 - 1.7.3 Alun Jenkins and Chris West, with Nick Bevan (Brunel), Peter Kemp (Stirling) and William Marsterson (Middlesex) to work on financial planning and the policy on reserves
 - 1.7.4 Michael Breaks to work on an outline international policy and (with Kevin Ellard of University of Central Lancashire) on a study tour to South Africa in August 2007
 - 1.7.5 Chrstine Fyfe to lead the planning team for the June 2007 residential conference
 - 1.7.6 Sue Roberts to develop proposals as to how SCONUL might develop its agenda to help members support their institution's teaching and learning agenda, including a review of trends and developments related *inter alia* to e-learning and information skills and the use of space, with a view to maximising possible synergies
 - 1.7.7 Jane Core to represent SCONUL on the Collaborative Store Taskforce

- 1.8 *Noted* the other changes in membership of groups mentioned in the Secretary's report
- 1.8.1 The resignations of Elizabeth Heaps from the Joint CURL/SCONUL Scholarly Communications Group and Di Martin from the Working Group on Space Planning, and of Maxine Melling and Chris West from the Working Group on Performance Improvement
- 1.8.2 The election by the Working Group on Performance Improvement of Rupert Wood as its secretary



Strategic matters

2 Strategic communications and planning (05/170:1)

Noted

- 2.1 That SCONUL's redesigned website went live on 3 October; that a contract had been concluded for the development of a web-based membership database; and that the Access Steering Group and the web contractors (Institute for Learning and Research Technology, University of Bristol) were in discussions with a view to a specification of a web interface for SCONUL's access schemes. It was recognised that this would require the allocation of additional resource to effect.
- 2.2 That Michael Breaks and Kevin Ellard had agreed to lead the planning of a SCONUL Study Tour to South Africa in August 2007, to include consideration of the potential for closer working with CHELSA (Committee for Higher Education Librarians of South Africa)

Considered

- 2.3 A report from Mary Auckland on the review of the Secretariat

Agreed

- 2.3.1 That this work would be taken forward by Jane Core, Julia Munro and Maxine Melling, who would additionally consider the application of the framework agreement in relation to Secretariat staff, following its implementation in the University of London to which SCONUL's staff salaries are contractually linked. The group would also consider any relevant items from the report and recommendations following the review of the executive Board. Docs. 06/96 and 06/77

- 2.3.2 That in the meantime the Secretary should implement recommendations 7.1 and 7.2 of Mary Auckland's report i.e. arrange to outsource the work he currently undertakes in providing helpdesk support for the annual statistical return and in preparation of copy for *SCONUL Focus*

Considered

- 2.4 A report from the strategic planning meeting held in Cambridge, 15-16 August 2006
Doc. 06/98

Additional points arising from the discussion at Cambridge:

- 2.4.1 *Noted* that Graham Bulpitt (Kingston University) would prepare a paper for the Board on the subject of social networking and its potential for SCONUL

- 2.4.2 A report from Sue Roberts on how SCONUL might better support members' institutional teaching and learning agenda, including a review of trends and developments related *inter alia* to e-learning and information skills and space
Doc. 06/106 (tabled)

- 2.4.2.1 *Agreed* that the Board supported the proposals in the paper and was prepared to offer further support if requested; that a seminar in early 2007 might be better timed than an event in November 2006; that the seminar should be by invitation and should include the Vice-Chair of SCONUL and the Chairs and Secretaries of the Working Group on Information Literacy, the Working Group on Space Planning, and the Task and Finish Group on e-Learning, as well as selected potential partners such as someone from the Higher Education Academy and/or from JISC, and perhaps specific individuals such as HEA teaching fellows or recipients of HEA awards; and that the seminar should engage in 'blue skies' thinking, putting aside as far as possible the structures SCONUL has devised in the past.

Considered

- 2.4.3 SCONUL's possible use of the 'hype cycle' methodology, illustrated by David Harrison's document from Cardiff University Doc. 06/97

- 2.4.3.1 *Agreed* that informal discussions should be held with the British Library and possibly JISC with a view to using the tool for more general forward planning

- 2.4.4 An interim paper from Suzanne Enright on how SCONUL might extend its advocacy and lobbying activities Doc 06/105

- 2.4.4.1 *Agreed* the proposals in the paper, i.e. setting up of a group (Suzanne Enright, Toby Bainton, Elizabeth Heaps and another member of the

Executive Board [later confirmed as Liz Chapman] to devise a framework for action including appropriate use of consultants for this purpose

Considered

- 2.5 The UK Government's policy initiative on shared services and the possibility of considering this topic jointly with CURL
- 2.6 The UK Funding Councils' policy initiative on transparency of costings; and a proposal from Carole Pickaver for a SCONUL workshop on the topic Doc. 06/100

Agreed

- 2.6.1 That Stephen Butcher of Higher Education Funding Council for England be invited to brief the Board on shared services at their next meeting and that consideration of the topic should be shared as possible with CURL
- 2.6.2 That Carole Pickaver's proposals were in principle supported by the Board, who would nevertheless wish to see at their next meeting a more detailed programme, and a schedule of objectives for SCONUL's benefit, before the event was badged and supported in practical terms by SCONUL
- 2.6.3 That Julia Munro was willing to assist in planning the event, which might be run as a workshop at the June 2007 conference

Considered

- 2.7 An oral report from the Secretary describing potential developments which might significantly impact on the work of the British Library
 - 2.7.1 *Agreed* that the Board strongly supported the British Library's intentions with regard to the future development of its services and that the Chair and Secretary in liaison with Stephen Pinfield (Nottingham) would prepare a statement of support for future release if appropriate

Noted

- 2.8 Reports from the Joint Working Group on Scholarly Communications and the Working Group on Quality Assurance on their progress against their operational plans 2006. *Agreed* that the Secretary would repeat the Board's request to Groups to provide their 2007 costed operational plans, to be delivered in time for inclusion in the Treasurer's draft budget for 2007 to be presented at the next meeting of the Executive Board Docs. 06/103 & Doc. 06/107 (tabled)

Considered

- 2.9 A report from Vanessa Crane on procedures to appoint chairs and members of Working Groups Doc. 06/101

Agreed

- 2.9.1 That the term of all appointments should remain at three years as originally agreed
- 2.9.2 That the procedures should not at this stage apply to groups established jointly with other organisations
- 2.9.3 That in order to ensure appropriate turnover of membership, one third of group members should retire after the AGM 2007, one third after the AGM 2008 and one third after the AGM in 2009, those retiring on each occasion to be agreed by the groups themselves

Considered

- 2.10 A paper from the Secretary on activities, developments and appointments and a tabled paper from Suzanne Enright about the second cohort of the SCONUL/UCISA/British Library sponsored 'Future leaders' course run by the Leadership Foundation for Higher Education Doc. 06/86 & Doc. 06/108 (tabled)

Agreed

- 2.10.1 That the Leadership Foundation's arrangements for the second cohort were welcome
- 2.10.2 That with reluctance SCONUL and the British Library would follow on the grounds of practicality the sponsorship policy established by UCISA for the second cohort, namely that the maximum financial support given for any place would be 50%
- 2.10.3 That since SCONUL's (and the British Library's) preferred policy would be to continue to offer 100% support in appropriate cases, a meeting with UCISA would be sought to discuss the issue after the imminent round of recruitment to the course

3 Financial report

Noted

- 3.1 An oral report from the Treasurer on the consideration of SCONUL's reserves policy and other financial planning matters, indicating that e-mail discussions had begun with a view to recommendations to the Board at its November meeting, when he would also present the draft 2007 budget informed, where possible, by data from the groups' 2007 plans

Considered

- 3.2 A request from Inspire for funding from SCONUL Doc. 06/104

- 3.2.1 *Agreed* that the request should not be met on this occasion but that the Board would be prepared to consider a resubmission at a future meeting if the revised request included either a clear exit strategy for Inspire (if the project seemed likely to end), or a clear indication of arrangements for the sustainability of Inspire



Conferences, etc.

4 Meetings and conferences

Considered

- 4.1 Progress on arrangements for the conference to be held at the British Library, 28 November 2006 Doc. 06/61 Rev.1
- 4.2 Progress on arrangements for the conference to be held 20-22 June 2007 at Jury's Inn Birmingham
- 4.3 A summary of evaluation forms from the conference held 21-23 June 2006 in Newcastle Doc. 06/91
- 4.4 *Agreed* that the 2007 conference planning team would be asked to review the approach to evaluation

5 Membership of SCONUL

Approved

- 5.1 An application for membership from Edinburgh College of Art (Wilson Smith as Representative) [application received by telephone]
- 5.2 An application for membership from Tate (Kate Sloss as Representative) Doc. 06/102

Noted the changes in membership and representation mentioned in the Secretary's report

- 5.3 That Mary Heaney had been appointed Director of Services, Manchester Metropolitan University, from a date in the autumn, to be arranged
- 5.4 That Fiona Parsons (University of Birmingham) had been appointed Director of Learning and Information Services at the University of Wolverhampton from a date at the end of 2006
- 5.5 That Sue Price retired from the Courtauld Institute on 31 August and that Timothy Davies, Book Librarian, had been appointed SCONUL Representative

- 5.6 That Antony Loveland had been appointed Head of Library Services (and SCONUL Representative) at the Central School of Speech and Drama, University of London
- 5.7 That Jane Savidge (Kingston University) had been appointed Director of Library and Learning Resources (and SCONUL Representative), University of Surrey
- 5.8 That Michele Shoebridge (University of Birmingham) had been appointed Director of Information Services, University of Exeter, from 1 November
- 5.9 That Maureen Wade had been appointed SCONUL Representative for the LSE in place of Jean Sykes
- 5.10 That the University of Luton changed its name to the University of Bedfordshire on 1 August

6 Minutes

To approve the Minutes of the meeting of the Executive Board held on 21 June 2006
Doc 06/83 (previously circulated)

7 Any other business

Noted

- 7.1 That Paul Salotti had been appointed project manager of the HAERVI (Higher education Access to Electronic Resources in Visited Institutions) project by the joint SCONUL/UCISA steering group, and that the issue of public access to digital resources would be considered as time allowed, the main thrust of the project being to facilitate such access for visitors from one higher education institution to another
- 7.2 That JISC would consider, in the new year, (a) multi-national content licences and (b) a submission by HEFCE to the next Comprehensive Spending Review on content for e-learning; and that the consultancy CHEMS had produced for JISC an interesting report on e-books

Agreed

- 7.3 That SCONUL should remain in membership of LIBER (Ligue des Bibliothèques Européennes de Recherche) under its revised membership structure at an initial annual subscription of €1400 (current subscription DKK1385 or about £150)

8 Dates of next meetings

Agreed dates for meetings in 2007 of the Executive Board to be held at 10.30 at the SCONUL office: 15 February; 19 April; Residential conference 20-22 June