

## MINUTES

of a meeting of the Executive Board held at  
SCONUL, 102 Euston Street, London NW1 2HA  
on Wednesday 29 November 2006 at 10.30

*Present* Anne Bell (Chair), Toby Bainton, Michael Breaks, Elizabeth Chapman (from item 2.1 onwards), Jane Core, Suzanne Enright, Alun Jenkins, Maxine Melling, Julia Munro, Sue Roberts, Chris West

*In attendance* Gail Downe (Assistant Secretary), Agnes Neligan, Jan Wilkinson

*Apologies* Vanessa Crane, Christine Fyfe and David Harrison



## Strategic matters

### 1 Strategic issues

#### 1.1 Developing strategy externally

1.1.1 *Considered* a paper from the Secretary proposing a strategy for alliances Doc. 06/117

1.1.1.1 *Agreed* that the framework document be expanded by Toby Bainton, Jane Core, Suzanne Enright and Jan Wilkinson, in order to give more detail on each proposed alliance, that the revised document be revisited at the next Executive Board meeting and that the availability of SCONUL members on appropriate bodies (e.g. JISC sub-committees) be identified by the Secretariat

1.1.2 *Considered* a paper from Suzanne Enright proposing steps towards an advocacy and lobbying strategy Doc. 06/125

1.1.2.1 *Agreed* that consultancy work to the value of £20,000 should be commissioned in 2007 in order to establish an overall strategy and that recurrent expenditure of £10,000 be approved for ongoing activity from 2007 onwards; and that the Working Group on Communications and Marketing be stood down once the membership database work on the website (already commissioned) is complete early in 2007

1.1.3 *Considered* a paper from the Chair with proposals for SCONUL's 'observatory' function Doc. 06/123

- 1.1.3.1 *Agreed* that after consulting other members of the Board, the Chair would approach potential partners for a jointly-commissioned horizon-scanning report
- 1.1.4 *Noted* an oral report from the Chair about developments in the British Library's services
- 1.2 **Developing strategy internally**
  - 1.2.1 *Considered* a paper from Sue Roberts proposing ways for SCONUL to support institutional teaching and learning strategies [Doc. 06/133](#)
    - 1.2.1.1 *Agreed* that as suggested in the paper Sue Roberts should convene a meeting early in 2007 (to consist of Chairs of relevant Working Groups together with a selection of Group members and others likely to be helpful) with a view to a) determining what a SCONUL strategy would be likely to embrace, if indeed a strategy for teaching and learning is needed, and b) reviewing the interest of each of the Working Groups on Space Planning, e-Learning, and Information Literacy in relation to any prospective strategy.
  - 1.2.2 *Considered* an oral report from Julia Munro on HR issues [Doc. 06/44](#)
    - 1.2.2.1 *Agreed* that as a result of the Board's decisions in minute 2.3 of the meeting of 4 April, a document on best practice in human resources was ready for mounting on the website and Christine Fyfe and Julia Munro were willing to maintain a watching brief on human resources issues on behalf of the Board. In relation to establishing a supportive community on such issues within SCONUL, Julia Munro would take back to the Task and Finish Group the suggestion that it be based on the staff development contacts' listed in the membership directory and that once that issue was resolved the Task and Finish Group would dissolve itself
  - 1.2.3 *Considered* a paper from Matthew Grove (Kingston University) containing proposals for social networking within SCONUL [Doc. 06/122](#)
    - 1.2.3.1 *Agreed* that the paper discussed useful avenues for SCONUL to explore and that the VAMP project should be exploited as a pilot for experimentation

*Considered*

- 1.3 A paper from Michael Jubb of the Research Information Network, with a request for its endorsement by SCONUL, on *Research and the scholarly communications process: towards strategic goals for public policy* [Doc. 06/127](#)
  - 1.3.1 *Agreed* SCONUL's support for the paper

*Noted*

- 1.4 An oral report from the Vice-Chair describing steps taken so far in implementing the review of the Secretariat
- 1.5 A paper from Michael Breaks and Kevin Ellard outlining a draft timetable for the study tour in South Africa in August 2007 Doc. 06/126
- 1.6 That Chris West would undertake the next 'SCONUL Top Concerns' survey of members in the near future, that the survey would be online and would be carried out on SCONUL's behalf by Priority Research.
- 1.7 An oral report from Liz Chapman on fundraising and sponsorship identifying initial work and that a fuller report would be brought forward at the next meeting
- 1.8 A revised paper showing external committee memberships etc. of Executive Board members and that the Secretariat would seek input from members of SCONUL groups to add to the list Doc. 06/99 Rev.1

## 2 Financial report

- 2.1 *Considered* a draft budget for 2007 from the Treasurer Doc. 06/129
  - 2.1.1 *Agreed* the draft budget, subject to minor amendments
- 2.2 *Considered* a paper from the Secretary proposing a change to SCONUL's subscription structure with the objective of encouraging smaller institutions into membership Doc. 06/124
  - 2.2.1 *Agreed* that the objective was desirable and that other possible options should be explored by the Treasurer and Secretary
- 2.3 *Considered* a draft paper from the Treasurer on SCONUL's reserves Doc. 06/134 (tabled)
  - 2.3.1 *Agreed* that the basis of the reserves should be a calculated assessment of risk as described in option 3 of the paper and that the Treasurer and the Representatives assisting with this work should develop a policy accordingly for the next meeting

## 3 Company matters

- 3.1 *Considered* a paper from the Secretary on activities, developments and appointments Doc. 06/111

- 3.1.1 *Approved* the following appointments:
  - 3.1.1.1 Following a call for expressions of interest Sheila Cannell had been appointed by the Executive Board's subgroup (Chair, Secretary, and Sue Roberts) as Chair of the Working Group on Space Planning
  - 3.1.1.2 Following a call for expressions of interest Scott Robertson had been appointed by the Executive Board's subgroup (Chair, Secretary, and Sue Roberts) as Chair of the Working Group on Quality Assurance
  - 3.1.1.3 Following a call for expressions of interest the following people had been appointed by the Executive Board's subgroup (Chair, Secretary, and outgoing Chair of the Working Group) to the Working Group on Information Literacy: Moira Bent (Newcastle University), Cathryn Gallacher (University of Bristol), Jan Howden (Glasgow Caledonian University), Alison Mackenzie (University of Wales, Bangor) and John Wolstenholme (Thames Valley University) [replacing the following people who had resigned: Liz Hart, Helen Hathaway, Hilary Johnson (limit of term of office as Chair), Janet Peters and Stephen Town]
  - 3.1.1.4 Patricia Methven (King's College London) had succeeded Tim Hobbs as SCONUL's representative on the National Council on Archives
- 3.1.2 *Noted* the resignation of Graham Bulpitt (Kingston University) from the Working Group on Space Planning
- 3.1.3 *Agreed* the terms of reference proposed by the SCONUL Access Steering Group, subject to the addition of requirements to prepare an annual budget and annual report for the Executive Board and also to report to members more frequently than annually; and that one-third of the members should retire in 2007
- 3.2 *Noted* Annual reports for 2006
  - 3.2.1 Task and Finish Group on Access Doc. 06/118
  - 3.2.2 Working Group on Space Planning Doc. 06/119
- 3.3 *Considered* Action Plans for 2007
  - 3.3.1 Working Group on Space Planning Doc. 06/120
    - 3.3.1.1 *Agreed* that possible topics for the proposed seminar should include the refurbishment of existing space; that the Secretary should consult Di Martin (University of Hertfordshire) about possible options for the SCONUL Buildings Database; and that in the meantime a decision

about merging it with the Designing Libraries database should be deferred given future project funding is not currently available

3.3.2 *Considered* an operational plan from the Joint CILIP/SCONUL Health Strategy Group Doc. 06/116

3.3.2.1 *Agreed* that greater detail was needed about the health policy mapping exercise before funding was committed, particularly given the leadership strategy role of the group and initial scepticism about the merit of the proposal



## Conferences, etc.

### 4 Meetings and conferences

#### *Considered*

4.1 A report on progress on arrangements for the conference to be held 20-22 June 2007 at Jury's Inn Birmingham Docs. 06/132 and 06/131

4.1.1 *Agreed* the proposal for outsourced conference management up to a cost of £10,000

4.2 *Noted* that the autumn conference 2007 will be held on Tuesday 4 December at the British Library Conference Centre and that Chris West had agreed to lead the planning group

4.3 That a meeting has been arranged for the local conference planning team (chair, Sheila Cannell) and the Assistant Secretary to begin planning for the residential conference to be held in June 2008 in Edinburgh

4.4 *Agreed* that the Board's thanks be conveyed to the planners of the successful conference held on 28 November at the British Library

#### *Approved in principle*

4.5 A paper by Carole Pickaver (University of Kent) proposing a SCONUL workshop on transparent economic costing of library services, subject to discussions about any contribution to be made by the Secretariat and about costings (Julia Munro to act as the Executive Board liaison person) Doc. 06/100 Rev.1

### 5 Membership of SCONUL

*Approved* an application for membership from St Mary's University College, Belfast (clearly eligible under *Rules for the conduct of business*, 2.3)

## 6 Minutes

*Approved* the Minutes of the meeting of the Executive Board held on 3 October 2006  
Doc 06/109 (previously circulated)

## 7 Other business

*Noted*

- 7.1 An update from the Secretary on satisfactory progress on the membership database to be installed on the website
- 7.2 An oral report from the Chair concerning the recent meeting of JISC's Content Services Committee, including the possibility that JISC intended to take action in relation to e-books, following a recent report that had been well received
- 7.3 An e-mailed report from the Executive Secretary of UCISA describing an imminent grant of £20,000 from JISC to help defray the costs of the Leadership Foundation's *Future Leaders* course from 2007.
- 7.4 That SCONUL's support had been given to the bid to HEFCE from EvidenceBase at the University of Central England, after its circulation to Board members by e-mail and subsequent amendment in the light of their comments

*Agreed*

- 7.5 That SCONUL should support a proposed complaint to the Office of Fair Trading about the intended acquisition of Blackwell Publishing by John Wiley and Sons, and that at an appropriate time the Secretary should alert Wiley Interscience (a corporate member of SCONUL) to the principled nature of the complaint
- 7.6 That the Secretary should in future apply headers to Executive Board papers, as happened to selected papers this time; and that the header should include references to any past discussion of the topic by the Board

## 8 Dates of next forthcoming meetings

*Noted* the dates of 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)

*Note:* Items 2.2, 2.3, 3.3 and 4 onwards were discussed after lunch, preceded by a presentation from Stephen Butcher, Head of Procurement and Shared Services at HEFCE, about HEFCE's policy about shared services (a presentation at which Robin Green, Executive Director of CURL, was present)