

MINUTES

of a meeting of the Executive Board held at the
SCONUL Office, 102 Euston Street, London NW1 2HA at 10.30 on Tuesday 21 February 2006

Present Suzanne Enright, Toby Bainton, Anne Bell, Jane Core, Vanessa Crane, John Hall, Elizabeth Heaps, Alun Jenkins, Agnes Neligan

In attendance Gail Downe (Assistant Secretary), Sally Curry and Mary Heaney (Inspire: from 11.10 to 11.50), Maxine Melling (Chair, Working Group on Performance Improvement: from 13.00 to 13.30)

Apologies Chris Bailey, Sue Roberts and John Tuck

Obituary

A. Graham Mackenzie, formerly Librarian of Lancaster and St Andrews Universities and Honorary Treasurer of SCONUL, 1982-1989, died on 26 December 2005.

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

Considered

- 1.1 A paper from the Secretary listing strategic issues being addressed by SCONUL, with notes on progress [Doc. 06/04](#)

Noted

- 1.1.1 That the ad hoc alliance resisting certain provisions in the Terrorism Bill had achieved complete success and that SCONUL had been one of the most active in the alliance
- 1.1.2 That very recently (14 February) a letter from the Secretary had been published in the *Times* correcting some misapprehensions about the proposed national research reserve [Doc. 06/36](#)
- 1.1.3 That David Pearce, a consultant working for the Higher Education Academy, had been in touch with the Chair, promising future consultations with SCONUL as a valued stakeholder
- 1.1.4 That following a meeting between John Hall and Paul Ayris and Ulrich Niederer of LIBER, it was possible that once funding had been assured a scheme very similar to SCONUL Research Extra would be developed by LIBER libraries (Ligue des Bibliothèques Européennes de Recherche)
- 1.1.5 That on 23 January the Executive Secretary of JISC had met the Chair, Vice-Chair and Secretary of SCONUL with the Chair and Vice-Chair of UCISA and

had agreed (subject to a formal proposal) funding of £50,000 to SCONUL and UCISA in order for them to develop a toolkit to facilitate use of digital information resources in higher education libraries by staff and students from other HE institutions

- 1.1.6 That in parallel to the work proposed by SCONUL and UCISA, funded by JISC, to develop improved access to electronic resources for people in higher education working away from their own institution, a similar project was under development by the Research Information Network to facilitate public access to electronic resources; and that the two projects would keep in touch partly through SCONUL's involvement in both

1.2 Strategic projects

- 1.2.1 *Considered* an oral report on the website redevelopment project from the Chair

1.2.1.1 *Noted* that the Working Group on Communications and Marketing would be meeting on 22 February to assess five proposals for development of the website, and would be assisted by Marie Lanigan of St Mary's College and Marysia Henty of the LSE who would be working as a consultant to the procurement at a cost of around £1645

Action: WGCM

- 1.2.2 *Considered* an proposal from the Working Group on Performance Improvement for a toolkit for Representatives to assess the impact/value for money of their libraries [Doc. 06/23](#)

1.2.2.1 *Noted* an oral report from Maxine Melling: (1) a subgroup of the WGPI had considered the project which they had divided into discrete deliverables (2) further interaction with SCONUL members was scheduled into the project in order to check its emphasis and direction (3) key to the project was careful definition of work-packages to be commissioned from others (evidence base at the University of Central England and LISU at Loughborough University) (4) the outcome envisaged for the project was a set of tools for SCONUL members to use to show the value of their services in their local context

1.2.2.2 *Agreed* the proposal; and that Maxine Melling would provide information about it to members via the lis-sconul e-mail list

Action: Maxine Melling

Item 1.2.2 was considered from 13.00 to 13.30

- 1.2.3 *Agreed* a costing plan from Working Group on Performance Improvement [Doc. 06/24](#)

1.3 Review process

- 1.3.1 *Noted* a report on group processes from Vanessa Crane [Doc. 06/26](#)

- 1.3.1.1 *Approved* the report, subject to (1) Groups each to be asked to write a person-profile for the purpose of recruiting new members (2) the Secretary to construct a calendar of appointments procedures and to arrange for the rules for the conduct of business to be amended at the forthcoming Annual General Meeting **Action: TB**
- 1.3.2 *Noted* an update on the review of Groups [Doc. 06/19](#)
- Approved*, the recommendations in the report, namely
- 1.3.2.1 That the Working Group on Communications and Marketing should be maintained with a continued focus on development of the website; and that the Group should be further reviewed in the summer of 2006 when the website project had been delivered and the outcomes of the review of the Secretariat were known
- 1.3.2.2 That the Joint CURL/SCONUL Scholarly Communications Group should continue with continued focused development
- 1.3.2.3 That the current Health Strategy Group should be replaced by a new joint group (with CILIP) composed as outlined in section 3 of the report, to develop a workplan to be reviewed at the next meeting of the Executive Board, with the group itself to be reviewed jointly by CILIP and SCONUL in the summer of 2007
- 1.3.2.4 *Agreed also* a final refinement to the specified membership of the group, namely the removal of the limitation that one of the SCONUL appointees should be from the Working Group on Quality Assurance
- 1.3.2.5 *Noted* that the Working Group on Information Literacy had undertaken to review its membership once their position statement had been completed; and that the Working Group on Space Planning had yet to review its membership
- 1.3.3 *Noted* a second interim report from Mary Auckland on the review of the Secretariat [Doc. 06/25](#)
- 1.3.3.1 *Approved* progress so far on the review
- 1.4 *Approved* a draft annual review for 2005 to be sent to SCONUL Representatives, the question of wider publicity to be considered by the Board at a later date [Doc. 06/01](#) **Action: SE**
- 1.5 *Received* a report on the 2006 Top Concerns survey from the Chair Docs. [06/30](#) & [06/31](#) (tabled)
- 1.5.1 *Noted* (1) the improved response this time (2) the importance of issues relating to library space, institutional repositories, and self-issue systems

- 1.5.2 *Agreed* (1) that the Chair would revise the document for the Secretary to mount on the website – after which all Groups would be asked specifically if they could address any of the concerns listed (2) that the Annual General Meeting should be asked if any particular concern should be prioritised for action by SCONUL (3) that the document would be considered at the Strategic Planning Meeting in August **Action: SE, TB**
- 1.6 *Received* annual reports and action plans from
- 1.6.1 Working Group on Communications and Marketing Docs. [06/21](#) & [06/22](#)
- 1.6.2 CURL/SCONUL Joint Group on Scholarly Communication Docs. [06/18](#) & [06/20](#)
- 1.6.3 *Received* a (tabled) draft constitution, prepared under the auspices of the Task and Finish Group on Access, for the eventual offering of access schemes to be known as 'SCONUL Access', and initially comprising the current SCONUL Research Extra and UK Libraries Plus schemes
- 1.6.3.1 *Agreed* the draft constitution, subject to any comments that might be sent to the Secretary by 10 March [Doc. 06/29](#)
- 1.7 Finances
- 1.7.1 *Approved* the balance sheet and sub-accounts for 2005 audited by Baker Tilly [Doc. 06/05](#)
- 1.7.2 *Approved* the draft report for 2005 prepared by the auditors, subject to amendments to the Executive Board's report making clear that income had been increased as deliberate policy in 2005 while expenditure had been delayed, in part because of the scale of projects proposed as a result of the new financial strategy and members' Top Concerns, and in part because of SCONUL's financial principles requiring that funds should not be disbursed until actually received [Doc. 06/05](#) **Action: AJ, TB**
- 1.7.3 *Approved* a draft budget for 2006 from the Treasurer, subject to the insertion of more detail about money raised and carried forward for specific purposes [Doc. 06/28](#) [and budget and actual outcomes [Doc. 06/33](#)] **Action: AJ**
- 1.7.3.1 *Agreed* that the officers should meet to review the policy on reserves, and the financial principles currently in operation [a telephone conference took place on 13 March] **Action: Officers**
- 1.7.4 *Agreed* proposals from the Secretary to increase in line with inflation the subsistence rates by SCONUL and to add a requirement for all claims to be supported by receipts **Action: TB**

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

2.1 *Considered* a report on Inspire, in discussion with Sally Curry (project manager of Inspire) and Mary Heaney (SCONUL's representative on the Inspire steering group) [Doc. 06/16](#)

2.1.1 *Noted* Inspire's request for support to achieve 100% sign-up of higher education libraries by August

2.1.2 The general good state of support for the scheme, though it still lacked one-third of potential members amongst higher education libraries, many of which were concentrated in specific areas of England

2.1.3 That the cooperative 'Libraries and Learners in London' was about to join Inspire, and that Inspire NE had recently launched its passport-to-libraries scheme

2.1.4 That a unique feature of Inspire was its collation of details of special library collections, some of which in public libraries would be helpful to higher education

2.1.5 The concept of a SCONUL champion for Inspire in each English region

2.1.6 Inspire's request for suggestions of sources of funding (especially since MLA had indicated that it could provide no further funds from its *Framework for the future* programme)

Agreed

2.1.7 That the Chair of SCONUL would write to individual SCONUL libraries encouraging them to join Inspire if they did not do so after receiving a letter which would shortly be sent to them by Mary Heaney **Action: MH, SE**

2.1.8 That Executive Board members would try to identify Inspire champions in the East of England, in the South West of England, and in Yorkshire **Action: All**

2.1.9 That the Sutton Trust and the Learning and Skills Council were possible sources of funding

Item 2.1 was considered from 11.10 to 11.50

2.2

2.3 *Noted* that the Leadership Foundation's new course, 'Future leaders: preparing for service leadership', designed at the request of, and with the collaboration of, SCONUL and UCISA had recruited successfully [Doc. 06/27](#) and the report from the Chair [Doc. 06/33](#) (tabled)

2.3.1 *Approved* new arrangements, described in a report by Christine Fyfe, for the other courses traditionally provided by SCONUL and UCISA [Doc. 06/27](#)

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. 06/32](#) (tabled)
- 3.2 A report on arrangements for the conference to be held at the British Library, 28 November 2006, to include significant input from the Working Group on Performance Improvement
- 3.3 A report on arrangements for the conference to be held in the West Midlands in 2007, to have as a possible theme 'superconvergence' (i.e. closer working between libraries and academic departments and student support units)

4 **Appointments, official statements and reports**

4.1 *Approved* applications for membership from

4.1.1 Harper Adams University College

4.1.2 Heythrop College

4.2 *Considered* a paper from the Secretary [Doc. 06/03](#)

Noted, in respect of membership of SCONUL:

4.2.1 That Harper Adams University College joined SCONUL on 1 January 2006 with Kathryn Greaves as its Representative

4.2.2 That Heythrop College joined SCONUL on 1 January 2006 with Christopher Pedley as its Representative

4.2.3 That Ex Libris and Swets Information Services joined SCONUL 1 January 2006 as Corporate Members

4.2.4 That Christine Bailey would retire as University Librarian, University of Glasgow, with effect from 30 April, and that Helen Durndell would assume responsibility for Library Services in an interim capacity from 1 May

4.2.5 That Gobnait O'Riordan had been appointed Director, Library & Information Services and SCONUL Representative, at the University of Limerick from 1 February 2005

4.2.6 That Alison Mackenzie had been appointed Head of Library and Archives Service and SCONUL Representative, at the University of Wales, Bangor, from 1 February

- 4.2.7 That from 1 February 2006 York St John changed its name to York St John University College following the award of taught degree awarding powers
- 4.2.8 *Noted* that Liz Hart (Staffordshire University) had resigned from the Working Group on Information Literacy
- 4.2.9 *Agreed* that Phil Range (University of Wolverhampton) be appointed to represent UCISA on the Working Group on Space Planning
- 4.2.10 *Agreed* in response to a request from Share the Vision for a SCONUL representative on their Board (to replace Paul Scarsbrook who has left Roehampton University) that the Secretary should appeal on lis-sconul for a qualified volunteer at senior level

5 Minutes

Approved the Minutes of the meeting of the Executive Board held on 28 November 2005
[Doc. 05/170](#) (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 4 April

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

15-16 August (SCONUL Strategic Planning meeting, Møller Centre, Cambridge)

Tuesday 3 October

Wednesday 29 November