

MINUTES

of a meeting of the Executive Board held at
SCONUL, 102 Euston Street, London NW1 2HA
on Thursday 15 February 2007 at 10.30

Present Anne Bell (Chair), Toby Bainton, Michael Breaks, Elizabeth Chapman, Jane Core (from item 1.1.2), Vanessa Crane, Suzanne Enright, Christine Fyfe, Alun Jenkins, and Maxine Melling

In attendance Agnes Neligan, Jan Wilkinson

Apologies David Harrison, Julia Munro, Sue Roberts and Chris West



Strategic matters

1 Strategic issues

1.1 Developing strategy externally

Considered

1.1.1 A revised framework for strategic alliances Doc. 07/24

Agreed

1.1.1.1 That the Chair, with Toby Bainton, Jane Core and Suzanne Enright, would consider the best means of making an approach to JISC and would make a proposal by e-mail to the Executive Board

1.1.1.2 That the Secretary should invite the Board of the Consortium of Research Libraries to appoint Robin Green, their Executive Secretary to join SCONUL's Board as a co-opted member

1.1.1.3 That the Secretary should invite Michael Jubb, Director of the Research Information Network, to attend the Board's next meeting to give a presentation on his organisation's work and future

1.1.1.4 That Suzanne Enright would update the document, with input from the Chairs of groups which should then be integrated with the Executive Board's action plan

- 1.1.2 A revised paper showing national and international bodies served on by Executive Board members and Group Chairs Doc. 07/04
 - 1.1.2.1 *Agreed* that the memberships of other organisations on the part of the Secretary and of members of SCONUL's groups should be added to the document and that it should be updated annually
- 1.1.3 A paper from the Secretary proposing further actions towards an advocacy and lobbying strategy Doc. 07/20
 - 1.1.3.1 *Agreed* the actions proposed, Suzanne Enright and Elizabeth Heaps (York) to evaluate with the Secretary the responses from potential consultants for both contracts
- 1.1.4 An oral report from the Chair on the meeting between officers of RIN, SCONUL and CURL on 9 January
 - 1.1.4.1 *Noted* that SCONUL was likely to be consulted during the course of a forthcoming formal review of the Research Information Network
- 1.1.5 An oral report from Jan Wilkinson on the British Library's higher education strategy
 - 1.1.5.1 *Noted* that the British Library Board had recently approved the strategy and that Jan Wilkinson would make a presentation to SCONUL's Executive Board meeting at its April meeting
- 1.1.6 An oral report on the 'UK Research Reserve'
 - Noted*
 - 1.1.6.1 That the British Library/CURL Task Force administering the project was transitioning to an advisory board acting on behalf of the UK higher education funding councils who were funding the project as a pilot from 2 February 2007 for eighteen months
 - 1.1.6.2 That evidence from the pilot project would be used to assess operational arrangements as well as service level agreements and governance, and that SCONUL had received a formal request for its operational participation in the monitoring and designation of 'last three copies', and possibly also in servicing the advisory board
 - Agreed*
 - 1.1.6.3 That Jane Core should be SCONUL's representative on the advisory board
 - 1.1.6.4 That SCONUL should respond positively to the request for its

participation, subject to safeguards over any significant costs that it might thereby incur

1.1.7 An oral report from Suzanne Enright on the Leadership Foundation's second cohort for the 'Future leaders' programme

1.1.7.1 *Noted* that a cohort of 20 people had been successfully recruited for the second run of the programme, that at UCISA's request JISC had provided supporting funding of £20,000 which would be used to reduce the cost for each participant by £1,000, and that a further evaluation meeting between SCONUL, UCISA and the Leadership Foundation would be arranged after the end of the first programme (March)

1.1.8 A paper from the Project Officer on the progress of the HAERVI project
Doc. 07/07

1.1.8.1 *Agreed* that the Chair should write formally to the Chair of the HAERVI Steering Group (in fact the SCONUL Secretary), expressing disappointment in achievements so far and looking forward to the presentation of solutions (rather than the rehearsal of difficulties) in the project's outcomes

1.2 Developing strategy internally

Considered

1.2.1 A draft workplan for the Executive Board for 2007 from the Chair Doc. 07/14

Agreed

1.2.1.1 That the annual review (2006) should be distributed to Representatives and external organisations only and that Representatives should be alerted that their Vice-Chancellor/Principal would not receive a copy except by request

1.2.1.2 That following agreement between officers of SCONUL, CURL and the British Library, a horizon-scanning report should be commissioned jointly, care being taken to avoid overlap with a study being undertaken jointly by the British Library and JISC

1.2.1.3 That the 20% contribution towards the costs of Secretariat input should be added to conference charges to Representatives in 2007, notwithstanding the outsourcing of some administrative tasks to a specialist agency

1.2.1.4 That the Working Group on Communications and Marketing should be formally stood down, with the Board's thanks to its members

- 1.2.1.5 That Stephen Town be invited to report to the Board's April meeting on progress with the VAMP project
 - 1.2.1.6 That since the website project (comprising new design and membership database) is being funded from the strategic fund, it should be formally reviewed (by Suzanne Enright and the Secretary) before the Board's next meeting
 - 1.2.1.7 That SCONUL's buildings database should remain part of SCONUL's website, that the option of transferring it to the 'Designing Libraries' website should not be pursued for the present, and that the Working Group on Space Planning should be asked to draft a costed specification for enhancing the database
 - 1.2.1.8 That the Secretary should offer SCONUL's help to HEFCE to advance the shared services agenda in the context of libraries and information services, for example through assistance in the assessment of proposals from institutions involving their libraries
- 1.2.2 An oral report from the Vice-Chair of the meeting of 31 January towards a SCONUL strategy towards teaching and learning

Noted that the successful and enthusiastic meeting had supported the proposition that SCONUL needs to move towards a more strategic approach to the learning and teaching agenda in higher education that is both visionary and future looking as well as supportive of members in relation to their institutional Learning and Teaching agenda.

Agreed

- 1.2.2.1 That Jane Core and Vanessa Crane would lead for Executive Board on transitioning of the Working Group on Information Literacy to a new focus/structure and recruit four or five people who had attended the meeting to form a Task and Finish Group
 - 1.2.2.2 That Jane Core would inform all participants at the meeting of this outcome and of the following decision of the Board
 - 1.2.2.3 That the Working Group on e-Learning be stood down with the Board's thanks. A member of the group would be invited to join the new Task and Finish Group
- 1.2.3 A paper from Michael Breaks proposing an international strategy Doc. 07/11

Agreed

- 1.2.3.1 That the Secretary and Michael Breaks, taking the list of SCONUL's international partners from the *Strategic alliances* paper (Doc. 07/24),

should identify the rationale for engagement in each case

- 1.2.3.2 That Michael Breaks would review the vision and objectives of an international strategy and produce a revised document (including the list of alliances) for the Board's April meeting
- 1.2.3.3 That the Secretary in coordination with the Editor should arrange for an edition of *Focus* in 2007 or early 2008 with an international theme
- 1.2.4 A paper from Liz Chapman on corporate membership and sponsorship
Doc. 07/21
 - 1.2.4.1 *Agreed* that the target for sponsors in 2008 should be set after the June conference in 2007 and after receipt of advice from the auditors about associated VAT issues
 - 1.2.4.2 *Noted* the recommendation that the target for corporate membership for 2006 and beyond should be revised downwards
- 1.2.5 An oral report from the Vice-Chair describing further steps in implementing the review of the Secretariat
 - 1.2.5.1 *Noted* that a priority was professional and objective advice on setting up an HR framework and on job evaluation, and that at least one human resources specialist in the area of SMEs was known to members of the Board
- 1.2.6 An oral report from Michael Breaks on latest plans for the study tour in South Africa in August 2007
 - 1.2.6.1 *Noted* the latest programme for the study tour Doc. 07/30

2 Financial report

Agreed

- 2.1 A revised budget for 2007 from the Treasurer Doc. 07/13

Considered

- 2.2 A paper from the Secretary exploring options for a change to SCONUL's subscription structure with the objective of encouraging smaller institutions into membership
Doc. 07/05
 - 2.2.1 *Agreed* that the proposal (to introduce a nominal membership rate of £100 a year for eligible institutions having annual library expenditure of less than £80,000) was on balance too complex and possibly inequitable (Vote taken: 3 in favour, 4 against, with 2 abstentions)

2.3 An oral report from the Treasurer on SCONUL's reserves

2.3.1 *Noted* that the Treasurer intended to examine the questions of VAT risk and the insurance of conferences in order to inform a new policy, and to present two or three options to the Board

3 Company matters

Noted

3.1 A paper from the Secretary on activities, developments and appointments Doc. 07/03

3.2 That annual reports 2006 from the Working Group on Communications and Marketing, the Working Group on Information Literacy, the Working Group on Performance Improvement and the CILIP/SCONUL Health Strategy Group are included in the draft SCONUL annual review

3.3 Action Plans for 2007

3.3.1 Working Group on Information Literacy Doc. 07/18

3.3.2 Working Group on Performance Improvement Doc. 07/19

3.3.3 Working Group on Quality Assurance Doc. 07/25

3.3.4 CURL/SCONUL Joint Group on Scholarly Communications Doc. 07/16

3.3.4.1 *Agreed* that the Secretary should raise with the Chair of the Joint Group the desirability of involving all SCONUL member institutions, especially those not within CURL, in the Group's thinking



Conferences, etc.

4 Meetings and conferences

Noted

4.1 An oral report on the very well organised SCONUL Buildings visit, Glasgow, 7-8 December 2006

4.2 A report on progress on arrangements for the conference to be held 20-22 June 2007 at Jury's Inn Birmingham Doc. 07/10

4.2.1 *Noted* that the two bursaries, of £300 each, offered by MLA West Midlands to provide subsidised places at the conference, should be open to all staff of

member libraries in the West Midlands. Liz Chapman and Maxine Melling would receive and judge applications for the subsidised places

- 4.3 A report on the autumn conference to be held on Tuesday 4 December at the British Library Conference Centre with participation from the Canadian Association of Research Libraries Doc. 07/12

4.3.1 *Agreed* that Liz Chapman would assist Chris West in the arrangements

5 Executive Board

- 5.1 *Noted* that Sue Roberts had been appointed University Librarian at Victoria University in Wellington, New Zealand, and would leave her current post at Edge Hill University on 16 February
- 5.2 *Agreed* that the Secretary should express the Board's warm thanks and congratulations to her

6 Minutes

Approved the Minutes of the meeting of the Executive Board held on 29 November 2006
Doc 06/135 (previously circulated)

7 Dates of forthcoming meetings

Noted the dates of forthcoming meetings of the Executive Board: 19 April, at 10.30 at the SCONUL office and at 10.30 on 20 June at Jury's Inn, Birmingham (the morning preceding the residential conference)