

MINUTES

of a meeting of the Executive Board held at
Cruciform Foyer Seminar Room 2, Cruciform Building
UCL, Gower Street, London WC1E 6BT
on Thursday 19 April 2007 at 10.30

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

In attendance Gail Downe, Robin Green (from item 5.1), Michael Jubb (for item 5.1), Stephen Town (for item 5.1)

Apologies Alun Jenkins, Maxine Melling, Agnes Neligan, Christine Sexton (see item 3.1) and Jan Wilkinson



Strategic matters

1 Strategic issues

1.1 Developing strategy externally

1.1.1 *Considered* a report on the HAERVI project Doc. 07/38

Agreed

1.1.1.1 That it was important to maximise the benefits of the project in support of which it was felt that advocacy work should be undertaken as soon as possible, including development of a briefing note for UUK

1.1.1.2 That the Secretary should arrange an e-mailed publicity update about the project for SCONUL and UCISA members

1.1.1.3 That Jane Core would use any opportunity for discussion of it at the forthcoming two-day meeting of UCISA

1.1.1.4 That the Secretary should apply via JISC's project manager, Lorraine Estelle, for approval in principle of a relatively small amount of further funding for the writing of some bespoke software; because it seemed that the project's proposed technical solutions would be simpler for institutions to implement if some facilitating control software were available

- 1.1.2 *Considered* two reports on the UK Research Reserve: a paper prepared by Nicola Wright of Imperial College London who is managing the project and notes by Jane Core of the meeting of the UKRR Advisory Group held on 4 April Docs. 07/41 & 07/42

Agreed

- 1.1.2.1 That the underlying issue in this project was continued access for UK researchers and students to whatever items might be selected for disposal in individual institutional libraries
- 1.1.2.2 That the Secretary should include an outline of SCONUL's proposed role in the next issue of the SCONUL e-bulletin

Noted

- 1.1.2.3 That monographs would be considered in the forthcoming evaluation exercise although there is currently no commitment to include monographs in phase 2 of the project.

Noted

- 1.1.3 That the Board of the Consortium of Research Libraries (CURL) had accepted SCONUL's invitation to nominate Robin Green as a co-opted member of the Executive Board
- 1.1.4 A revised paper showing national and international bodies served on by Executive Board members and Group members. It was proposed that details be published as a directory of links on SCONUL's website, subject to the agreement of those named. Doc. 07/04 Rev. 1
- 1.1.5 That an ITT had been prepared by Suzanne Enright for issue to selected agencies with a view to developing a communications and marketing strategy for SCONUL; and that the Secretary had recent informal meetings with two consultants prior to inviting proposals from them with a view to appointing one of them to support his routine PR/communications activities
- 1.1.6 That the Chair had made an initial, and encouraging, approach to JISC about liaison with SCONUL
- 1.1.6.1 That JISC had published its strategy document (www.jisc.ac.uk/strategy0709)
- 1.1.7 That on 16 March HEFCE had issued its expected circular on shared services (www.hefce.ac.uk/pubs/circlets/2007/cl09_07). A number of SCONUL members were known to be submitting collaborative proposals in response to the circular, including a proposal from the M25 Consortium to pilot the HAERVI project.

1.2 Developing strategy internally

Considered

1.2.1 The revised Executive Board Action Plan for 2007 Doc. 07/14 Rev.1

Noted

1.2.1.1 That many important items in the plan were to be discussed elsewhere on the agenda

1.2.1.2 That in respect of item 31 (Leadership Foundation Programme), a meeting for SCOUNL, UCISA and the Leadership Foundation to review the first 'Future Leaders' cohort would be held on 23 May

1.2.1.3 That as an addition to item 33 (conference), the annual residential conference in 2008 would be held in Edinburgh, 11-13 June, and that the Secretary would announce the dates once arrangements with the hotel had been finalised

1.2.1.4 *Agreed* that with regard to item 34 (work of the Groups), the CILIP/SCOUNL Health Strategy Group was due to be reviewed by CILIP and SCOUNL jointly in the summer of 2007 (Executive Board meeting, 21 February 2006, Doc. 06/35 minute 1.3.2.3), and that the CURL/SCOUNL Task Force on e-Research should be reviewed by the end of 2008

1.2.1.5 A revised document presenting SCOUNL's international strategy Doc. 07/11 Rev.1

Agreed

1.2.1.5.1 That in the light of the new integration of the international dimension into SCOUNL's objectives and mission, it would be necessary to amend the relevant wording on the website and other documents as appropriate. In addition, the Chairs of Working Groups should be briefed on the implications at a meeting between them and SCOUNL's officers in late May

1.2.1.5.2 That a study tour of libraries in Canada should be organised in 2008, led by Maxine Melling and Karen Senior (University of Bolton)

1.2.1.5.3 That a study tour of libraries in Scandinavia should be organised in 2009, led by Christine Fyfe and Liz Chapman

1.2.1.5.4 That plans for the study tour of libraries in South Africa in the summer of 2007 were well in hand

- 1.2.1.6 An update on the Secretariat Review Doc. 07/45
 - 1.2.1.6.1 *Noted* that the Vice-Chair had been exploring sources of expertise for job evaluation and the application of the national framework agreement (tasks that might take 6-10 weeks each) and would bring proposals to a future meeting of the Board
- 1.2.2 An oral report from Suzanne Enright on the review of the website project and identification of future development needs, which might well be completed shortly by e-mail
- 1.2.3 A report from Vanessa Crane on development of SCONUL's strategy with regard to learning and teaching Doc. 07/40
 - 1.2.3.1 *Noted* that a good, credible group is now in place to make progress on the issue, its early work pointing to the importance of developing systems to promote support for learning and teaching
- 1.2.4 A report from Chris West/Priority Research on the Top concerns survey Doc. 07/39

Agreed

 - 1.2.4.1 That the survey had been particularly successful this time, the use of a consultancy representing a more sustainable approach to what has become an annual survey, and the web vehicle attracting a higher response
 - 1.2.4.2 That responses to the 'top concerns' exercise included a number of priorities facing respondents
 - 1.2.4.3 That the various analyses by type of respondent had revealed a perhaps surprisingly even distribution of concerns
 - 1.2.4.4 That SCONUL's Strategic Planning meeting in July might look at a comparison of 'top concerns' between SCONUL, UCISA and Educause, which at first sight suggest some interesting differences
 - 1.2.4.5 That the general concern about the 'e-environment' was worth further exploration as a topic of possible interest to JISC
- 1.2.5 The role of the Strategic planning meeting to be held 9-10 July 2007 at Burleigh Court, Loughborough University
 - 1.2.5.1 *Agreed* as possible topics for consideration: international strategy, learning and teaching, 'top concerns' (as discussed at the previous

item), alliances and advocacy and lobbying, the extent to which SCONUL meets the needs of smaller higher education libraries, website governance, and any topics suggested by the June conference. It was suggested that papers in advance on each topic would be desirable.

2 Financial report

Considered and approved

- 2.1 The balance sheet and sub-accounts for 2006 audited by Baker Tilly Doc. 07/43
- 2.2 *Considered* the draft report for 2006 prepared by the auditors Doc. 07/43
- 2.2.1 *Approved* the draft report, subject to minor corrections and reworking of sections 3-6
- 2.2.2 *Agreed* that, on the basis of the accounts for 2006 and the budget for 2007 (meeting of 15 February, minute 2.1) subscriptions for 2008 should be recommended to the Annual General Meeting at rates including an increase over 2007 which should not exceed the general rate of inflation
- 2.3 *Considered* two papers from the Treasurer developing the future reserves policy Docs. 07/44
- 2.3.1 *Approved* the general principles in both papers, and in particular the three numbered contentions at the end of the first paper (Doc. 07/44), namely
1. The future calculation of reserves commensurate with risk is meant to yield a **minimum** sum consistent with SCONUL's security and Board members' responsibilities under law; i.e. not an exact target
 2. That Board recognises the responsibility of formally deciding the level of minimum reserve each year (since the figures may well change in response to circumstances)
 3. That the calculation should address the likely impact of shortfalls over two or more years (as suggested in the draft matrix). This would be in order to provide time for "evening-out" the effect of losses rather than trying to recoup them in one demand for increased membership subscription

Noted

- 2.3.2. That the draft policy would need to be signed off by June for reporting to the AGM
- 2.3.3. that the policy required SCONUL's Executive Board and groups to improve its multi-year planning process

2.3.4. That consideration be given to presenting expenditure data against SCOUNL's strategic objectives

2.4 *Received* an oral report on sponsorship and corporate membership

3 Executive Board

Noted that elections would be held at the AGM for members of the Executive Board to fill the following vacancies:

The vacancy arising from the resignation of Sue Roberts

The vacancy arising from the completion of the three-year term of Vanessa Crane

Agreed

3.1 That following the election of Christine Sexton (University of Sheffield) to be Vice-Chair of UCISA, she should be co-opted to the Board in place of David Harrison

3.2 That Agnes Neligan's co-option should continue for a further year from the Annual General Meeting, subject to her consent, failing which CONUL should be invited to nominate a Representative for co-option in her place

4 Company matters

Noted

4.1 The Annual review 2006, to be sent shortly to Representatives, strategic partners and lobbying targets

4.2 *Received* a paper from the Secretary on activities, developments and appointments [Doc. 07/33](#)

Noted the following appointments

4.2.1 That the following people have been appointed to the Task and Finish Group on Learning and Teaching

Debbi Boden (Imperial College London)
Sheila Cannell (Edinburgh University)
Jane Core (Northumbria University)
Vanessa Crane (University College for the Creative Arts)
Jan Howden (Glasgow Caledonian University)
Cathie Jackson (Cardiff University)
Jo Parker (Open University)
Stephen Town (Cranfield University)
Wendy White (University of Southampton)
Helen Workman (Oxford Brookes University)

- 4.2.2 The appointment of Jan Howden (Glasgow Caledonian University) as Chair of the Working Group on Information Literacy, and the election by the Working Group of Alison McKenzie (University of Wales, Bangor) as its Secretary
- 4.2.3 The appointment of Charlotte Jarvis (University of Birmingham) and Tracey Stanley (University of York) to the two places on the Working Group on Performance Improvement vacated by the resignations of Maxine Melling and Chris West
- 4.2.4 That Ian Snowley, who became President of CILIP on 1 April, had by prior arrangement then ceded the Chair of the CILIP/SCONUL Health Strategy Group to SCONUL, and that Kath O'Donovan (University of Sheffield) had taken over as the Chair of the Group
- 4.2.5 *Agreed* the appointment of Paul Riley (University of Wales Institute Cardiff) to the vacancy on the SCONUL Access Steering Group caused by the resignation of Sara Marsh from 31 July

Concerning the membership of SCONUL, noted

- 4.2.6 That Kirsten Black had been appointed Director of Student & Learning Support and SCONUL Representative at University of Sunderland
- 4.2.7 That Sara Mash had been appointed Director of Learning Support Services, University of Bradford from 1 July
- 4.2.8 That Christine Fyfe had been appointed Pro-Vice-Chancellor, University of Leicester: Christine would continue as University Librarian
- 4.2.9 OCLC PICA had become a SCONUL corporate member
- 4.2.10 That the University of Wolverhampton had appointed Fiona Parsons, Director of Learning and Information Services (in place of Mary Heaney) as SCONUL Representative
- 4.2.11 That Queen Margaret University College became Queen Margaret University on 17 January
- 4.2.12 That Christine Stockton, Director of Learning Resources retired from the University of Chester on 31 January and that Brian Fitzpatrick had taken over responsibility for the newly merged Learning Resources and Communications and Information Services Department
- 4.2.13 That Sarah Thomas had been appointed Bodley's Librarian and Director of Oxford University Library Services from 19 February
- 4.2.14 That Colin Harris, University Librarian, would retire from Manchester Metropolitan University on 30 June

- 4.2.15 That Bill Simpson, University Librarian and Director of the John Rylands Library would retire from the University of Manchester at the end of 2007
- 4.2.16 That Elizabeth Heaps, University of York, would resign on 30 September from the post of University Librarian to become Pro-Vice-Chancellor
- 4.2.17 3M Library Systems had become a SCONUL Corporate member

At this point the meeting adjourned for lunch

5 Presentations

- 5.1 *Received* presentations from Michael Jubb on the work and future of the Research Information Network, from Robin Green on the work and future of CURL, and from Stephen Town on the VAMP project
- 5.2 *Noted* that the RIN was being formally reviewed by its funders in order to determine its future beyond June 2008; and that CURL would be taking significant decisions about its future at its meeting on 25-27 April
- 5.3 *Received* a paper tabled by Stephen Town Doc. 07/48 (tabled)
- 5.4 *Agreed* that progress with the VAMP project was very encouraging, and that further funding of £8000 should be allocated to it in response to the recent request in the annual submission from the Working Group on Performance Improvement



Conferences, etc.

6 Meetings and conferences

Received

- 6.1 An oral report on progress on arrangements for the conference to be held 20-22 June 2007 at Jury's Inn Birmingham
 - 6.1.1 *Noted* that arrangements are well in hand and that the performance so far of the events agency had been excellent
- 6.2 An oral report, supplemented by a paper tabled by Liz Chapman and Chris West, 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. 07/49 (tabled)

6.2.1 *Approved* the outline proposed

6.3 That the workshop on transparency of costs for library and information services, to be held on 4 May, as advertised on *lis-sconul* on 11 April, would take place at the MIC Centre, 81 Euston Street, London

7 **Membership of SCONUL**

Approved an application of membership from Writtle College (eligible under *Rules for the conduct of business*, 2.3)

8 **Minutes**

Approved the Minutes of the meeting of the Executive Board held on 15 February 2007
Doc 07/31 (previously circulated)

9 **Other business**

Declined an invitation from Talis Ltd to SCONUL to make a presentation at the company's forthcoming conference

10 **Dates of forthcoming meetings**

21 June, 10.30, at Jury's Inn Birmingham
9 October, 10.30, at the SCONUL office
11 December, 10.30, at the SCONUL office

[the two later dates arranged after the meeting by e-mail]