

MINUTES

of a meeting of the Executive Board held at
Jury's Inn Birmingham, 245 Broad Street, Birmingham B1 2HQ
on Wednesday 20 June 2007 at 10.30

Present Anne Bell (Chair), Toby Bainton, Michael Breaks, Elizabeth Chapman, Jane Core, Suzanne Enright, Christine Fyfe, Robin Green, Alun Jenkins, Maxine Melling, Julia Munro, Agnes Neligan, Chris West and Jan Wilkinson

Apologies Vanessa Crane and Christine Sexton (UCISA)

In attendance Sheila Cannell (Working Group on Space Planning) [items 1.1.6 and 1.2.7]



Strategic matters

1 Strategic issues

1.1 Developing strategy externally

JISC

Considered

1.1.1 Oral reports from the Chair on informal exchanges with senior officers of JISC, and on the most recent meeting of the JISC Committee for Content Services

1.1.1.1 *Agreed* that the question of SCONUL representation on JISC's committees should be discussed with JISC officers at the strategic planning meeting (see 1.1.2 below)

Noted

1.1.2 That Sarah Porter and Norman Wiseman of the JISC Executive would attend part of SCONUL's Strategic Planning meeting at Burleigh Court, Loughborough University, on 9-10 July

1.1.2.1 A joint JISC/SCONUL Invitation to tender entitled 'An evaluation and horizon scan of the current library management systems and related system landscape for UK higher education' (proposed JISC and SCONUL financial contributions £35,000 and £20,000 respectively) Doc.07/55 Rev.1

- 1.1.2.2 That at JISC's invitation, Toby Bainton and Julia Munro attended a think tank in London on 13 June on JISC's strategy regarding administration in higher education institutions
- 1.1.3 That the final report of the HAERVI project had been circulated in draft form to people consulted earlier in the year
 - 1.1.3.1 That Paul Salotti, the Project Officer, would be present at SCONUL's conference on 21 June

UK Research Reserve; Research Information Network

- 1.1.4 That the advocacy toolkit for the UK Research Reserve had been mounted on SCONUL's website
- 1.1.5 *Approved* a proposal by Debby Shorley (University of Sussex), on behalf of the Research Information Network, for a study jointly funded by the RIN, SCONUL and CURL on activities, costs, and funding flows in scholarly communication; with the suggestion for the RIN that at the end of the study there should be a dissemination event (not necessarily large or public) for the benefit of the funders and the three scholarly communications groups (JISC, RIN and SCONUL/CURL); and with the request that SCONUL be represented on the expert panel [Doc. 07/68](#)

SCONUL's buildings database

- 1.1.6 *Considered* a paper by Sheila Cannell with proposals for the future of SCONUL's buildings database [Doc. 07/70](#)
 - 1.1.6.1 *Agreed* that since SCONUL's building database was in need of upgrading, Sheila Cannell should arrange a meeting to discuss further the option of combining it with the Designing Libraries database, the meeting to include at least Karen Latimer, Chair of the Designing Libraries steering group, and John Dolan, MLA, in order to clarify if or how SCONUL's existing data might be upgraded before ingest into the combined database, and exactly what tasks were included in the proposed maintenance element of the contract. The Board had reservations about investing in the Designing Libraries database until its financial future was clearer.

1.2 Developing strategy internally

Chairs of Groups

Noted

- 1.2.1 A report by the Secretary of the meeting on 25 May between SCONUL's officers and the Chairs of Groups [Doc. 07/56](#)

- 1.2.1.1 *Agreed* that the international alliances noted in the agenda papers should be combined with the general chart of SCONUL's alliances

'Future leaders' course

- 1.2.2 That a satisfactory assessment of the 'Future leaders' course was agreed on 24 May at a meeting between representatives of the Leadership Foundation, SCONUL and UCISA (the BL representative was unable to attend), and that a further run of the course will be advertised in the autumn Doc. 07/57
- 1.2.2.1 *Agreed* that, provided that UCISA concurs in the arrangement the funds set aside by the three sponsors in support of the course should be applied to offsetting the deficits already incurred, rather than offered as sponsorship of individual places on the course in future [the British Library being in agreement with the Executive Board in favouring this change in policy]

SCONUL Secretariat and communications

- 1.2.3 An oral report from the Vice-Chair on the review of the Secretariat, indicating recent lengthy discussions with two potential providers of external support and noting that the Executive Board's group (Jane Core, Maxine Melling and Julia Munro) would meet as the next step in process
- 1.2.4 The engagement of Elliot Frankal as SCONUL communications officer for six months from 1 June (expenditure approved in principle at the Board's meeting of 29 November 2006, minute 1.1.2.1)
- 1.2.5 A paper by Stephen Town on the governance of SCONUL's website, agreed in principle at a meeting between him, Toby Bainton and Suzanne Enright on 3 May Doc. 07/72 (tabled)
- 1.2.6 A paper by the Secretary proposing a management and development path for communications and lobbying activities Doc. 07/58
- 1.2.6.1 *Agreed* that the proposals in the two papers just mentioned should be discussed at the Strategic Planning Meeting on 9 and 10 July

SCONUL Library Design award

- 1.2.7 *Noted* an encouraging progress report from Sheila Cannell on the SCONUL Library Design Award Doc. 07/63

Agreed

- 1.2.7.1 That in subsequent public reports of the Award any references to the entries from Cambridge and Oxford colleges should be clearly presented as submissions from Cambridge or Oxford universities

- 1.2.7.2 That the Working Group on Space Planning should consider whether the five-year cycle for the Awards should be shortened

[Item 1.2.7 was actually discussed just after 1.1.6]

2 Financial report

Approved

- 2.1 The final wording of the Board's formal annual report including an addition to section 2 b) slightly enlarging the description of elections to the Executive Board and mentioning induction packs for newly elected members Doc. 07/71
- 2.2 A paper by the Treasurer outlining a policy on reserves, together with a risk assessment Doc. 07/59
- 2.2.1 *Agreed* that an independent review of SCONUL's VAT position should be carried out in order to have a report at the Board's next meeting
- 2.3 A paper by the Treasurer proposing increases in membership subscriptions for 2008 of 3% on all bands Doc. 07/60
- 2.4 The budget for 2007 from the Treasurer Doc. 07/67 Rev.1

3 Executive Board

Noted that elections would be held at the Annual General Meeting to fill two vacancies on the Executive Board and that the following had been proposed as candidates: Bidy Fisher (Sheffield Hallam University), Fiona Parsons (University of Wolverhampton), and Phil Sykes (University of Liverpool)

4 Company matters

Noted

- 4.1 The publication of the Annual review 2006 Doc. 07/01 (circulated in hard copy)
- 4.2 A paper from the Secretary on activities, developments and appointments, including the election of Roddie Shepherd (Anglia Ruskin University) to the SCONUL Access Steering Group Doc. 07/61
- 4.2.1 *Approved* the appointment of James Brown (Research Information Network) to the SCONUL Focus Editorial Board



Conferences, etc.

5 Meetings and conferences

Noted

- 5.1 An oral report on the imminent conference, including the relatively high cost of inviting international speakers
- 5.2 An oral report on the autumn conference to be held on Thursday 4 December 2007, including the potential contribution to the programme by Sheila Cannell in relation to the SCONUL Design Award
 - 5.2.1 *Agreed* that an outline programme should be available to Representatives by the time of the next meeting of the Board
- 5.3 An oral report on the annual residential conference to be held in Edinburgh, 11-13 June 2008
- 5.4 A report on the workshop on transparency of costs for library and information services, held in London on 4 May 2007 [Doc. 07/62](#)

6 Minutes

Approved the Minutes of the meeting of the Executive Board held on 19 April 2007
[Doc 07/46](#) (previously circulated)

7 Other business

Agreed that the Secretary should collaborate (subject to appropriate consent from CURL) with the Executive Director of CURL, in sending a letter to the Arts and Humanities Research Council, challenging the rationale of the Council's withdrawal of funding from the Arts and Humanities Data Service (i.e. that institutions themselves were now equipped with appropriate infrastructure to carry out the functions of the Service).

8 Dates of forthcoming meetings

Noted that the next meetings of the Executive Board would be held at 10.30 on Tuesday 9 October and Tuesday 11 December at the SCONUL office.