

## MINUTES

of a meeting of the Executive Board held at the  
SCONUL Office, 102 Euston Street, London NW1 2HA  
on Tuesday 21 April 2009 at 10.30

*Present* Jane Core (Chair), Toby Bainton, Anne Bell, Michael Breaks, Elizabeth Chapman, John Lancaster  
, Maxine Melling, Fiona Parsons

*Apologies* Christine Fyfe, Alun Jenkins, Julia Munro and Chris West

*In attendance* Philip Cohen (CONUL), Gail Downe (SCONUL Assistant Secretary), Máire Lanigan (City  
University), Joanna Newman (The British Library)

The Chair welcomed Máire Lanigan (see minute 2)



## Strategic matters

### 1 Strategic issues

#### Collaborative strategic initiatives and developments

#### JISC

#### *Noted*

1.1 An oral report from Anne Bell on the 'Libraries of the Future' programme, indicating that the management (smaller) group had met recently and that the consultant (Derek Law) had drafted an initial work plan: it was proposed that the project be kicked off with two scenario-planning exercises (one consisting of 'external' bodies such as government departments and other HE stakeholders and one focused on the sector). It was hoped it might prove possible to hold those two events in June/July 2009, if not they would be deferred until the autumn. They would be followed by a series of workshops from autumn 2009 to summer/autumn 2010. A number of briefing papers would be commissioned. It was also proposed that the engagement of the community (including younger professionals), which is fundamental to both the programme's objectives and its success, would also be supported by use of social networking tools

1.2 An oral report from the Secretary on progress towards Associate Partnership between SCONUL and JISC, indicating that the draft document outlining common interests

was still awaited from JISC

- 1.3 That the M25 Consortium has received funding from HEFCE's Shared Services programme for a full 'HAERVI' system within the consortium and is to approach JISC for funds to meet the shortfall in funding (HEFCE/M25 contributions so far insufficient)
  - 1.3.1 *Agreed* that, should JISC not meet the total shortfall of £35,000, SCONUL would contribute £5000 without further discussion, in order to enable the M25 Consortium to build on the earlier joint work of SCONUL, JISC and UCISA towards making electronic scholarly resources usable by higher education students and staff while visiting other institutions; and that SCONUL officers would have authority to increase SCONUL's contribution to £10,000 in order to secure the total funding for the project (SCONUL's eventual contribution to be conditional on appropriate acknowledgement and involvement)

## HEFCE

- 1.4 *Noted* that, following a tendering process, the contract for the feasibility study in relation to Library Management Systems had been awarded to a consortium consisting of Sero Consulting, Ken Chad Consulting and Curtis + Cartwright, the project to be directed by David Kay of Sero Consulting and the study to start immediately
- 1.5 *Approved* the membership of the Steering Group, namely Anne Bell, Jane Core, Suzanne Enright (Westminster), Fiona Parsons and Mark Toole (Stirling), with David Kay and other consultants as appropriate

### *Approved*

- 1.6 Terms of reference for the UK Research Reserve Mediation Panel [Doc. 09/39](#)
- 1.7 *Agreed* that appointments to the Panel should consist of the SCONUL Chair and Secretary, the UK Research Reserve Project Manager together with one director of a library participating in the project and in membership of RLUK, one director of a large library not currently involved in the project, and one director of a smaller library, these last-mentioned directors to be recruited by an e-mailed call for expressions of interest

## UCISA

- 1.8 *Noted* an oral report from the Secretary noting the recent publication on their website of UCISA's Top concerns survey; the signature on 24 March by UCISA and JISC of a Memorandum of Understanding; the award by HEFCE (Leadership Governance and Management Fund) to UCISA of a grant to assess the potential cost to a university of loss of information technology in various scenarios; and the appointment of Anna Mathews on 11 May as the Executive Secretary's assistant.
  - 1.8.1 *Approved* the reappointment of Philip Cohen to UCISA's conference planning group

## SCONUL's international agenda

- 1.9 *Approved*, with thanks to Liz Chapman and Christine Fyfe, the programme for the SCONUL study tour to Scandinavia, 11-15 May Doc. 09/35
- 1.10 *Noted* that Michael Breaks had received a letter from CHELSA (Committee for Higher Education Librarians of South Africa) thanking SCONUL for facilitating the attendance of Joyce Gozo at our conference in June 2008 in Edinburgh, and promising proposals for closer links with SCONUL after CHELSA's forthcoming strategic planning meeting
- 1.11 *Agreed* that the Board would return to the topic of relations with librarians in developing countries once CHELSA's proposals were known
- 1.12 *Considered* the proposed SCONUL study tour in 2010 to California and *agreed* that Philip Cohen should investigate instead (in view of the new financial climate) a study tour to the Netherlands

## Internal SCONUL developments

### Review of the Secretariat

- 1.13 *Noted* that the Vice-Chair and Secretary had met on 26 March and had instigated progress on the remaining matters raised by the Review

### Working Groups

#### *Considered*

- 1.14 Appointments to the positions of Chair of the Working Group on Performance Improvement (currently vacant) and Chair of the SCONUL Access Steering Group (to be vacated in June)
  - 1.14.1 *Agreed* that the Secretary would issue a second call for expressions of interest in the former, and *noted* that the agreement of a suitable SCONUL representative for the latter was likely to be imminent

#### *Agreed*

- 1.15 A proposal from the Working Group on Performance Improvement for a project (estimated cost £3150) to increase the robustness of the statistics for e-resources collected by SCONUL (as suggested in minute 1.14.1 of the Board's meeting of 17 February) Doc. 09/37
- 1.16 A request from the Joint RLUK/SCONUL Task Force on e-Research for a contribution of up to £1000 (same requested from RLUK) towards a proposed event on 3 June Doc. 09/38

## Strategic Planning Meeting, 22-23 July 2009

- 1.17 *Noted* that Chairs and Secretaries of Working Groups had been invited (one of them in each case) to attend the meeting
- 1.18 *Agreed* the following topics for a provisional agenda for the meeting: (a) corporate membership in the light of the new financial climate (b) the possibility of all-inclusive national deals, on the Canadian and Irish models, for the licensing of journals, by JISC or maybe others, in the light of economic pressures including worsening currency exchange rates (c) improved engagement with sectors of the academic community that libraries increasingly need to work with, such as pro-vice-chancellors, and senior administrators and academic staff



## Company matters

### 2 Executive Board

*Confirmed* the cooption of Máire Lanigan (City University) to the Executive Board following an approach by the Vice-Chair in accordance with minute 2.1 of the meeting of 17 February

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

- 2.1 The vacancy arising from the resignation of Biddy Fisher
- 2.2 Six vacancies arising from the completion of their three-year term of Michael Breaks, Elizabeth Chapman, Christine Fyfe, Maxine Mellling, Julia Munro and Chris West
- 2.3 *Agreed* that the Secretary's formal call for nominations to the Executive Board should be accompanied by an informal request for nominations to be in a standard format, consisting of the formal nomination paper, together with a statement of 200-250 words from the candidate indicating how he or she hopes to help achieve SCONUL's objectives; and that the informal call should emphasise that ideally the membership of the Board should reflect the entire breadth of the membership, and that participation in the Board's decisions brings useful personal learning opportunities as well as influencing the development of the profession

### 3 Formal reports

- 3.1 *Approved* the draft *Annual review* for 2008 [Doc. 09/01](#)
- 3.2 *Agreed* that SCONUL should produce in due course in addition to the *Annual review* a document targeted at stakeholders outside SCONUL, and that John Lancaster, Máire

Lanigan and the Secretary would meet Linstock Communications to prepare a brief for such a publication, which would ensure that messages on SCONUL's website and in print are consistent

3.3 *Noted* a paper from the Secretary on activities, developments , including the following appointment which was approved Doc. 09/31

3.3.1 The appointment of Rachel Hewings (Writtle College) as SCONUL's representative on the Libraries Archives and Information Services Constituency Panel of Lifelong Learning UK

#### 4 Secretary's retirement

*Confirmed* the Board's e-mail decision of 3 April to agree to the Secretary's request (the early date of which was welcomed) to retire on 30 September 2010, by which time he will have reached the age of 60 so that no additional pension costs will be payable by SCONUL

#### 5 Secretariat offices

5.1 *Considered* a paper on options for the proposed remodelling of the accommodation Doc. 09/44

5.2 *Noted* the Secretary's oral report that, despite the uncertainty expressed in his paper about the forthcoming availability of the space adjacent to SCONUL's current boardroom, the landlord now thought it more likely than not that the original plan could be pursued (minute 3 of 17 February 2009)

5.3 *Agreed* that provided the financial contracted costs are broadly in line with those noted in the paper for the DarntonEGS and Ken Mackay and Partners proposals, the original plan should proceed under the judgements and supervision of the Treasurer, Secretary, and John Lancaster (as nominated by minute 3 of 17 February 2009); but that the Board would address the matter again if unforeseen costs or difficulties should arise

#### 6 Secretariat and communications

6.1 *Considered* a report from John Lancaster and the Secretary on the SCONUL website Doc. 09/\*\* (tabled)

*Agreed*

6.2 That John Lancaster would prepare a proposal which SCONUL would use for a tendering process, which would take into account any commercial risks associated with potential contractors

6.3 That the Secretary would investigate, preferably with the assistance of an expert to be approached by the Vice-Chair, what elements of the secretariat workflow could usefully

be managed through the website

- 6.4 That a task group for marketing and communications, consisting of people having marketing/communications expertise or technical expertise, should be established to assist in the design of the website and the document mentioned at minute 3.2

## 7 Financial report

### *Approved*

- 7.1 The report and financial statements for the year ended 31 December 2008 audited by Baker Tilly Doc. 09/46
- 7.2 The final audit findings for 2008 prepared by the auditors Doc. 09/45

### *Agreed*

- 7.3 That the Board would recommend to the forthcoming Annual General Meeting that subscriptions for 2010 for UK members should be 1% higher than the rates for 2009
- 7.4 That in the case of Irish members, the Treasurer would consult CONUL with a view to securing their agreement that Irish members' subscriptions should from 2010 be consistent with their new JISC bands, so that a proposal could be framed for the Annual General Meeting accordingly; and that in the absence of such agreement by CONUL, the Board would propose for 2010 a 1% increase on their 2009 subscriptions
- 7.5 That the subscription on joining for any applicant Irish institution, not yet in membership, should be in accordance with the JISC band assigned to them

## 8 Membership of SCONUL

*Approved* an application for membership from the British Film Institute

### *Noted*

- 8.1 That Napier University changed its name to Edinburgh Napier University on 25 February
- 8.2 That Rebecca Davies had been appointed Director of Information Services, Aberystwyth University, following Mike Hopkins' retirement in May
- 8.3 That David Learmont had been appointed Director of Information and Library Services and SCONUL Representative, Bangor University, in March
- 8.4 That Elizabeth Selby had been appointed Dean of the Learning and Information Service, Southampton Solent University, on 25 March
- 8.5 That Ursula Crow had been appointed Library Manager and SCONUL Representative,

Buckinghamshire New University from March

- 8.6 That Ruth Jenkins had been appointed University Librarian, Loughborough University, following Mary Morley's retirement on 31 May



## Conferences, etc.

### 9 Meetings and conferences

- 9.1 *Approved* progress on the annual residential conference to be held in Bournemouth 10-12 June
- 9.2 *Agreed* that the appointment of a task force to consider the format of conferences from 2010 should follow a call by the Secretary for expressions of interest

### 10 Minutes

*Approved* the Minutes of the meeting of the Executive Board held on 17 February [Doc 09/29](#)

### 11 Dates of forthcoming meetings

*Noted* that future meetings of the Executive Board would be held at 10.30 on

Wednesday 1 July 2009

Strategic Planning Meeting, Dunchurch Park Hotel and Conference Centre, 22-23 July 2009

Tuesday 6 October 2009

Tuesday 8 December 2009

Tuesday 16 February 2010

Tuesday 20 April 2010 (Easter 2 and 5 April)

Tuesday 6 July 2010