

MINUTES

of a meeting of the Executive Board held at the
SCONUL Office, 102 Euston Street, London NW1 2HA
on Wednesday 1 July 2009 at 10.30

Present Jane Core (Chair), Toby Bainton, Jeremy Atkinson, Emma Bull, Alun Jenkins, Liz Jolly, John Lancaster, Sara Marsh, Fiona Parsons, Philip Payne

Apologies David Ball, Máire Lanigan, Joanna Newman

In attendance Philip Cohen (CONUL), Gail Downe (SCONUL Assistant Secretary)

The Chair welcomed new members to the Board



Company matters

1 Executive Board

Noted

- 1.1 That at the Annual General Meeting on 10 June 2009, the following were elected unopposed to be members of the Board: Jeremy Atkinson, David Ball, Emma Bull, Liz Jolly, Máire Lanigan, Sara Marsh, and Philip Payne

Confirmed

- 1.2 The co-option of Joanna Newman to represent the British Library
- 1.3 The co-option of Philip Cohen, to provide representation of SCONUL's members in Ireland

Considered

- 1.4 A further co-option with the purpose of ensuring representation from Scottish members

Agreed

1.4.1 That the Secretary should write to the Chair of the Scottish Confederation of University and Research Libraries inviting SCURL to nominate a Representative of a SCONUL member institution in Scotland to be co-opted to the Executive Board

1.5 Areas of delegated responsibility for Executive Board members along the lines of Doc. 08/56 rev.1

Agreed

1.5.1 That the Secretary would arrange for the 2008 document to be updated as far as possible in time for discussion at the Strategic Planning Meeting on 22-23 July



Strategic matters

2 Strategic issues

Collaborative strategic initiatives and developments

JISC

Noted

2.1 A report on the 'Libraries of the Future' programme Doc 09/73

Agreed

2.1.1 The issue by the Programme Management Board of an Invitation to Tender as described in the paper

2.1.2 The arrangements for authorisation of expenditure as proposed in the paper

2.1.3 That Anne Bell should be asked to express to the Programme Management Board the wish of the Executive Board to see the concerns and activities of the whole of SCONUL's membership reflected in the Programme; and for a clearly articulated strand identifying and discussing the special challenges and opportunities faced by higher education institutions led by teaching and learning

2.1.4 That the Board would like to receive at its meeting in October a more detailed report of the income and expenditure of the Programme so far

- 2.2 That Richard Chapman, Partnership Manager, JISC, had drafted a Memorandum of Understanding with a view to Associate Partnership between SCONUL and JISC Doc. 09/68

Considered

- 2.3 Themes and areas of joint interest to be included in a schedule to the Memorandum of Understanding, in addition to or instead of those drafted by the Secretary Doc. 09/72
- 2.3.1 *Agreed* that the Secretary should propose (in addition to minor corrections) amendments to the draft so as to incorporate strategic themes such as engagement with the research agenda, engagement with the learning and teaching agenda, and contributions towards a UK-wide coordinated knowledge resource for public purposes; and that despite the mutual nature of the proposals, the Partnership should recognise that one partner might need to take the lead in particular activities

Noted

- 2.4 A report from Sara Marsh on JISC initiatives on access management Doc. 09/70
- 2.4.1 *Agreed* the analysis of SCONUL's position presented in the report; and the suggestions contained in the report
- 2.5 A proposal for a JISC project, in respect of which Neil Jacobs of JISC has specifically asked the Board's advice: in particular, do the methodology and questions seem appropriate Doc. 09/64
- 2.5.1 *Agreed* that the Secretary should seek the advice of the Joint RLUK/SCONUL Scholarly Communications Group in time for the Strategic Planning meeting on 22-23 July

HEFCE

Noted

- 2.6 A report on SCONUL's shared services feasibility study of the Library Management Systems and related systems landscape Doc. 09/74
- 2.6.1 *Agreed* that the Secretary should convey to Anne Bell the Board's request that, notwithstanding the funding source, the study should aim to ensure benefit for the Irish members of SCONUL
- 2.7 That UK Research Reserve, after informal soundings, had indicated that it would appoint the Chair of SCONUL (from its Advisory Board) to its membership selection sub-committee, and that the Chair's representative for this purpose would be the SCONUL Secretary; and that once the composition of the sub-committee had been announced, it would be helpful for SCONUL to recruit to the UKRR mediation panel (see minute 1.7 of

the Executive Board's meeting of 21 April 2009)

2.8 *Recalled* that at its April meeting, the Board had considered a request from the M25 Consortium of Academic Libraries for financial support for its 'WAM25' project which would provide a workable system for members of one higher education institution to use, on visits to another institution, the e-resources available to members of the institution they are visiting; thus pursuing the 'HAERVI' agenda set out by SCONUL and UCISA in 2007-08

2.8.1 *Noted*

(a) that since the Board's April meeting, the funds allocated by JISC to WAM25 had left a shortfall of £10,000, and that, in accordance with minute 1.3.1 the officers of SCONUL had agreed on 2 June that SCONUL would contribute the remaining £10,000 in order to secure the community funding which was a condition of HEFCE's principal funding

(b) the funding structure of the WAM25 project as follows

Total cost of project (full economic costing)	£243,000
HEFCE Shared Services funding, conditional on funding from elsewhere	£150,000
M25 Consortium and LSE	£53,000
JISC	£30,000
SCONUL	£10,000

	£243,000

(c) that since UCISA's Executive had recently agreed to make a contribution of £5000 SCONUL would reduce its contribution to £5000 to match UCISA's (the M25 Consortium having agreed that this would be appropriate); SCONUL's contribution being in any event conditional on appropriate acknowledgement by the project

UCISA

2.9 *Noted* an oral report from the Secretary indicating that UCISA's Executive Secretary had accepted the Board's invitation to attend the Strategic Planning meeting on 22-23 July; that he now had a professional assistant (Anna Mathews); and that UCISA's Executive Board had offered the comment, in relation to SCONUL's Library Management Systems study, that LMSs might have to integrate closely with other systems such as student records, finance, and VLEs

SCONUL's international agenda

2.10 *Noted* that the proposed study tour to the Netherlands in 2010 would take place 10-14 May 2010, would be based in Amsterdam, would include one or more public libraries, and would cost approximately £1000

Internal SCONUL developments

Top concerns survey 2009

- 2.11 *Noted* the publication on 8 June on the website of the 2009 survey <http://www.sconul.ac.uk/members/topconcerns/>

Agreed

- 2.11.1 To convey thanks to Chris West for his work on the survey
- 2.11.2 To ask Linstock Communications to search the last three year's surveys for significant trends or key messages

Review of the Secretariat

- 2.12 *Noted* that at the initiation of the Vice-Chair, her colleague Jane Caddick of the University of Wolverhampton had agreed to provide assistance in identifying office workflows that might be assisted through the reconfigured website

SCONUL's conferences

- 2.13 *Noted* that Christine Fyfe and Maxine Melling (then Board members) had met the Secretary on 4 June and had prepared proposals for discussion in relation to SCONUL's future annual residential conferences; and that the proposals would be on the agenda of the strategic planning meeting 22-23 July [Doc. 09/69](#)

- 2.13.1 *Agreed* (subject to local confirmation) that the annual residential conference in 2010 would be held in Leeds in June

Working Groups

Approved

- 2.14 The appointment of Helen Workman (Oxford Brookes University) as Chair of the SCONUL Access Steering Group
- 2.15 The appointment of Christopher Pressler (University of Nottingham), Research Libraries UK nominee this time, as Chair of the RLUK/SCONUL Joint Scholarly Communications Group
- 2.16 The following appointments to the Working Group on Quality Assurance (in the light of the resignation of Scott Robertson and the forthcoming retirement of Michael Breaks): as Chair, Carole Pickaver (University of Kent); as representative of SCONUL in Scotland, Gordon Hunt (University of the West of Scotland)
- 2.17 The appointment of Mary Davies (King's College London) as Chair of the Working Group on Performance Improvement

- 2.18 The appointment of Ann Davies (Open University) to the Working Group on Performance Improvement

Noted

- 2.19 The election on 3 June of Cathy Walsh (University of East London) to the SCONUL Access Steering Group
- 2.20 That UCISA's Executive Board had been invited to nominate a representative to the Working Group on Quality Assurance following Helen Fletcher's departure from higher education

Strategic Planning Meeting, 22-23 July 2009

- 2.21 *Considered* the agenda for the Strategic Planning Meeting, Dunchurch Park Hotel and Conference Centre, 22-23 July 2009 Doc. 09/75
- 2.21.1 *Agreed* minor changes to the agenda



Company matters

3 Formal reports

Noted

- 3.1 A paper from the Secretary on activities, developments and appointments Doc. 09/59

4 Secretariat offices

Considered a paper from Toby Bainton, John Lancaster and Máire Lanigan recommending a design for refurbishment of the offices at a cost of approximately £95,000, work to commence on 1 August Doc. 09/66

- 4.1 *Agreed* that the Secretary be authorised to sign a construction contract and a separate furnishings contract, together conforming as nearly as possible to the budget and start date proposed, subject to the holding of a further meeting of John Lancaster, Philip Payne and the Secretary with MacKay and Partners in order to secure final assurances with regard to furniture and finishes.

5 Post of Secretary

Agreed

- 5.1 The principles and proposals in a paper from the Secretary on the formal position of the Secretary of SCONUL in relation to official guidance on charity governance [Doc. 09/60](#)
- 5.2 That the Secretary and Vice-Chair should accordingly draft proposals for a new Rule 8 for SCONUL's *Rules for the conduct of business*

6 Secretariat and communications

Noted an oral report from John Lancaster, indicating that (a) Linstock Communications, at a meeting with John Lancaster, Máire Lanigan and the Secretary on 18 June had been commissioned to propose a budget and plan for a brief publicity document for strategic policy-makers; (b) that John Lancaster had established a group of technical experts to test the brief for the website specification (now virtually complete); (c) that an Invitation to Tender would be issued in October with the evaluation of tenders taking place in time for a contract to be signed by the end of the year

7 Financial report

Agreed, in relation to the subscription rates of Irish members now that JISC bands had been assigned to them, that the Treasurer would propose to the Consortium on National and University Libraries that Irish members should pay subscriptions to SCONUL according to their bands as assigned by JISC, but that this change in practice should be phased over three years

8 Membership of SCONUL

Noted

- 8.1 That SirsiDynix had joined SCONUL as Corporate Members
- 8.2 That Roisin Gwyer had been appointed University Librarian, University of Portsmouth, from 1 July
- 8.3 That Wayne Connolly had been appointed University Librarian, Newcastle University, from 29 April
- 8.4 That David Pearson had resigned from the post of Director, University of London Research Library Services, on 30 April
- 8.5 That Jacqueline Whiteside had retired from the post of University Librarian, Lancaster University, in May
- 8.6 That Sara Marsh, Director of Learner Support Services, University of Bradford, had been

appointed the SCONUL Representative

- 8.7 Tom Finnigan would resign from the post of Director, Learner Support, Glasgow Caledonian University, on 31 July and Jeff Murray, Chief Information Officer, had been appointed the SCONUL Representative
- 8.8 That William Marsterson would retire from the post of Director of Learning Resources and University Librarian, Middlesex University, on 24 July
- 8.9 That the University of Teesside had been rebranded Teesside University from 26 May
- 8.10 That Diane Job had been appointed Director of Library Services, University of Birmingham, from 1 September
- 8.11 That Michael Breaks would retire from the post of University Librarian, Heriot-Watt University, on 31 August and that Gill McDonald would be Acting University Librarian from 1 September
- 8.12 That Jon Purcell had been appointed University Librarian, Durham University, from 1 September
- 8.13 That John Morrissey had retired from the post of Librarian, St Mary's University College, Belfast, on 30 April and that Felicity Jones had taken over as Librarian
- 8.14 That Peter King would retire from the post of Director of Library Services, University of Bristol, on 31 August and that Cathryn Gallacher, Assistant Director (Client Services) had been appointed Director of Library Services and Information Services Communications from 1 September



Conferences, etc.

9 Meetings and conferences

Noted an evaluation compiled by the Assistant Secretary of the residential conference in Bournemouth 10-12 June [Doc. 09/71](#)

Agreed that the following people should constitute a task force to plan the Autumn conference, 17 November 2009: Jeremy Atkinson, Liz Jolly and Sara Marsh

10 Minutes

Approved the Minutes of the meeting of the Executive Board held on 21 April [Doc 09/50](#)

11 **Any other business**

Noted proposals for a forthcoming merger of the National Council on Archives, the Society of Archivists and the Association of Chief Archivists in Local Government

12 **Dates of forthcoming meetings**

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

Tuesday 6 October 2009
Tuesday 8 December 2009
Tuesday 16 February 2010
Tuesday 6 July 2010

(Autumn Conference would be held 17 November 2009)

12.2 *Agreed* that the date of the meeting proposed for 20 April 2010 would be changed if a suitable alternative could be found