

MINUTES

of a meeting of the Executive Board held at
the SCONUL Office, 94 Euston Street, London NW1 2HA
on Tuesday 13 April 2010 at 10.30

Present Jane Core (Chair), Jeremy Atkinson, Toby Bainton, David Ball, Emma Bull, Alun Jenkins, Liz Jolly
, Máire Lanigan, Sara Marsh, Fiona Parsons, Philip Payne

Apologies John Lancaster

In attendance Philip Cohen (CONUL), Gail Downe (SCONUL Assistant Secretary), Helen Durndell
(SCURL), Joanna Newman (British Library (until item 2.16)), David Prosser (Research
Libraries UK)



Strategic matters

1 Introductions

The Chair welcomed David Prosser of Research Libraries UK

2 Strategic issues

Collaborative strategic initiatives and developments

HEFCE

Noted

2.1 A paper from Anne Bell (Warwick) providing reports on the Shared Services Feasibility Study and the Libraries of the Future initiative [Doc. 10/58](#)

2.2 The *SCONUL Shared Services Study Business Case* (November 2009) and Appendices [Docs. 10/56](#) & [10/57](#)

2.3 The programme for the Shared Services community event to take place on 19 May at the MIC Centre, Euston Street, London [Doc. 10/49](#)

2.4 *Considered* the questions raised in paragraph 8 of Anne Bell's report

Agreed

- 2.4.1 That the report be made publicly available prior to the 19 May community engagement event (MIC Conference Centre, London NW1, already advertised to SCONUL representatives as an invitation-only event for them and selected additional participants)
- 2.4.2 That no additional areas of activity or funding occurred to the Board
- 2.4.3 To endorse the questions suggested by the Steering Group for consideration at the 19 May event

Agreed further

- 2.4.4 That, in respect of funding the project (assuming no funding from HEFCE), the most hopeful option might be to divide the project into smaller work-packages suitable for smaller-scale funding, perhaps by higher education institutions ; and that SCONUL might be able to find a sum of the order £5000 to £10,000 in order to sustain momentum
 - 2.4.5 That system vendors may be influenced to develop their products in directions aligned with the general aim of the study: and confidential approaches to them by JISC and/or SCONUL might be helpful
 - 2.4.6 That the 19 May event would need to be in the nature of a briefing, without too much detail, raising general questions; and that David Kay's presentation (subject to his consent) and the established wiki should be used to raise awareness in advance
- 2.5 *Noted* that the amalgamated funds for the Libraries of the Future programme, hitherto held by SCONUL, were transferred early in March to the Research Information Network, which because of its integration with the British Library's accounts system is able to reclaim any VAT payable on the costs of the programme
- 2.6 *Considered* a report by the Secretary on a meeting held on 22 March by the M25 Consortium's 'WAM25' project steering group on walk-in access to e-resources in higher education libraries; and a paper prepared by the project group outlining the history of the project Docs. 10/48 & 10/41
- 2.6.1 *Agreed* that the Secretary should write to Liz Chapman, chair of the project steering group, with the Board's endorsement of the project as increasingly important, and offering SCONUL's help in lobbying (perhaps with the Research Information Network, Research Libraries UK, the UK Research Reserve, JISC's Identity Management initiative, and/or the Museums, Libraries and Archives Council to secure funding, from individual higher education institutions if necessary, on the grounds that the issue addressed by the project is primarily a research and learning issue

The Leadership Foundation

- 2.7 *Noted* a proposal from the Leadership Foundation (e-mail to the Chair and Secretary, 8 April, from Dr Lesly Huxley, Director of Publications and Organisational Development) for an annual, informal, meeting between the Foundation and SCONUL to review joint working, to receive and give feedback, and to look to future common strategic themes and opportunities
- 2.7.1 *Agreed* to accept the proposal warmly

Research Information Network

Noted

- 2.8 That a new guide *Challenges for academic libraries in difficult economic times* had been published (SCONUL was a contributor to the study) <http://www.rin.ac.uk/challenges-for-libraries>
- 2.9 That the Secretary had brought the report to the attention of the British Universities Finance Directors Group, who had responded that they were keen to liaise with SCONUL over the question of VAT for e-books

UK Research Reserve

- 2.10 *Approved* proposed revised Terms of Reference for the UK Research Reserve Mediation Panel (drafted by the Panel at its first meeting, 12 February), amending the previous version approved by the Board on 21 April 2009 Docs. 10/50 & 09/39

Research Libraries UK

- 2.11 *Noted* that David Prosser had taken up the post of Executive Director on 8 March

The British Library

Noted

- 2.12 A letter from the British Library about its proposed modernisation and restructuring of the Scholarship and Collections Directorate Doc. 10/47
- 2.13 That the outcomes of the workstreams contributing to the British Library's '2020 vision' would probably be published in the late summer

LIS Research Coalition

- 2.14 *Considered* a paper from Hazel Hall of the LIS Research Coalition inviting SCONUL to become a member, together with the Coalition's annual report 2009-10 Docs. 10/38 & 10/39

- 2.15 *Agreed* that the Board felt that full member status was too costly an option for SCONUL (almost equivalent to the combined total of existing subscriptions to other bodies) but that the Secretary should explore with Hazel Hall what relationship SCONUL might have with the coalition, given SCONUL's experience in collecting a large dataset of statistical evidence

The Digital Economy Bill (UK)

- 2.16 *Noted* that the Bill had been subject to the so-called 'wash-up' process in Parliament (for Bills with cross-party support which have not completed their progress when an election is called), and that the provisions for orphan works had disappointingly been dropped. On the other hand a ministerial assurance had been given, on the parliamentary record, that the OFCOM code relating to on-line copyright infringement would not be considered satisfactory by the Government unless it took account of the special position of higher education institutions and their existing good practice

SCONUL's international agenda

- 2.17 *Noted* that SCONUL's international strategy 2010 and the associated revised Action Plan, both prepared by the Task and Finish Group on International Strategy, had been circulated to SCONUL members on 24 March and uploaded to the SCONUL website following e-mailed comments and approval by Board members [Doc. 10/27 Rev.1](#)

3 Internal SCONUL developments

Working Groups

Noted

- 3.1 That Caroline Lloyd (London School of Hygiene and Tropical Medicine) had resigned from the SCONUL Access Steering Group
- 3.1.1 *Considered* a proposal from the SCONUL Access Steering Group for a simplification of arrangements for 'reference only' access between SCONUL libraries [Doc. 10/51](#)
- 3.1.2 *Agreed* that the Board had misgivings about reducing the identity test for 'reference only' access, because without clear identification of badly-behaved students, it would be more difficult for host institutions to request disciplinary procedures from the students' home institution; but that nevertheless the Board accepted the proposal on the basis that it would be further examined and the detailed workings improved by the SCONUL Access Steering Group
- 3.2 That Hazel Woodward (Cranfield University) had resigned from the RLUK/SCONUL Joint Scholarly Communications Group
- 3.2.1 *Agreed* that suggestions should be sent by Board members to the Secretary by the end of the week for the appointment of a SCONUL Representative from

amongst post-1992 institutions to take the place of Hazel Woodward; and that in the event of more than one name being suggested the Chair, Vice-Chair and Secretary should decide on one

- 3.3 *Received* an oral report from Máire Lanigan, on behalf of the Task Force on Marketing and Communications, noting that (1) the procurement of the new website was well in hand, under the leadership of John Lancaster, with interviews of the companies submitting tenders planned for 10 May; (2) that the signage of the street entrance of the SCONUL office had entered the design phase (coordinated with other tenant companies in the building); (3) that the conference planning team intended to ask all Working Groups to produce a poster for the annual residential conference to outline their work; (4) that the Task Force would propose revised terms of reference for Linstock Communications, giving more emphasis to the presentation of SCONUL to external audiences; (5) that Linstock Communications would be invited to the Strategic Planning meeting in July; (6) an important question for the new Executive Board after the AGM was how the Board itself might be more supportive of the Chair, perhaps by appointing individual Board members to lead on specific policy areas

- 3.3.1 *Agreed* that the *Annual review 2010* be designed to the standard established in the past few years but that it should be available in PDF only



Company matters

4 Executive Board

- 4.1 *Noted* that an election would be held for the position of Vice-Chair to take office from the conclusion of the AGM 2010: the Current Vice-Chair would progress to Chair (for two years) without election; the Treasurer's term of office would run until the AGM 2011; and the next vacancy on the Executive Board would arise on the completion of the three-year term of John Lancaster at the AGM 2011, unless a vacancy were to arise as a result of the election for Vice-Chair
- 4.2 *Considered* a note by the Secretary on the uneven rotation of Executive Board membership, its possible cause in a drafting error in the Articles, and a possible solution Doc. 10/40
- 4.2.1 *Agreed* that the issue should if possible be addressed, and that the Secretary should bring revised proposals to the next meeting, including: provision for nine elected Board members (instead of eight) with three retiring each year; and exceptional eligibility for members retiring prematurely to be re-elected for a one-year term

5 Formal reports

Noted current directorships and other outside interests of Board members Doc. 10/04 rev.1

Considered a paper from the Secretary on activities, developments and appointments
Doc. 10/37

- 5.1 *Endorsed* the proposed merger of the National Council on Archives with the Association of Chief Archivists in Local Government and the Society of Archivists

Approved

- 5.2 Julie Berry (Salford) and Jason Briddon (UWE Bristol) appointed to the Working Group on Quality Assurance
- 5.3 Alison Mackenzie (Edge Hill) and Cathie Jackson (Cardiff) been appointed Chair and Secretary, respectively, of the Working Group on Information Literacy
- 5.4 Valerie Stevenson (Liverpool John Moores University), the only eligible candidate, appointed editor of SCONUL Focus after edition 50, approximately in August 2010, in succession to Antony Brewerton, who wished to resign after 10 years' editorship

Approved the draft *Annual review* for 2009, subject to minor corrections and changes to be sent within two weeks to the Secretary Doc. 10/01

6 Membership of SCONUL

Noted

- 6.1 That Leeds Trinity and All Saints became Leeds Trinity University College in September 2009 following its new university college status
- 6.2 That Wilson Smith had retired from the post of College Librarian, Edinburgh College of Art, on 31 March and that Jane Furness, Reader Services Librarian had been appointed as the SCONUL Representative
- 6.3 That Sue McKnight would leave the post of Director of Libraries and Knowledge Resources, Nottingham Trent University, on 21 May
- 6.4 That Fiona Ross had been appointed Director, National Library of Ireland, from 8 March
- 6.5 That Simon Chaplin had been appointed Head of the Wellcome Library, from February
- 6.6 That Debbi Boden had been appointed Director of Library Services, Glasgow Caledonian University, from 22 March
- 6.7 That Kitty Guiver would leave the post of Academic Services Librarian, Norwich

University College of the Arts, on 31 March, and that Tim Giles, Librarian, had been appointed SCONUL Representative

7 Post of Secretary

Noted an oral report from the Chair about steps and timescales for the appointment of a new Executive Director, noting that a job specification would be finalised by the time advertisements were placed by the end of the week, and that interviews would be held on 1 July

8 Secretariat and communications

8.1 *Noted* that on 8 March invitations to tender for the development of the SCONUL website had been sent to the following: Reading Room, Cimex, White Space Design, Eduserv and ILRT; and that the tenders were due on 16 April; and that the Task and Finish Group on Marketing and Communications had made detailed arrangements for the selection process when they met on 19 March; interviews would be held on 10 May

9 Financial report

Noted

9.1 Four papers from the Treasurer: a revised budget for 2010; a revised risk register; a draft multi-year budget; and a paper giving background for the Board's decision for a recommendation to the Annual General Meeting as to the level of membership subscriptions for 2011 Docs. 10/59 & 10/60 & 10/61 & 10/62

Approved

9.2 The revised risk register subject to the addition of £20,000 to cover risks associated with launching a new website

9.3 The concept of a project initiation process, whereby Working Groups propose projects to the Board, subject to funding to be approved later by the Board

Agreed

9.4 That the revised budget for 2010 would be adjusted by the Treasurer in order to provide for: e-measures (to be proposed by the Working Group on Performance Improvement); for short-term funding to support the shared services initiative, if necessary, of the order of c. £10,000; and for promoting the HAERVI agenda, and for the International Strategy Group; and that Board members would respond by e-mail with their own comments and/or approval to the Treasurer

9.5 To recommend a rise in subscriptions for 2011 of 1%



Conferences, etc.

10 Meetings and conferences

10.1 *Approved* progress on planning the annual residential conference in Leeds, 16-18 June 2010

10.2 *Considered* a paper from David Ball on the future of SCONUL's conferences and other events

10.2.1 *Agreed* that David Ball, Liz Jolly and Philip Payne would constitute an events working group to consider the proposals further, ideally also consulting delegates at the forthcoming conference in June; and that new formats for conferences should begin in 2011

11 Minutes

Approved the Minutes of the meeting of the Executive Board held on 16 February [Doc 10/30](#)

12 Other business

Received a paper from Philip Payne showing strategic partners and lobbying targets

Approved the concept in principle, noting that the current paper showed English entities only and that a further paper would be presented at the Strategic Planning meeting in July

Agreed that a two-day (24-hour) strategic planning meeting would be held during the week beginning 19 July

Noted a proposal from John Lancaster that the Board consider further education colleges delivering higher education courses for possible membership of SCONUL

Agreed to pursue this at the Board's next meeting

13 Dates of forthcoming meetings

Noted that the next meeting of the Executive Board would be held at 10.30 on Tuesday 6 July

Considered the following dates for future meetings of the Executive Board

12 or 19 October 2010

7 December 2010

8 or 15 February 2011
12 or 19 April 2011
5 or 12 July 2011

Agreed that Board members would notify their availability to the Secretary so that the dates could be set