

## Health Libraries Group of CILIP

### Minutes of the meeting held at CILIP, Ridgmount Street, London, Farradane Room West, on Tuesday 9<sup>th</sup> December 2008

Present:

Lori Harvard (chair of meeting); Sarah Lawson (SL) (Secretary); Richard Parker (RP) (Honorary Treasurer); Pauline Blagden (PB); Jennifer Wilkinson (JW) (observer); Julie Ryder (JR); Emily Harker (EH); Gary Birkenhead (GB); Helene Gorring (HG); Frank Norman (FN); Heather Chesters (HC); Richard Bridgen (RB); ); Penny Bonnett (PBo); Andrea Lane (AL); Helen Buckley Woods (HBW); Elise Collins (EC)

#### 1. Apologies for absence

Apologies were received from:

Vicky Sergeant (VS); Michelle Wakes (MW); Jane Shelley (JS); Maurice Wakeham (MWa); Graham Walton (GW); Sharon Stevens (SS); Claire O'Connor (CO)

#### 2. Minutes of the meeting of 11/09/08 and matters and actions arising

The minutes were accepted as an accurate record of the last meeting.

#### **Matters arising:**

**Action: contact JR if you wish to add your biography to Committee webpages.**

**Carry forward: NHS pay structure issue, and oral history project – for future chair to take forward**

RP reported that the increase in HILJ income was due to the removal of costs associated with including a copy of HLG newsletter in with the journal.

#### **Leslie Morton memorial fund**

FN tabled a paper on a meeting on 24th September to discuss the fund. The meeting had proposed the amalgamation of the fund with the Barnard Fund. HLG committee had some concerns about this, and recommended that the funds were kept in separate accounts. The Leslie Morton fund also needs criteria to distinguish it from other funds, e.g. HLG bursaries. The reviewed information would be added to the website.

**Action: FN to contact Barnard Trustees with this recommendation.**

**Action: FN to draft and circulate nomination criteria for Leslie Morton fund for approval at next HLG committee meeting.**

JR had contacted NLH regarding a link from NLH for librarians to HLG. However, this may be postponed until the move to NHS Evidence

## **Archives**

HLG archives have been relocated from OU to UCL. JR and SL are working on retrospective/future archiving, with a focus on electronic archiving as far as possible.

RP had checked about requirements for retention of accounts, and is awaiting a response.

JR investigated the possibility of password protected areas of HLG website. This would only be possible at HLG members level, and not specifically for the Committee.

## **Action: JR to circulate the reply from CILIP**

### 3. HILJ

Melanie Brocklehurst and LH had contacted Martin Tilley and his successor Alison Gridley to discuss HILJ editor replacements.

EH reported that the application deadline had passed, and that interviews would take place on the 16<sup>th</sup> January. EH would be on the panel along with GW and Alison Gridley. PBo reported that at least one application had been received.

## **Carry forward : next chair to chase up issue of HILJ business reports**

PBo reported that the 25<sup>th</sup> Anniversary issue was now available.

There will be a review of the relative roles of HLG Newsletter and HILJ once the new HILJ editor and HLG chair are in post.

### 4. Newsletter

Elise Collins has been appointed to the role of newsletter editor, and was welcomed to the Committee.

There had been a discussion at HILJ editorial board about increasing membership of the HLG members mailing list, e.g. including a reply slip in the HLG newsletter mailing.

It was agreed that the improvements in members' email lists in February 2009 (as referred to in the B&G newsletter) should resolve some of the issues around emailing members.

EH has delayed publication of the December issue, awaiting input from LfN.

## **Action: LH to chase up LfN submission.**

## 5. CPD panel

### **Action: PB to send report to SL for distribution**

A new Umbrella rep has been appointed – Sharon Stevens. However, conference posts are still vacant.

The CPD panel had reviewed the Bursary scheme, and agreed that slight clarification and improved promotion was needed, e.g. linking to chartership/fellowship, and adding case studies to the website.

PB has completed a questionnaire as part of the interim review of CILIP's seal of recognition.

PB reported that CPD panel members had volunteered to update the Working in Health Information Guide.

The CPD panel had discussed topics of study days to be subsidised, in liaison with NLH. Three were brought to the Committee: Knowledge Management, Evidence Based Information Literacy, and Research methods.

It was agreed to go ahead with the KM and Research methods study days, the latter possibly as blended learning – with the online element developed by NLH. It was agreed that costs would be £1,000 maximum per event, and that there would be a modest fee for attendees, which would include lunch costs.

LH and RB reported that IfMH and HLG Wales are working on a joint study day which would be subsidised, to combine resources and maximise attendance.

## 6. Membership and publicity

SL had attended a 'raising your profile' evening event aimed at CILIP groups, on 12<sup>th</sup> November. The presentation from this event had been circulated. Some key points were: the variety of methods which groups use to communicate with members; and the benefits of a communication strategy.

There was a discussion about holding HLG events in evenings, or of having a health library focus to existing events, e.g. chartership.

SL also raised the possibility of having HLG email addresses.

### **Action: JR to investigate HLG email addresses.**

GB highlighted the B&G newsletter which had been circulated. Key points were the improved membership email list as mentioned in section 4, and the related need for HLG members to keep their CILIP records up to date. Information on this would be added to the website and the newsletter mailing.

GB reported on the circulation of HLG leaflet in Update, and it was agreed

that the distribution – when members are receiving renewals information – was very well-timed.

**Action: JR to check HLG ‘subscriber’ information on the website**

GB also reported that Claire O’Connor would be standing down as publicity materials rep.

8. HLISD

JR had circulated a report. SL is now on Service Board.

9. Subject groups

IFMH

A report had been circulated. RB reported that the AGM has taken place. They have a new study day organiser – Adrienne Speake, a new secretary, and a new publicity rep – Elisabeth Barry.

Their discussion list is now a jiscmail list, and the group is preparing for elections. The latest issue of Inform is based on the HLG conference sessions.

HLG Wales

LH reported that the NHS Careers Wales document had been accepted by the Committee and would be issued in December 2008.

The critical appraisal session had been run at a loss, but had been very well-received by attendees – including one from outside Wales.

LH had presented at CILIP Cymru members day, and they would be organising two joint events in 2009 on health information for non health librarians, along with CMAL.

LfN

LH reported that a very well attended study day had taken place in November on evidence based library and information practice for evidence based nursing.

10. Website

JR reported that she has been experiencing problems with the new statistics programme. Committee papers were being added. EC has been adding information on events. It was agreed that these should be placed in both international and CPD sections as appropriate.

**Action: JR to chase Joan Thompson at CILIP for outstanding HLG conference presentations and posters.**

**Action: All to feedback any amendments, comments on website to JR**

## 11. Core collections

HG had circulated the minutes from a meeting held on 15<sup>th</sup> October. The purpose, objectives and scope of the Core Collection had been defined, along with audience, level and format. It was agreed that a print format would be maintained.

Leads for collections had been agreed, including a new health management section, except for primary care and allied health.

HBW had developed a Wiki for developing the core collection content.

**Action: HG to send JR an update to be added to the website.**

## 12. Policy

SL had circulated the section on information management from the NHS careers booklet. This had been sent to HLG at too late a stage to add a section on health librarianship for this edition. However, it was agreed that HLG should contact the creators to suggest inclusion in future editions.

**Action: LH to send SL the NHS Careers Wales document when this is published. SL to then contact creators of NHS Careers England to investigate inclusion in this document.**

MWa had circulated a report from the CILIP Policy Forum. It was agreed that there needed to be some clarity on the role and functions of the 'policy panel'.

**Action: SL to contact MWa re: the revised document on the panel, and to arrange a meeting of panel members in advance of the next HLG committee meeting.**

## 13. International

Three applications had been received for the EBSCO MLA Bursary. These were tabled at the meeting and the Committee approved applicant 3.

The Committee had sponsored a Phi event, for which a report would be written up in the HLG newsletter.

## 14. Treasurers' report

RP had circulated the latest (and his final) financial report. The Phi event had been added against short courses. The report showed a healthy financial balance, especially with the increased HILJ income. CILIP capitation was reduced, due to a review of how these are calculated.

**Action: PB to chase up HLG conference income.**

The Committee thanked RP for all his hard work as Treasurer.

## 15. Councillors report

There is no HLG rep on Council as a result of restructuring in governance at CILIP. The 'policy panel' should provide the link between the Council and HLG committee.

## 16. Officers/elections

SL has distributed reminders on discussion lists (including an offer of mentoring support in London), and had emailed SHA library leads in England.

SL reported that the only officers' nomination received had been for Heather Chesters, who has been appointed as Treasurer. SL had received an additional nomination for an ordinary committee member, subsequent to emailing SHA library leads.

EH volunteered as Secretary and RB volunteered as Assistant Treasurer at the meeting.

It was agreed that an item should be added to the HLG newsletter and other networks promoting the vacancy for Chair, and that CILIP should be made aware of the situation, and the issues with the timing of officer changeovers.

LH agreed to follow up any actions for the Chair from this meeting into mid January. If a new chair had not been appointed by then, a volunteer would then need to be sought for the next Committee meeting.

**Action: SL to circulate request for Chair via UHMLG, CHILL and SHINE.**

**Action: LH to circulate to Wales networks**

**Action: EH to add information into the HLG newsletter**

**Action: SL to contact CILIP regarding vacancy for Chair**

## 17. AOB

FN reported that Shane Godbolt has circulated information on the death of Eileen Read. An obituary would be included in HILJ.

JR raised the need for an Annual report for 2008-9. It was agreed that JR should compile the report.

**Action: JR to contact relevant committee members regarding their sections of the report.**

LH gave thanks to those members of the Committee who were standing down in their roles.

**Dates of 2009 meetings – all at CILIP HQ, 10.30am-3pm:**

Wednesday 11<sup>th</sup> March, Wednesday 24<sup>th</sup> June, Thursday 3<sup>rd</sup> September