

## Health Libraries Group of CILIP

### Minutes of the meeting held at CILIP, Ridgmount Street, London, Meeting room West, on Thursday 11<sup>th</sup> September 2008

Present:

Melanie Brocklehurst (MB) (Chair); 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); Lori Havard (LH); Helene Gorring (HG); Frank Norman (FN); Vicky Sergeant (VS); Heather Chesters (HC); Richard Bridgen (RB)

#### 1. Apologies for absence

Apologies were received from:

Penny Bonnett (PBo); Michelle Wakes (MW); Andrea Lane (AL); Jane Shelley (JS); Maurice Wakeham (MWa); Graham Walton (GW); Helen Buckley Woods (HBW)

#### 2. Minutes of the meeting of 04/06/08 and matters and actions arising

##### Section 8 – HLG Wales

SchARR should be SURE.

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

#### **Matters arising:**

**Action: JR to contact members for any outstanding biographies for Committee webpages.**

**Action: MB to chase up NHS pay structure issue, including costs of professional membership.**

**Action: MB to contact James Beeton about the oral history project as he was Secretary during the relevant period.**

MB had chased Shane Godbolt regarding Leslie Morton Fund. There was a discussion around the pressing need to resolve this issue, and separate the Fund from HLG accounts. CILIP have raised it as an issue several times, and it was originally agreed that holding the money in HLG accounts was to be a short term measure. However, HLG would be able to provide support in selecting recipients of funding.

**Action: MB to contact Shane and Richard Osborn to check if a proposed meeting to discuss the fund is going ahead week beginning 22<sup>nd</sup> September.**

EH is now sending electronic copy of HLG newsletter to CINAHL for indexing. She had also checked that the newsletter is continuing to be indexed in other databases, and had forwarded relevant information to LfN and HILJ.

**Carry forward: JR to check if NLH for librarians links to HLG.**

MB had attended CILIP in London event where it was reported that CILIP Council have prioritised membership information to be resolved in the Autumn, as it is an issue across the board.

SL reported that UCL have space for HLG archives. It was agreed that future archiving would be electronic.

**Action: SL to confirm that storage is free, and to investigate transportation and indexing of recent archive materials.**

**Action: RP to check requirements for retention of accounts.**

**Action: JR to investigate password protected areas of HLG website.**

**Carry forward: PB to check progress of update of Working in Health Information Guide.**

### 3. Chair's Report

MB had attended CILIP in London event. Main discussions, in addition to membership information, were around collaboration with other groups, events being open to all, and publicity - use of Gazette and online calendar.

MB had also been contacted by CILIP for views on salaries in the health information and library sector, and by Linda Constable, for a scoping project on advocacy materials on CILIP website.

### 4. HILJ

Graham Walton has resigned as Editor. The Committee recorded their thanks to Graham. Graham will remain as Editor for six months. HILJ is also no longer within the remit of Martin Tilley at Blackwells.

Blackwells have a process for recruiting a replacement, and an advert is planned to go in the next issue of HILJ. Graham will be on the interview panel. It was agreed that there should be another HLG rep on the panel – EH volunteered to be the rep, in the absence of an HLG chair.

It was also agreed that the new Editor should join HLG upon appointment (if they aren't an existing member) and also be encouraged to regularly attend Committee meetings.

**Action: MB to contact Martin Tilley to confirm all of the above, and timescales for recruitment.**

There was also a discussion around promoting the Impact factor.

**Action: MB to contact Martin for a formal communication from Blackwells which could be used as basis for publicity in HLG newsletter, website and Gazette.**

#### 5. Newsletter

EH announced that she was resigning as editor. The Committee recorded their thanks for all her hard work and success with the newsletter. EH will be a HILJ column editor from March 2009. Her final HLG newsletter will be the December issue. EH is staying on the HLG committee. An advert will be placed in lis-medical, HLG members list and website.

**Action: EH to draft an advert and selection exercise to recruit a replacement with GB and JR.**

**Action: EH to compile a role profile for the newsletter editor, including time requirements.**

**Action: EH to draft an advert and selection exercise to recruit a replacement with the GB and JR.**

#### 6. CPD Panel

MW had produced a paper which had been circulated. PB reported that the panel were awaiting applications for Bursaries, which would be discussed at their next meeting in October, where the system for Bursary applications would be reviewed.

Conference Bursary applications had been well subscribed, and reports had been received from all recipients, and would be added to the HLG newsletter.

The Committee recorded thanks and congratulations to all those involved in the conference.

MW and PB are stepping down as Conference Director and Programme Lead. An Umbrella rep is also urgently needed as MW is currently covering this (an advert for this role had been circulated). HLG will have 5 sessions at Umbrella for which MW is contacting speakers.

There was a discussion about recruiting volunteers for Committee roles, including circulating information to local networks, and to Chartership candidates and mentors, and the need for role descriptions, and possible shadowing support. An advert will be placed on lis-medical, HLG members list and website.

**Action: ALL of those who are stepping down to send information to JR for addition to the website and for MB to draft an advert with all positions available on the Committee.**

## 7. Membership and Publicity

GB had investigated costs of inserting HLG information in Gazette. This would be £882 for £1,000 leaflets (including 30% discount as a CILIP group). Gazette is circulated to 18,000 members.

It was agreed that the leaflet should be inserted in Gazette before CILIP members receive their renewal notices.

There was a discussion around having an HLG stand at Umbrella and it was agreed that there were alternative methods, e.g. sessions, AGM, table displays.

GB announced that Claire O'Connor had returned from maternity leave and would be recommencing her role as publicity officer, as Lucy McCaskie has now resigned from the Committee.

## 8. Online Directory, HLISD

JR had circulated an update. HLISD status within NLH is an issue, as is the relationship with HLG and RCN, Alan Fricker and Andy Richardson are producing documents to address these issues.

## 9. Subject Groups

### **HLG Wales**

HLG Wales are organising a critical appraisal training event on 15<sup>th</sup> November, run by SURE at Cardiff University.

LH will be meeting NHS Careers in October to discuss information in their booklet and website, which will be published in December.

LH will be speaking at a special libraries day at the library school in Aberystwyth, and will also be giving a talk at CILIP Cymru members day. She has also been liaising with the National electronic Library for Wales.

HLG Wales have recently set up a blog which will be publicised in their next newsletter.

### **Information for the Management of Healthcare (IFMH)**

RB reported that the group needs another study day co-ordinator. They are hoping to run a study day in February/March. They are holding their AGM the week beginning the 15<sup>th</sup> September at SchARR, when they will be revising their constitution.

The next issue of Inform will include reports from the conference and other

articles.

They now have two levels of membership – Associate (free) and subscription – which provides Inform and discounts on events. They have developed a business plan with four main aims, including CPD, networking and research.

Their publicity officer is hopefully returning to their role shortly.

### **Libraries for Nursing (LfN)**

JS had emailed a brief update, including finalising a study day in November, their upcoming bulletin (for which she welcomed contributions), and 2 new committee members.

#### 10. Website

Most conference posters and presentations have now been added. JR will be contacting remaining participants to see if they would like to add their documents to the website.

#### 11. Core Collection

A meeting will be held on 15<sup>th</sup> October in Birmingham, between HG, RB, LH, RN and Richard Jones, to discuss the options. It was confirmed that money was available to support developments.

#### 12. Policy Panel

MWa had circulated a draft terms of reference and background information.

It was agreed that the main purpose would be responding to relevant external policies, consultations and initiatives, as well as contributing to internal CILIP consultations and developments, working with other relevant bodies, including NLH, and proactively monitoring the environment. The name of the panel was also discussed, with the terms advocacy and engagement mentioned.

#### 13. International

There is now a section on the website, including conferences, exchanges, and donations. HG will be attending Phi meeting as an observer.

There was a discussion around the EBSCO bursary for MLA 2009. It was agreed that applicants should be HLG members.

**Action: HG and FN to draft advert and shortlist criteria**

**Action: PB to send FN and HG conference bursary criteria**

#### 14. Treasurer's report

RF presented the latest financial statement. HILJ income is higher than expected. CPD panel will be discussing ideas for free study days at their next

meeting, which they will bring to next Committee meeting.

**Action: RP to check HILJ income.**

**Action: MB to contact Martin Tilley regarding providing business reports to the committee.**

15. Elections/officers

An general call for groups is to be placed in Gazette in October. Deadline for submission is 19<sup>th</sup> September.

**Action: SL to submit advert with deadline for nominations of 30<sup>th</sup> November.**

There is an event for group officers on 27<sup>th</sup> October,

**Action: RP to check if he is able to attend.**

16. AOB

RB raised the CILIP Yearbook entry mentioned in the B&G newsletter.

**Action: RB to send information on IFMH to GB who will compile HLG entry.**

**Dates of next meeting:**

Tuesday 9<sup>th</sup> December, 10am-1pm followed by lunch. LH to chair.