

## Minutes

Committee Meeting | 23 June 2011 | 10.30 – 15.30 | CILIP HQ

Present: Pauline Blagden [PB]; Richard Bridgen [RB]; Helen Elwell [HE]; Gary Birkenhead [GB]; Chris Thornton [CT]; Imrana Ghumra [IG]; H  l  ne Gorring [HG]; Heather Chesters [HC]; Shaun Kennedy [SK]; Maurice Wakeham [MW]

Chair: Pauline Blagden | Minutes: Richard Bridgen

Item		Action
<b>1. Apologies</b>	Elise Collins; Sarah Thompson; Jennifer Wilkinson; Andrea Lane; Julie Ryder; Maria Grant.	
<b>2. Minutes of the last meeting</b> (16 March 2011)	Agreed as a true and accurate record.	
<b>3. Matters Arising</b>	<p>Matters Arising 5 (HLISD Board): Bertha Low has been appointed as Chair of the HLSID board, as there was not sufficient time to organise a nomination process.</p> <p>However the committee expressed the view that the chair should alternate between HLG and SHALL. A nomination process can then be opened up to HLG members.</p> <p>Matters Arising 12 (LIRG): PB has chased Andrew Booth about his representation of HLG on the LIRG committee, but is still awaiting his reply.</p> <p>Agenda Item 6 (Business Plan): PB still has to integrate the business and marketing plans.</p> <p>Agenda Item 11 (HLISD): 18 UMHLG libraries have joined HLSID as local editors. 7 have joined together into 1 editing group. Send email to remaining UMHLG libraries requesting local/group editors.</p> <p>Agenda Item 20 (International): - HG has joined the HIFA2015 global mailing list.</p>	
	<b>ACTIONS</b>	
	Email UMHLG libraries requesting local/group editors for HLSID entries.	<b>JR</b>
<b>4. Chair's Report</b>	<ul style="list-style-type: none"> <li>Core Collections – great publicity for HLG. A celebratory launch is planned to thank all contributors and stakeholders.</li> <li>PB plans to step down as Chair at the end of this year. Does</li> </ul>	

	anyone wish to take on this role from January 2012?	
<b>5.</b>	<b>Future of Branches and Groups</b> <ul style="list-style-type: none"> <li>The committee was of the opinion that the document produced by CILIP about the future of branches and groups did not advance any particular course of action with regard to preferred options for the SIGs' relationship with CILIP and their funding. It does not take us any further forward, although we may get a better idea when the CILIP restructure plans have been released.</li> </ul>	
<b>6.</b>	<b>Review of Business Plan 2011/Marketing Plan</b> <ul style="list-style-type: none"> <li>RB did not send out the latest version of the business plan, for which he was chastised.</li> <li>Aim 1: To be discussed under agenda item 14.</li> <li>Aim 2: This is difficult to progress given the changes occurring within CILIP. To be deferred until September's meeting, as once CILIP's restructure plans are released, we may find that there is some synergy between our aims and CILIP's aims and objectives.</li> <li>Do we need an EGM for a review of CILIP's final plan in the second half of July? Although CILIP seems to be encouraging mergers between SIGs, PB feels this is not necessarily the best option for HLG.</li> <li>Aim 3: To be discussed under agenda item 14.</li> <li>Aim 4: HLG is working on advocacy with CILIP especially in drafting a response to the government's NHS white paper.</li> <li>Aim 5: Depends on outcome of CILIP branches and groups' review.</li> </ul>	
	<b>ACTIONS</b> Integrate business and marketing plans	<b>PB</b>
<b>7.</b>	<b>AGM/Approval of Annual Report</b> <ul style="list-style-type: none"> <li>The AGM will be held on 12<sup>th</sup> July at the Umbrella Conference.</li> <li>PB stressed the need to be quorate.</li> <li>Need to email HLG delegates giving them a reason to attend the AGM.</li> <li>Annual report approved. If there are any amendments required, please let JR know by 30th June.</li> <li>In future it may be better to hold the AGM at a different venue, maybe at one of our study days or events.</li> </ul>	
	<b>ACTION</b> Draft an email members reminding them of the AGM Forward amendments to annual report to JR by 30/6/11	<b>RB</b> <b>All</b>
<b>8.</b>	<b>HLISD</b> <ul style="list-style-type: none"> <li>JR requested HLG approve a promotion campaign for HLISD.</li> </ul>	

	Promotion approved	
	<b>Decision</b> Approved promotion campaign for HLISD.	
<b>9.</b>	<b>HILJ</b> No report received.	
<b>10.</b>	<p><b>CPD Panel</b></p> <ul style="list-style-type: none"> <li>Frank Norman and Nikki Smiton have both stepped down from the committee.</li> <li>Return on Investment study day – 15<sup>th</sup> March 2011. Positive evaluations were received for the study day using the new format of submitting evaluation responses. Pauline has set up a wiki to establish a community of practice on <i>'Return on Investment'</i>.</li> <li>Joint HLG/LIRG/HEALER course on Health Information Research The event will be postponed until November 2011 due to Alison Brettle's involvement with EBLIP 6. University of Sheffield is the agreed venue. The workshop should not be a repeat of the HLG one but rather an extension with fresh content. If this workshop goes ahead it will be another one up north.</li> <li><b>Personal Impact study</b> Not a lot of progress with the above due to Sue Hill being away on holiday. Possible dates for the sessions would be autumn 2011. Travel grants would be available. Cost of the study day would be heavily subsidised. Cancellation fee of £25 if attendees cancel within three weeks of the event.</li> <li><b>Open Source (Syed Adil and Pat England)</b> No further progress with this event. SG investigating Open Source Library Management Systems, may be able to source some case studies, and plans to write an article for HILJ following his investigations on libraries currently using Open Source LMS. He will send on any information that may be useful for this study day.</li> <li><b>2011 CILIP Umbrella conference (12<sup>th</sup> – 13<sup>th</sup> July)</b> Speakers registration package confusion is being sorted out. Promotion of the event is taking place.</li> <li><b>HLG 2012</b> SG and Pip Divall (PD) sent out an email to various email</li> </ul>	

	<p>discussion lists to canvass suggestions for a venue for HLG 2012. 15 suggestions were forthcoming.</p> <p>The venue for HLG 2012 will be Glasgow.</p> <p>Due to the restructure of CILIP, CILIP Events would not yet commit to organising the conference. PB has offered to support PD and SG.</p> <p>SG is keen to ensure that with regards the planning of HLG 2012 things move ahead at a faster rate.</p> <ul style="list-style-type: none"> <li>• <b>HILJ single article per issue on CPD to be free to HLG members plan</b></li> </ul> <p>Following discussions with MG, HE gathered ideas from the panel about having one free single article on CPD issues for HILJ.</p> <p>Web 2.0, utilising MS Access, appraisals, <i>'being interviewed for your own job'</i> and <i>'what being a committee member can do for your career'</i> were possible ideas.</p>	
<b>11. Prizes and Awards</b>	<ul style="list-style-type: none"> <li>• CT asked for more volunteers to be judges on the prizes and awards panel.</li> <li>• CT advertised Umbrella conference bursaries. Had four applicants, all of whom were awarded bursaries.</li> <li>• Quarterly bursaries do not seem to be attracting any applicants, so CT will run the quarterly and study-day bursaries side-by-side.</li> <li>• RIWA. Panel is unsure how to advise applicants on the suitability of their proposals. CT to talk to MG.</li> <li>• Barnard Prize. Ian Snowley and Jane McKenzie wish to step down as trustees for this award. The current fund of £1739 is held in a passbook account. Trustees have suggested 2 awards per annum. HLG Committee will take on administration of this award. Funds to be transferred to HLG after an expired cheque has been re-credited to the current fund account.</li> <li>• Leslie Morton. Shane Godbolt, Peter Morgan and Richard Osborne currently administer this award. They also wish to step down. HLG to take on the administration of this award. Currently a £500 annual award for an overseas conference. Agreed to increase the amount of this award</li> </ul>	
	<p><b>ACTION</b></p> <p>Start work on advertising bursaries for specific study days</p> <p>Talk to MG about how to assess suitability of RIWA proposals</p> <p>Do we need trustees to administer the LM and Barnard awards?</p> <p>Do we need separate accounts set up for these awards?</p>	<p><b>CT</b></p> <p><b>PB</b></p> <p><b>HC</b></p>
<b>12. Newsletter</b>	<ul style="list-style-type: none"> <li>• The last edition of the newsletter was published in June.</li> </ul>	
<b>13. Membership and Publicity</b>		

	<ul style="list-style-type: none"> <li>• 1389 members at 31/3/2011. Trend is declining membership. May be a reflection of CILIP as opposed to HLG. CILIP membership is also declining.</li> <li>• 825 members of CILIP mailing list. In 2009 there were 1126. 70% of membership are receiving monthly CILIP HLG emails.</li> <li>• Need to do something about reaching our members and boosting number of members.</li> </ul>	
	<p><b>ACTION</b></p> <p>Add membership boosting/communication on September agenda</p>	<b>RB</b>
<b>14. Website</b>	<ul style="list-style-type: none"> <li>• CILIP's webmaster met GB and JR to discuss what could be achieved using CILIP's content management system. Whilst we cannot change the look and feel of the HLG website, we can add the functionality we desire.</li> <li>• GB stressed that it was fine to aspire to additional functionality but we needed to populate it with content. Do we have the news and the time to do this?</li> <li>• SK volunteered to look into Twitter and draft a set of guidelines for using social media.</li> <li>• RB volunteered to set up a blog.</li> <li>• PB to investigate ebooks.</li> <li>• Contract has been drawn up between JR and HLG. CILIP has approved it. We will continue to pay JR to maintain the website.</li> </ul>	
	<p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>• Look into Twitter and draft a set of guidelines for using social media</li> <li>• Set up a blog</li> <li>• Investigate e-books for members</li> </ul>	<p><b>SK</b></p> <p><b>RB</b></p> <p><b>PB</b></p>
<b>15. Subject Groups</b>		
	<p><b>IFMH</b></p> <ul style="list-style-type: none"> <li>• Next edition of INFORM due to be published soon.</li> <li>• Study Day is planned for October.</li> </ul> <p><b>LfN</b></p> <ul style="list-style-type: none"> <li>• No report received.</li> </ul> <p><b>HLG Wales</b></p> <ul style="list-style-type: none"> <li>• No report received.</li> </ul>	
	<p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>• Remind members of the need to send a second or a report to committee meetings.</li> </ul>	<b>RB</b>

16.	<b>Core Collections</b> <ul style="list-style-type: none"> <li>• A reception is planned. A barbeque with drinks at the BMJ. HLG to fund £500 of cost, BMJ another £500. 5/8/2011 5.30-8.00 p.m.</li> <li>• Contributors, working groups, HLG committee, CILIP and London librarians all invited. Press coverage is anticipated.</li> <li>• David Law is chairing the Primary Care Group. As the previous edition is now so old, he plans to start afresh.</li> <li>• Helen Buckley Woods is writing an article on the core collections and LibraryThing for HILJ.</li> </ul>	
17.	<b>Ideas and Advocacy</b> <ul style="list-style-type: none"> <li>• MW has stepped down as Chair of this panel. He was thanked for his hard work and dedication to the role.</li> <li>• MW asked for a volunteer to attend the next CILIP/RLUK/ SCONUL Strategy Group meeting on 18 August in Manchester. NHS Evidence, BL and UMHLG will also attend. GB put his hand up.</li> </ul>	
<b>Action</b> Attend CILIP/RLUK/ SCONUL Strategy Group meeting, 18/8, Manchester		<b>GB</b>
18.	<b>International</b> <ul style="list-style-type: none"> <li>• EHIL Conference. HG will report back. She also recently visit the WHO library in Geneva. They may wish to use the core collections as a template for their blue trunk scheme.</li> </ul>	
<b>ACTION</b> Talk to CT about International Prize after she returns from Istanbul.		<b>HG</b>
19.	<b>Treasurer's Report</b> <ul style="list-style-type: none"> <li>• HLG made a profit of £1272 on the 2010 conference.</li> </ul>	
20.	<b>AOB</b> <ul style="list-style-type: none"> <li>• GB asked that we be more consistent in communications we send out on behalf of HLG or in relation to HLG.</li> <li>• Must mention HLG in the subject line of emails.</li> <li>• If we are telling people what HLG does, please ensure this accords with our purpose aims and objectives outlined on the website.</li> </ul>	
<b>ACTION</b> Be consistent in our communications about HLG		<b>All</b>

Date of next meeting: 13 September 2011.