

## Minutes

Committee Meeting | 23 June 2010 | 10.30 – 15.30 | Charter West, CILIP HQ

Present: Pauline Blagden [PB]; Heather Chesters [HC]; Richard Bridgen [RB]; Helen Elwell [HE]; Gary Birkenhead [GB]; Shaun Kennedy [SK]; Frank Norman [FN]; Maurice Wakeham [MW]; Julie Ryder [JR]; Imrana Ghumra [IG]; Andrea Lane [AL]; Chris Thornton [CT]; Maria Grant [MG]; H  l  ne Gorring [HG].

Stuart Glover [SG]; Pip Divall [PD].

Chair: Pauline Blagden | Minutes: Richard Bridgen

<b>Item</b>	<b>Action</b>
<p><b>1. Apologies</b></p> <p>Helen Buckley Woods; Elise Collins; Jennifer Wilkinson</p>	
<p><b>2. Minutes of the last meeting</b> (17 March 2010)</p> <p>Some amendments were requested to the minutes. Inappropriate sentences have been excised from the record.</p>	
<p><b>3. Matters Arising</b></p> <p>Item 3: <a href="mailto:hlq@cilip.org.uk">hlq@cilip.org.uk</a> email address has been advertised to members.</p> <p>Item 5: MG has requested research relevant to HLG Conference themes, and which has been published within the last two years.</p> <p>Item 7: Link to HLG Conference bursaries from conference website set up.</p> <p style="padding-left: 40px;">Additional text to make it clear who is eligible for HLG student bursaries has been inserted into terms and conditions.</p> <p style="padding-left: 40px;">PD and SG will attend this meeting and issues about conference raised by PB.</p> <p>Item 9: JR has revised HLISD leaflets and arrange for their printing.</p> <p style="padding-left: 40px;">No action taken on updating HLISD website home page.</p> <p>Item 11: RB has not investigated use of JISCmail folders for archival purposes.</p> <p style="padding-left: 40px;">PB has circulated policy manual for updating, but will recirculate it. All to check and update sections in time for December meeting. PB confirmed that she has already amended the CPD sections.</p> <p>Item 12: JR has set up core collections page on HLG website although the Library Thing widget is not currently working.</p> <p>Item 13: HC has distributed a breakdown of spending to the committee.</p>	

GB has circulated Chris Macdonald's research proposal.

Item 14: MW has investigated the aims and objectives of groups involved in healthcare information.

No-one was quite sure what Margaret Hodge's report was about. Thought it may have been a response to a report from the DCMS on public libraries. To be investigated further.

MW had asked for new members for the IAP.

GB has sketched out a flow chart of process for responding to events but needs to formalise it.

PB is waiting on CILIP for their policy on responding to events.

All agreed that they had read CILIP's Manifesto.

Item 15: HG has joined the MLA as an international member and has made contact with CILIP's international person

#### 4. Chair's Report

CILIP is sensitive to the new financial climate for libraries and this is reflected in the Big Conversation.

PB has joined the Special Libraries Sector Panel – how to deal with the recession. First meeting is on 8<sup>th</sup> July. This panel will report to the council, but the emphasis will be on the public good as opposed to the self-interest of CILIP members.

Volunteers are requested for an Expert Reading Group of the above panel. Details about what's expected of this group are still awaited.

#### **ACTION**

Volunteers for the Expert Reading Group should make themselves known **ALL** to PB

PB will not open this up to HLG members until after 8<sup>th</sup> July, when hopefully more will be know about this initiative.

#### 5. Approval of annual report

The annual report needs to be approved by the committee prior to the AGM. The report was so approved.

All committee members are urged to attend the AGM. HLG members should be encouraged to attend also. RB confirmed that for the AGM to be quorate, 10 members excluding the honorary officers have to be present.

#### 6. Business Plan

##### ***Gain better understanding of the professional needs of HLG members and potential members***

*Provide services which best meet the professional needs of HLG members - Event checklist includes a panel review form, a delegates' feedback form, and organisers' feedback form and a lessons learnt form. Feedback will feed into the planning and organisation of the next event and the next iteration of the checklist.*

*Strengthen links between HLG and HILJ*

MG believes there are strong links between HILJ and HLG and will enumerate them in her report (Item 7).

*Develop committee wide and individual panel budgets*

HC revealed her departmental expenses breakdown. They were greeted with acclaim, although HC did stress that they did not include income. It was felt that for departments to submit costed business plans each year would be too onerous, and given the strength of our balance sheet, are probably unnecessary.

**DECISION**

Budgets for each department to be drawn up for use from 2011 onwards. They will be trialled for a year to gauge the utility of such an approach.

***Respond in a timely and authoritative manner to issues of current concern to members, championing the role of health librarians***

*With CILIP, develop process (flow chart) for responding to topical issues*

The process has been sketched out, but needs to be drawn up as a flow chart.

*Develop HLG position on key issues*

Still awaiting input from CILIP, and emergent themes from the Big Conversation, and the Special Libraries Sector Panel.

**7. HILJ**

MG enumerated the different ways in which HILJ maintained its relationship with HLG which include:

- Regular email contact between the HILJ Editor, HLG Chair, HLG Newsletter Editor and the HLG Conference Chair/Programme Director.
- A regular feature of HILJ news and forthcoming content in the HLG newsletter.
- Virtual issue of HILJ for the HLG Conference, the content of which was developed in liaison with the HLG Chair.
- At the request of the Conference Chair/Programme Director, the HILJ editorial team will be hosting a *Writing for Publication* workshop at the forthcoming HLG conference.
- Publicises the publication of the HLG Newsletter on the HILJ website and Editor's twitter account.
- Publicises link between the two publications in the editorial.
- University of Salford has been offered as a venue for focus groups as part of HLG's research project.
- The HLG Newsletter Editor is alerted of any manuscript received at HILJ that is not sufficiently developed for inclusion in a peer review journal but may be a suitable as project report within the newsletter.
- The HILJ Editor has negotiated with Wiley-Blackwell regarding sponsorship at the HLG conference. This will take the form of sponsoring the pre-conference meal drinks reception.

At next HILJ editorial meeting, the reviewers' score sheet will be reviewed based on feedback received.

MG is encouraging reviewers to log onto the ScholarOne manuscript system and amend their keywords so that manuscripts can be more effectively allocated to reviewers.

Copy flow is good. Over 40 manuscripts have been received since January.

Impact factor has improved from 0.939 to 1.521 and HILJ is now ranked 18 out of 65 journals listed in the *Information Science and Library Science* category of the ISI Journal Citation Reports.

HLG conference speakers and delegates electing to receive emails from sponsors will receive an advertisement from Wiley-Blackwell encouraging both groups to publish their papers in HILJ.

## **8. HLG Conference**

Pip Divall and Stuart Glover updated the committee on progress of the HLG Conference:

- 323 delegates registered to date. Max of 264 each day.
  - CILIP will accept credit cards on the day for last minute attendees
  - All 28 exhibition stands have been sold.
  - IFMH/HLG Wales/LfN and HILJ will share a table downstairs next to the Quays Theatre.
  - Posters will be arranged around the bar and circle bar. An Internet Café is available.
  - AV Technician from CILIP has made a site visit to finalise plans
  - No other events are also scheduled to take place during conference period, although public galleries will remain open throughout.
  - Salford Quays are providing some staff and posters will be displayed directing delegates to presentation rooms.
  - Bishop Le Fanu speaker will be talking about the 'pandemic that never was.'
  - Pip has increased the number of vegetarians being catered for, and is waiting for the final menu.
  - Wiley is sponsoring the drinks reception, most likely to encompass free wine on each table rather than a free bar.
  - There will be a disco and an after-dinner speaker.
  - Surplus of £2,700 forecast. £5,300 down on sponsorship income and £15,000 on delegate income, although this may be because payments are still awaited.
  - All speakers are confirmed. Two international speakers have pulled out, but replacements have been found/are being sought.
  - Internet access should be available for all rooms, plus free WIFI,
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although this will require a password. This will be advertised.

- FN mentioned Twitter, Delicious, Live Blogging and TWOBs.
- Pip and Stuart will be writing a guest editorial for the newsletter.
- PB asked whether anything could be done for the wider profession – maybe a piece in the Gazette?
- A shuttle bus will be available to transport delegates from Manchester Piccadilly to Lowry Centre and to the dinner venue.
- A pre conference dinner on the Sunday is being organised for early arrivals.
- Day passes will be available which the Lowry Centre will sell to delegates at a reduced rate of £6.50/day.
- No gifts need to be bought for keynote speakers.
- 8 volunteers are still needed to chair all the sessions. MG and HG raised their hands. An approach to NW Libraries was thought sensible, given their proximity to the conference.

<b>ACTIONS</b>	
PD/SG to seek session chairs. Committee to do the same and to forward any names to PD/SG.	ALL
PB to find out whether a piece about the conference can be included within the Gazette.	PB
<b>DECISION</b>	
No gifts need to be purchased for conference keynote speakers.	

## 9. CPD Panel

Web 2.0 study day attracted 8 attendees for 9 available places. Feedback was positive.

CPD Panel will judge bursaries for HLG Conference at next meeting. 9 applications received, two of which did not meet the inclusion criteria.

Problem invoicing for study days – time consuming for those not used to the process. Shaun Kennedy will take on this role as Assistant Treasurer.

FN suggested Event Bright as a way of accepting online payments – however was felt that current arrangements were satisfactory.

Research Study Skills study day – main contact for facilitating day has cancelled. Will be rescheduled for the Autumn and promoted at the HLG Conference.

Is Open Source a suitable topic for a study day?

Would it be sensible to award student bursaries for Umbrella 2011? To be considered at a future meeting of the committee.

CILIP Seal of Recognition – Web 2.0 and Knowledge Management Study Day being used as evidence for renewal of seal. Can continue to use seal until final decision is made.

FN has been approached about taking on the administration of the RIWA

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award from Maria Grant. Agreed that FN will take on this role.

Guide to working in Health Information is now complete.

### **DECISION**

Assistant Treasurer to take on work of invoicing/chasing payments for CPD events.

Awards and Bursaries panel to take on administration of RIWA.

## **10. Newsletter**

As per report, but the following actions and highlights are recorded:

- EC will continue as newsletter editor through her maternity leave.
- Article contributions still difficult to obtain. IG suggested advertising for contributions in Forward, London health libraries' newsletter.

## **11. Membership and Publicity**

GB asked whether a lockable cupboard is available at the conference.

Membership stands at 1532, 1164 of whom have supplied their email address.

Received a comment from an HLG member asking why she'd not heard from us since renewing her CILIP membership and selecting HLG as one of her groups. An April welcome email could be sent to all members with email addresses.

GB asked whether the email address field could be made mandatory on the renewal form. PB to raise this issue at the next B&G Forum meeting.

Research Project – 10 organisations identified from the competitor analysis. The analysis would offer no recommendations; just highlight good practice.

358 responses to the online survey, 261 of whom are CILIP members. All 1134 members with email addresses have been contacted about the survey. Good match for geographic location, gender etc.

GB asked whether we wanted to do anything about lapsed members.

Report on survey due in September, deal with lapsed members then. 49 potential members identified of whom 15 have supplied email addresses. GB will email them to find out whether they have considered joining HLG.

Focus groups will take place in mid-end July in Glasgow, Belfast, Cardiff, London and possibly Salford during the conference.

Possible partnership to the Public Libraries' agenda. Patrick McNulty is looking into 'increasing capacity' and John Vincent is a freelancer in the public library sector.

### **ACTIONS**

Co-ordinate space requirements for joint table at Conference.	<b>AL</b>
Address for deliveries etc will be circulated to groups sharing the table.	
Email potential members re possible HLG membership.	<b>GB</b>
Raise mandatory email address field on renewal form at B&G Forum.	<b>PB</b>

Contact John Vincent and Patrick McNulty.

**DECISION**

Top prize for free prize draw is increased to £300.

**12. Subject Groups**

**IFMH**

Mark Salmon confirmed as the speaker for their plenary session slot.

RB asked for some co-ordination over limited exhibition space at conference.

INFORM 20(3) will be published shortly.

New editors – Catherine Ebenezer and Jane Surtees announced.

Still looking for new study day co-ordinators.

**Libraries for Nursing** – no report submitted.

**HLG Wales** – no report submitted.

**13. HLISD**

As per report, but the following actions and highlights are recorded:

The transfer of the website hosting to Wirral Health Informatics Service has been accomplished.

Matt Stevenson is still providing some IT Support. SHALL emphasise the role of group editors in approving amendments to HLISD entries. JR can no longer do much editing herself.

The leaflet has been revised and will be printed in time for the HLG Conference.

**ACTION**

JR to send MW details of the UHMLG contacts/libraries on HLISD and the group editors.

**14. Website**

As per report, but the following actions and highlights are recorded:

- Contact Us forms are now being directed to the secretary.
- [hlq@cilip.org.uk](mailto:hlq@cilip.org.uk) email address is now listed on the website.
- Working in Health Information guide has also been uploaded. Also information about the research project and core collections. JR reported that the Library Thing widget does not work, but she will endeavour to work out why, and rectify the problem.

**ACTIONS**

Load Library Thing widget **JR**

Reduce number of clicks to reach HLG Conference website from HLG website.

Publicise Health Information guide to HLG Members. **RB**

**15. Core Collections**

Nursing Core Collection is in press and should be available for the conference. The RCN has endorsed it. A good response for the books on Library Thing.

Tomlinson's will have a stand at the HLG Conference, paid for by HLG.

Next core collection to be tackled will be medical books. Similar process envisaged. Richard Jones still has list of key contacts for specialist subject knowledge.

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## 16. Ideas and Advocacy

MLA report highlights:

- Libraries are not good at telling people what they're doing.
- Are relatively invisible at strategy meetings.
- Not good at measuring impact on users/organisations or in quantifying cost savings in providing information.
- Could HLG develop a health well-being role? . Email link to report to committee and members.
- Write an article about this report for newsletter.
- Send comments to MW for possible inclusion in 2011 business plan.
- Contact Public Libraries Group and ask if HLG representative can attend a committee meeting annually?

MW has investigated the aims and objectives of other health information groups. Has 9 groups on his list so far. GB mentioned Chris Macdonald's competitor analysis

### ACTIONS

Email a link to Margaret Hodge's report.

**PB**

Circulate aims and purposes of health information groups to committee

**MW**

## 17. International

MLA membership negotiated. HLG will pay \$110 as an international member.

Should HLG advertise the PharmaBiomed Conference to HLG members? As it was aimed at information professionals, it was agreed that HG could so advertise.

HG to develop partnerships with other international contacts: Shane Godbolt (PHI) and Doug Knock (ILG).

### ACTIONS

Develop partnerships with Shane Godbolt and Doug Knock

**HG**

Advertise PharmaBiomed conference to members

Join MLA as an international member.

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## 18. Treasurer's Report

Shaun Kennedy is the new Assistant Treasurer.

2009 accounts have now been audited by Kath Wright (IFMH) and Claire constable (LfN).

CILIP's auditors have chosen HLG's accounts to audit this year.

Umbrella made a £26,000 surplus. HLG's share comes to £1400.35. HILJ profits from HILJ in 2009 amount to £26,912, a 23% increase on 2008, mainly due to currency fluctuations.

Income from short courses looks low, but more payments are awaited.

HC now has the HLG finance archive.

## 19. AOB

Leslie Morton fund. A bank has been chosen for the fund and the money should be moved to it soon. Any queries from the auditors about this money should be referred to FN

SG/PD have indicated a willingness to organise the 2012 conference.

### **DECISION**

Selection committee for programme/conference director only required upon resignation of previous incumbent(s).