



SOUTH WESTERN REGIONAL LIBRARY SERVICE

Minutes of the Regional Council meeting held on 5 April, 2017 at 10.30 a.m. in Bath Spa University

Present: Steve Alston (University of Bath), Jill Barker (Gloucestershire), Peter Barrett (University of Bristol), Alison Baud (Bath Spa University), Medi Bernard (Bournemouth), Jackie Chelin (University of the West of England), Sue Crowley (Somerset), Julie Edyvean (Hampshire), Karen Foster (Yeovil College), Christine Fowler (Bournemouth University), Donna Gundry (Plymouth College of Art), Scott Jordan (University of Gloucestershire), Amanda Macdonald (Plymouth) (left at 15.15), Chris Moore (Wiltshire), Kate Murray (Bristol), Jolanta Peters (Bridgwater and Taunton College), Rowan Tanner (Bath and North East Somerset), Janet Westcott (Poole), Charlotte Wilmot (Arts University Bournemouth).

Trustees present: Jill Barker, Medi Bernard, Jackie Chelin, Karen Foster, Donna Gundry, Scott Jordan, Chris Moore, Kate Murray.

In attendance: Shelagh Levett (SWRLS).

<p>1. Welcome:</p> <p>The Chair, Jackie Chelin, welcomed everyone to the meeting. Everyone introduced themselves.</p>	
<p>2. Apologies:</p> <p>Andy Brisley (North Somerset), Louise Burkett (Ribston Hall High School), Martin Burton (South Gloucestershire), Lesley Castens (University of Plymouth), Dawn Downes (University of Winchester), Jayne Downey (Sarum College), Kay Ecclestone (Cornwall College), Jackie Fielder (BANES, represented by Rowan Tanner), Nicola Forgham-Healey (North Somerset Health Care Library), Lee Hancock (New College, Swindon), Merryn Kent (Cornwall), Tracy Long (Dorset), Katie Lusty (ACE SW), Kate Mackenzie (Libraries Unlimited), Patricia Rogers (University of Bristol, represented by Peter Barrett), Jackie Tolliday-Bailey (Devon), John Underwood (Science Museum), Sarah Woodcock (Petroc), Mark Zumpe (Portsmouth).</p>	
<p>3. Minutes of the Regional Council and AGM held on 6 November, 2016:</p> <p>The minutes of the meeting held on 8 November 2016 were agreed and signed as a true record. Proposed: Kate Murray, seconded: Scott Jordan.</p>	
<p>4. Matters arising:</p> <ul style="list-style-type: none">• 5. Annual Report: Medi Bernard has raised the use of SCL’s innovation network platform by other sectors and will report back in due course.• 10c. Fundamental Review - the Director, Shelagh Levett, fed back on progress with the ‘hidden collections’ research. A small grant has been secured from the University of Exeter to recruit a student intern to carry out the work in late spring/early summer.• 10d. Fundamental Review - the Chair, circulated the revised strapline and mission statements:	

<ul style="list-style-type: none"> ○ Strapline: Uniting, inspiring and collaborating across libraries, information services and cultural organisations in the South West. ○ Mission: Taking a strategic and partnership approach to serving our communities by developing staff, services and resources that are inclusive, sustainable and enhance learning. ● 10e. Fundamental review: 1. ILL - Medi Bernard has raised the issue of widening the availability of Access to Research with SCL who are considering affordable financial models to enable the roll out to other sectors. ● 10e. Fundamental Review: 2. Subscriptions: Sue Crowley provided an update on the SWRLS grant supported Performing Arts Collections research project. ● 10f. Fundamental Review - a questionnaire has been developed to gather information about groups and organisations that member libraries are involved with. This is being trialled by the trustees before rolling out to the membership. ● 13. Reading Passport: <ul style="list-style-type: none"> ○ Medi Bernard announced the success of a multi partner bid, including SWRLS, to the Libraries Opportunities for Everyone Innovation Fund. £137,000 has been awarded to the group, led by Bournemouth Libraries, to develop digital resources, which will take the Reading Passport concept to a new level. Whilst the project is mainly public library based, students will be invited to help develop content. ○ Kate Murray reported on a second bid involving SWRLS that has recently been submitted to ACE’s Strategic Touring Fund. The bid is cross sector (public and FE), has a health/well-being theme and, if successful, will build on the Reading Passport concept by providing an author tour to areas with traditionally low cultural activity. The outcome will be announced in May. 	
<p>5. Fundamental Review:</p> <p>a. New constitution: The Director gave a presentation on the proposed new constitution for the new Charitable Incorporated Organisation (CIO), previously circulated:</p> <ul style="list-style-type: none"> ● A new constitution is needed for the new CIO; ● It has been written using the relevant Charity Commission template; ● It is more comprehensive than the current constitution; ● It is fit for purpose and future proofed. <p>She went on to highlight a number of clauses and brought members’ attention to the issue of individual and associate members. Neither category will be offered by the CIO, but have been left in the constitution to allow for these categories to be introduced in the future, should that be decided, without the need to revise the constitution. Approval of the new constitution will enable SWRLS to progress its application to be a CIO.</p> <p>Following a short discussion and the highlighting of a typo in sub-clause 28, 1(a), to be amended by the Director, the new constitution was proposed by Christine Fowler, seconded by Donna Gundry and carried unanimously. Shelagh was thanked for all her hard work on developing this document.</p> <p>b. Resolution re dissolution of current charity: The Director presented the Resolution, previously circulated. In accordance with Clause 9 of the current constitution, and as the charity cannot convert to a CIO, the current charity will be dissolved and all assets transferred to the new charity.</p>	SL

- The new charity has objects similar to the existing charity;
- The trustees will be the same as the current trustees;
- The CIO will be registered by 31/10/17. However, if the Resolution is agreed, the trustees will have the power to amend the date if necessary;
- The Resolution authorises the trustees to sign agreements and execute deeds that are necessary for the transfer.

The Resolution was **proposed** by Karen Foster, **seconded** by Alison Baud and **carried** unanimously.

c. Rules of SWRLS:

The Director presented the [report](#) on the Rules of SWRLS, previously circulated:

- The Rules clarify detail not covered explicitly in the constitution;
- They detail the Terms and Conditions of membership;
- Amendments do not need to be approved by the Charity Commission.

There then followed a discussion focussing on the free lending of material as expected in the Terms and Conditions and how this can be reconciled with members' individual lending policies. Lending needs to be 'reasonable' and undue demands should not be placed on one or a small number of institutions. Safeguards will be needed and to this end a decision on the Rules was deferred to Any Other Business allowing time for amendments to be drawn up and presented to the meeting.

d. SWRLS offer and subscription rates:

The Chair presented her [report](#), previously circulated:

i. Offer:

- **Networking** - possibility of an annual networking event;
- **Training/workforce development** - a range of courses will be offered with reduced fees for members;
- **Grants** - for projects and individual training/development opportunities. Currently funded through the reserves, the amount available will diminish over time unless alternate funding streams can be found;
- **Interlibrary loans** - looking to simplify and make equitable to all;
- **Strategic partnerships** - seeking to work with a range of organisations who can help deliver the priorities of SWRLS and individual members. The Director can support bids for external funding.

There followed a lively discussion:

- SWRLS provides a critical mass and gives a sense of geography;
- More could be made of the Director's role - a resource, enables the strategy, has an overview;
- Sometimes difficult for members to input due to pressure of work;
- Need to be more development focussed - no longer reliant on ILL;
- Training/workforce development adds value, need to investigate other funding streams/sponsorship. SWRLS would like to offer free places, but can't commit to this at present.

ii. Proposed subscription rates:

- **Public libraries:** £5 per 1,000 population;
- **HE:** £350 per institution;
- **FE, government, health:** £120 per institution/organisation;
- **Schools, small institutions:** £50 per institution.
- No charge for borrowing and no credit for lending.
- The reduced public library subscription will be introduced immediately i.e. this financial year, with no net lending credits from last year;

<ul style="list-style-type: none"> The academic and others rate will be introduced in April 2018. Borrowing and lending fees from 2016/17 will be applied to the 2017/18 subscription for these organisations. <p>The Chair emphasised that SWRLS does not wish to price organisations out of remaining a member, but the charity needs to maintain sufficient income to be viable and continue to deliver the offer. The following points were raised in the discussion that followed:</p> <ul style="list-style-type: none"> The rate is reasonable for FE; It simplifies the subscriptions and removes the link to ILL; It could increase the cost to those that are net lenders in both the public and academic sectors; SWRLS is cheaper than the BL; Smaller libraries appreciate access to the larger institutions; Need to value the offer from SWRLS. <p>Following the discussion, the new subscription rates were proposed by Karen Foster, seconded by Jill Barker and carried unanimously.</p>	
<p>6. Finance: 2017/18 budget:</p> <p>Due to being called into an urgent meeting, the Treasurer was not able to be at the SWRLS meeting. The budget will be circulated in due course.</p>	<p>AB /SL</p>
<p>7. 2017 - 2020 Strategic Plan:</p> <p>The meeting split into small groups to discuss tasks for the new Strategic Plan. A draft will be circulated to all members for comment in due course. The Plan will need to be submitted with the application for CIO status.</p>	<p>SL</p>
<p>8. The role of reading in health and wellbeing:</p> <p>The Chair welcomed Fiona Magee and Emma Crago from The Reader Organisation. The meeting heard about the work of the organisation and in particular about the Shared Reading Groups initiative:</p> <ul style="list-style-type: none"> Reading aloud and live; A non-medical public health tool that puts community at its centre; Proven therapeutic benefits; Encourages those who wouldn't necessarily read or use libraries to read and use libraries; Evaluation has covered impact on both the volunteers delivering the initiative as well as those taking part; Work in a range of organisations - libraries, prisons, health settings; Would like to develop further e.g. into FE institutions. <p>The group then split into two to take part in a demonstration of shared reading. This proved thought provoking and attendees commented that it was very interesting to take part in something different.</p>	
<p>9. AOB:</p> <p>a. Rules - after a rewrite of the relevant sub-clause, the following amendments were put to the meeting:</p> <ol style="list-style-type: none"> i. 3 (1) - change the word Allow to Provide. The sub-clause now reads: Provide access to their library catalogue of resources to other SWRLS CIO members. 	

<p>ii. 3 (2) - amend wording as follows (amendments in italics): <i>Provide the free lending of library material to other SWRLS CIO members, within each members' individual lending policy and any guidance that may from time to time be provided by SWRLS CIO.</i></p> <p>The amendments were proposed by Chris Moore, seconded by Scott Jordan and carried unanimously.</p> <p>There were no other items of AOB.</p>	
<p>10. Closing remarks and date of next meeting:</p> <p>The Chair thanked Alison Baud for hosting the event and everyone for attending. She wished everyone a safe journey home.</p> <p>The date of the next meeting is to be agreed.</p>	

The meeting closed at 15.25

Actions:

- **AB** - Andy Brisley
- **SL** - Shelagh Levett