
**Minutes of the Annual General Meeting of the Regional Council held at
Monks Yard, nr Ilminster on Thursday 14th October 2010**

Present:

Charlotte Wilmot (Arts University College, Bournemouth), Mike Skinner (Devon), Lesley Castens (Barrington Library, Cranfield University), Alasdair MacNaughtan (Treasurer and Plymouth), Paul Leivers (Acting Chairman and Dorset), Julie Bowie (Bristol), Steve Alston (Bath Univ), Jane Tomlinson (Exeter College), Tina Franklin (Accountant, Devon), Jackie Chelin (UWE), Andy Brisley (North Somerset), Jennifer Scherr (Bristol Univ), David Moger (Wiltshire), Vivien Hurley (Torbay), Carol Gold (Somerset), Medi Bernard (Bournemouth), Jolanta peters (Somerset College), Allyson Jordan (Swindon), Martin Burton (South Gloucestershire), Gail Stuckey (Wiltshire), Les Boyce (Petroc), Lynn Osborne (Director). Nicki Hitchcock, Guest Speaker from Worcestershire Library and History Centre joined the meeting at 12 Noon.

Welcome: Paul Leivers welcomed everyone and introduced himself as the Acting Chair, appointed by the Management Board on the retirement of Rob Froud, following the previous Regional Council meeting.

1. Apologies: Carole Wrightson (Gloucestershire Univ), Alison Baud (Bath Spa University), Pat Davis (Jersey), Tracy Long (Dorset) Pam Martindale (Cornwall), Paula Younger (North Somerset Health Care Trust), Judy Offord (Royal Forest of Dean College), Doreen Pinfold (University College of Falmouth), Virginia Havergal (Petroc), John Lane (Poole), Sue Laurence (Gloucestershire), Rupert Williams (Science Museum), Emma Ainsworth (Gloucestershire College), Sarah Pankiewicz (Met Office), Claire Skinner (SW ARA).

2. Minutes of the Regional Council 16 March 2010

The minutes, with the amendment to section 5d in italics below, were agreed as a correct record:

5d. Conference and Training budget- Alasdair MacNaughtan proposed that a separate budget of £2,150 per annum be allocated for conference and training purposes, to be managed by the Director. *The budget would be created by using £2,150 from reserves.* This would have the benefit of demonstrating that the reserves were reducing in line with Charity commission advice, whilst being used for a planned purpose. **All agreed**

3. Matters arising

Item 6a) to be covered in item 10 on the agenda

Item 6b) to be covered in item 10 on the agenda

Item 7) an EOI was submitted to the research team and acknowledged but no further response has been received to date. Jackie Chelin noted that UWE were continuing to look at improving access to e resources and would report back in due course. **ACTION: Jackie to update Board/ Council at future meeting.**

4. Annual Report 2009-2010

Paul Leivers presented the Annual Report, noting his foreword which recognised that big changes were being experienced by all and that libraries continued to play a vital role in reading and learning. He also highlighted the following items:

- P.14 - ILL Statistics show value for money especially to public library members
- P19 – Director's Report which demonstrated the breadth of activity and value of collaborative work and support available to members
- P17 – The Charity objectives which are intended to provide a benefit to the public.

Les Boyce asked if ILL's were decreasing. Lynn replied no, not hugely and hoped that with the implementation of the WorldCat Local project, they have the potential to increase. Jane Tomlinson agreed that ILL's may increase as budgets tighten.

Lynn also mentioned the possibility of SWRLS negotiating a consortia BL subscription for public libraries. Jane asked if FE members could also take advantage of this. **ACTION: Lynn to pursue with BL.**

The acceptance of the Annual Report was proposed by Martin Burton and seconded by Les Boyce. **All Agreed.**

5. Financial Report

- a. Alasdair MacNaughtan presented the report as tabled with the Annual Report. He noted that the balances were healthy, though no payments had been made to OCLC yet for the WorldCat Local project.
- b. The question of how to use the reserves would be discussed in item 6 on the agenda.
- c. Tina Franklin explained that SWRLS only requires an Independent Examiner, rather than auditors, as the financial activity falls below that needed for a full audit.
- d. Acceptance was proposed by Allyson Jordan and seconded by Andy Brisley. **All agreed.**

6. SWRLS Reserves- Grant Proposal

Alasdair MacNaughtan stated that whilst reserves of £170k were high for a charity of the size of SWRLS, £81k of that was committed to the WorldCat Local project. This however still left substantial reserves and the Board proposed that, subject to retaining the necessary working collateral, a grant system be set up to look at potential collaborative projects.

Paul pointed out that the Board wanted agreement in principle to this proposal from Regional Council members and the detail could then be looked at as part of the strategic plan revision discussion with a view to making grants available from April 2011.

Julie Bowie stated that with the unprecedented changes collaborative work was vital. It was felt that the grant needed to be front loaded in the first year as the need for funds was likeliest to be greatest.

Acceptance of the proposal was proposed by David Moger and seconded by Julie Bowie. **All Agreed.**

7. WorldCat Local Update

- a. Lynn reported that further project meetings had been held and that OCLC had attended a recent SWACL (South West Association of Chief Librarians) meeting and reported on the achievements so far in uploading data successfully. They also proposed a revised pragmatic order of roll out, reflecting the situation in solving issues with different LMS in use. The search facility is already available and the aim is to get at least two live sites to act as beacons and release the ILL request submission in November.
- b. OCLC are also talking to colleagues in UWE and Bournemouth University with the aim of exposing their catalogues on WorldCat and making them available as part of the SW project
- c. Les Boyce noted that Petroc was about to be an OCLC customer and asked what would be involved to get their catalogue made available too. **ACTION: Lynn to pursue with OCLC.**

8. Nominations for Trustees

- a. David Ball and Carolyn Date are resigning from the Board with effect from this meeting and were thanked by Paul Leivers for their contribution to SWRLS. **ACTION: Paul to write and thank them both on behalf of SWRLS.**
- b. Notice for nominations to the Board had been sent out to all members on the 20th September and two nominations were received;
 - i. Jane Tomlinson, (Exeter College) was nominated by Jackie Chelin, UWE and seconded by Lesley Castens (Barrington Library, Cranfield University).
 - ii. Medi Bernard (Bournemouth Libraries) was proposed by Carolyn Date (Bournemouth Libraries) and seconded by Julie Bowie (Bristol)
- c. There being no further nominations, Jane Tomlinson and Medi Bernard were duly appointed to the Board. **All Agreed**

9. Appointment of Honorary Officers and Independent Examiners

- a. Martin Burton took the chair and thanked Paul for stepping into the role of Chair on Rob's retirement.

- b. Chairman, Paul Leivers was prepared to stand, there were no further nominations. **All Agreed** and Paul retook the Chair.
- c. Vice Chair, vacant. Jackie Chelin was proposed by Alasdair MacNaughtan, seconded by Jennifer Scherr. **All Agreed.**
- d. Secretary, Martin Burton prepared to stand again, no further nominations. **All Agreed.**
- e. Treasurer, Alasdair MacNaughtan, prepared to stand again, no further nominations. **All Agreed.**
- f. Independent Examiners, Francis Clarke, prepared to continue, no further nominations. Proposed by Jackie Chelin (UWE) and seconded by Jolanta Peters (Somerset College). **All Agreed.**

10. SWRLS Strategic Plan Revision discussion

- a. A discussion paper was circulated ahead of the AGM and an online survey undertaken to further inform the process.
- b. Lynn gave a summary of the main findings of the survey which was completed by 67 people. (35% response rate). **ACTION: Lynn to circulate the summary to members.**
 - **Top three Benefits of membership identified**
 1. Interlibrary loans, free or reduced price
 2. Opportunity to network with own and other sectors
 - 3= Information about events/Training events/Access to wide range of resources
 - **Top three Priorities for Action**
 1. Demonstrate value for money, clear offer of value for money and benefits
 2. Encourage cooperation and partnership working to improve access to resources
 3. Promote resource sharing including WorldCat local and Inspire
- c. A discussion on the proposed areas of effort in the discussion paper noted a number of points :
 - i. **Raising the profile-** With the future demise of MLA with no obvious successor (though Arts Council was mooted, it is unlikely to be able to provide professional support), SWRLS, which represents all sectors, will be a vital presence.. Jackie Chelin noted that the AULIC HE libraries were talking to school librarians, who were turning to HE for resources for 14-19 students. Steve Alston noted that increased use of HE was also an issue for walk in access and Bath were approaching publishers to extend their licences to cope with this. Jane Tomlinson and others noted that the safeguarding rules were being tightened in FE colleges which meant that walk in access for non institution members was becoming more difficult. Gail Stuckey asked if it would be possible for ILL staff to become HE “members” to get access to electronic resources on behalf of public. **ACTIONS: 1. SWRLS will monitor the quango announcements and seek to liaise with any new body with responsibility for libraries. 2. Encourage other sectors to join SWRLS, such as school libraries. 3. SWRLS to engage in discussions about access and continue to press for improved walk in access.**
 - ii. **Value for Money –** Provide usage statistics and training evaluation reports to demonstrate value. **ACTION: Lynn to provide reports.**
 - iii. **Training –** There was some demand for front line staff training, especially at para-professional level in topics such as customer service and handling aggressive behaviour. It would also be useful to train the trainers so cascade in-house training could be done. Joint training events would be cost efficient. The use of video conferencing for communication would be useful to save on travel time and cost. **ACTIONS: 1.Lynn to liaise with Cilip and other training providers to identify relevant courses. 2. Lynn to liaise with COFHE and JISC to test out systems and identify what would be needed to introduce them. 3. Board to consider adding training to the charity objectives list.**
 - iv. **Website-** Lynn pointed out that RSS feeds had been added to the events and news items pages on the SWRLS website and members were encouraged to sign up to these so that they were automatically alerted when any new item was added. Jolanta asked if details of available funds for bids could be included on the site. **ACTION: Board to consider if this was possible.**

- v. **Workforce development-** Mediate shadowing and visits to member sites. Keep in contact with CILIP CDG groups and promote training offered. Broker shared training locally.
ACTION: Board to consider how best to provide this.
- vi. **Grants Proposal-** ideas for how to use the grants included exploring the walk in access issues, mobile technologies, identifying examples of collaborative working, digitising material for access, evaluation of WorldCat local, different modes of training such as virtual classroom.

11. AOB

- a. The British library will no longer be providing microfilm of newspapers and Lynn was liaising with BL on behalf of Newsplan libraries to identify a suitable alternative supplier.

12. Date of SWRLS Regional Council meetings 2011:

March 17th Exeter Central Library

October - Date and Venue to be confirmed.

Nicki Hitchcock, Guest Speaker from Worcestershire Library and History Centre joined the meeting at 12 Noon and gave a very stimulating and interesting presentation on the joint University / public library project in Worcester. For further details, see the website at <http://www.wlhc.org.uk/> or contact Nicki at NHitchcock@worcestershire.gov.uk