



## South Western Regional Library Service

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### Minutes of the Annual General Meeting of the Regional Council held at Somerset Heritage Centre, Taunton on Thursday 20<sup>th</sup> October 2011

#### Present:

Charlotte Wilmot (Arts University College, Bournemouth), Ciara Eastell (Devon), Alasdair MacNaughtan (Treasurer and Plymouth), Paul Leivers (Chairman and Dorset), Julie Bowie (Bristol), Steve Alston (Bath Univ), Jane Tomlinson (Exeter College), Tina Franklin (Accountant, Devon), Andy Brisley (North Somerset), Patricia Rogers (Bristol Univ), Medi Bernard (Bournemouth), Martin Burton (South Gloucestershire), Lynn Osborne (Director), Sarah Pankiewicz (Met Office), Gill Barker (Gloucestershire), Geoff Cole (UWE), John lane (Poole), Dylan Edgar (Somerset) joined the meeting at 12 noon. Keith Shell (PTFS) joined the meeting at 12 Noon as speaker.

**Welcome:** Paul Leivers welcomed everyone to the meeting.

- 1. Apologies:** Lesley Castens (Barrington Library, Cranfield University), Jackie Chelin (UWE), Jolanta peters (Somerset College), Carole Wrightson (Gloucestershire Univ), Alison Baud (Bath Spa University), Pat Davis (Jersey), Tracy Long (Dorset), Paula Younger (North Somerset Health Care Trust), Virginia Havergal (Bridgewater College), Sue Laurence (Gloucestershire), Les Boyce (Petroc), Pat Knight (Farnborough C of T), Jill Beard (Bournemouth University), Margaret Hammel (Weston College), Melanie Maloney (Basingstoke C of T), Lee Hancock (New College, Swindon), Kate Murray (Bristol), Liz Kent (Torbay).
- 2. Minutes of the Regional Council 17 March 2011**  
The minutes, were agreed as a correct record.  
Acceptance proposed by Alasdair MacNaughtan, seconded by Charlotte Wilmot. All agreed
- 3. Matters arising**  
Item 1)- Following trials by the Board an annual subscription to "Go to Meeting" has now been taken out. Requests to use it by members should be sent to [director@swrls.org.uk](mailto:director@swrls.org.uk)  
Item 4c)- Members were advised that the Devon VAT Team confirmed that electronic invoices should be acceptable to HMRC and recommend queries should be raised with authority VAT teams.  
Item 6c) A press release about the SWRLS grant scheme was issued and an article appeared in the Sep 11 Cilip Update.
- 4. Proposed changes to Constitution**  
The [revised constitution](#) was tabled and changes highlighted. Acceptance was proposed by Ciara Eastell, seconded by Sarah Pankiewicz. All Agreed. **ACTION: Director to forward to Charities Commission with extract from AGM minutes.**
- 5. Annual Report 2010-2011**  
Paul Leivers presented the Annual Report, noting that members were facing increasing challenges with budgets. He stressed the importance of collaboration and SWRLS's response which was the introduction of the new grant scheme.  
He thanked the Board members and the Director for their support and work during the year.  
Tina Franklin pointed out that the payments of the grant would appear in the next Annual Report as whilst launched in 2010/11, the projects were not approved until 2011/12.

Martin Burton thought it would be worth issuing a press release to Cilip, Arts Council, Jisc RSC SW and CLOA highlighting the SWRLS activities which supported collaboration, especially with the demise of the MLA. **ACTION: Director to draft a Press release for approval by the Board.**

## 6. Financial Report

- a. Alasdair MacNaughtan presented the report as tabled with the Annual Report. He noted that the balances were very healthy. Tina Franklin confirmed that there were 22 months in reserves and that when considering the grant scheme at least 12 months reserves should be retained.
- b. Alasdair thanked the Director, Tina Franklin and Jason Tear for their help whilst he has been Treasurer. This was his last AGM as he retires from Plymouth City Council in December. Paul Leivers thanked him for all his work on behalf of SWRLS and wished him well in retirement on behalf of members.
- c. Acceptance of the Annual Report and accounts was proposed by Andy Brisley Jordan and seconded by Julie Bowie. **All agreed.**

## 7. SWRLS Grant Scheme Update

- a. Alasdair reported that all of the projects that received a grant were underway and the first payments had been made.
- b. An article about the scheme had appeared in Cilip Update, Sept issue and it had been promoted via Cilip SW newsletter, Cilip email news and the Inspire e newsletter.
- c. The following timetable for the second round was tabled and agreed at the meeting,:
  - Launch w/b 9<sup>th</sup> January
  - Expressions of Interest– Closing date for applications 6th February 2012
  - Outcome of Expressions of Interest announced by 20<sup>th</sup> February 2012
  - Full Bids– Closing date for applications 16<sup>th</sup> April 2012
  - Outcome of awards by 11th May 2012
- c. Ciara Eastell, Devon, a recipient of a grant, stated she really appreciated the encouragement this award made to collaboration and hoped the scheme would continue.

## 8. WorldCat Local Update

- a. Progress is speeding up and the pilot libraries report that:
  - i. Bournemouth has, most of their data now loaded, but not exposed, onto to WorldCat. There are around 5% of records which the first pass at match/merging did not treat finely enough and ended up being treated as duplicates in the UnityUK data when they should have been treated as separate entities. OCLC data team is working on a solution to that, and also working jointly with Bournemouth on loading regular extracts from their catalogues. Once these are resolved Bournemouth should be in a position to go live.
  - ii. LibrariesWest – has an issue that data which was deleted from local catalogues has not been getting deleted in WorldCat. LW cannot go live with WCL until this is resolved, but OCLC data experts are working on a solution as a high priority and once sorted, LW can go-live.
  - iii. Dorset has loaded a full sample of their bib data into UnityUK test and OCLC are doing some checks. If the checks are passed OK they will load all of the Dorset data into UnityUK live and then into WorldCat. This likely to happen in November.
- b. For the other authorities, OCLC are now awaiting data files from them that will then be loaded into UnityUK/WorldCat – but thanks to an extraction script developed by LibrariesWest, all the authorities have a viable mechanism for generating a MARC (or MARC-like) data file that be used.

## 9. Nominations for Trustees

- a. Notice for nominations to the Board had been sent out to all members on the 8<sup>th</sup> September and two nominations were received, one each for public and non public representation;
  - i. Virginia Havergal (Bridgwater College) was nominated by Jane Tomlinson (Petroc and seconded by Jackie Chelin, UWE
  - ii. Kate Murray (Bristol CC) was proposed by Andy Brisley (North Somerset) and seconded by Ciara Eastell (Devon).

- b. There being no further nominations, (NB Steve Alston (Bath University) volunteered to join the Board as a non public representative, but withdrew in favour of Virginia Havergal. Virginia Havergal and Kate Murray were duly appointed to the Board. **All Agreed**

#### **10. Appointment of Honorary Officers and Independent Examiners**

- a. Chairman, Paul Leivers was prepared to stand again, there were no further nominations. **All Agreed** and Paul remained in the Chair.
- b. Vice Chair, Jackie Chelin was prepared to stand again; there were no further nominations so she was re-elected. **All Agreed**
- c. Secretary, Martin Burton was prepared to stand again, though was willing to stand down if anyone wanted to take on the role. There no further nominations so he was re-elected. **All Agreed.**
- d. Treasurer, Alasdair MacNaughtan, was retiring from Plymouth CC so he stepped down. Only one nomination was received, Andy Brisley was proposed by Paul Leivers, seconded by Medi Bernard and duly elected. **All Agreed.**
- e. As Andy Brisley was already on the Board and is now an officer, there is a vacancy for another public library representative. **ACTION: Public Library members to be emailed for a replacement.**

#### **11. SWRLS Strategic Plan Update**

- i. A progress plan had been circulated with the agenda and the Chair invited comments from the floor.
- ii. Ideas for future training events were discussed and included digital copyright. **ACTION Director to explore**
- iii. Ideas for possible procurement opportunities would be welcomed

#### **12. AOB**

- a. Geoff Cole (UWE) asked if there would be a special event for grant beneficiaries to share their learning from the projects. It was agreed that this would be arranged either as a separate event or as part of a future Regional Council meeting.
- b. Chair announced that Katie Lusty (Torbay) had been appointed as the Arts Council SW Library relationship manager and would start her role in January. **ACTION: Director to invite her to a future Board and Regional Council meeting.**

#### **13. Dates of SWRLS Regional Council meetings 2012:**

March 6<sup>th</sup>, The Hayridge, Cullumpton EX15 1DJ (new Cullumpton Library)  
October - Date and Venue to be confirmed.

**Keith Shell, Guest Speaker from PTFS joined the meeting at 12 Noon and gave a very interesting presentation on open software for Library Management Systems. The presentation can be seen [here](#)**

**For further details, see the website <http://www.ptfs-europe.com/> or contact Keith at [keith.shell@ptfs-europe.com](mailto:keith.shell@ptfs-europe.com).**