



South Western Regional Library Service

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Minutes of the Annual General Meeting of the Regional Council held at Exeter University, Tuesday 6th November 2012

Present:

Andrew Davey (Devon), Paul Leivers (Chairman and Dorset), Kate Murray (Bristol), Tom Brumfitt (Bath Univ), Jane Tomlinson (Petroc), Di Goddard (Accountant, Devon), Andy Brisley (Treasurer and North Somerset), Patricia Rogers (Bristol Univ), Graham Brown (Bournemouth), Martin Burton (South Gloucestershire), Lynn Osborne (Director), Sue Laurence (Gloucestershire), Jackie Chelin (Vice Chair and UWE), John Lane (Poole), Carol Gold (Somerset), Mark Zumpe (Portsmouth), Alex Hall (Exeter University), Katie Lusty (Observer, ACESW), Scott Jordan (University of Gloucestershire), Sue Benjamin-Fast (Cornwall), Marion Stevens (Swindon), Sally Wilkinson (Cranfield University CDS), John Underwood (Science Museum Library and Archive), Chris Goddard (Plymouth)

Welcome: Paul Leivers welcomed everyone to the 2012 AGM

1. **Apologies:** Charlotte Wilmot (Arts University College, Bournemouth), Sarah Pankiewicz (Met Office), Alison Baud (Bath Spa University), Pat Davis (Jersey), Tracy Long (Dorset), Virginia Power (Bridgewater College), Melanie Maloney (Basingstoke C of T), Lee Hancock (New College, Swindon), Liz Kent (Torbay), Helen Button (City College, Plymouth), Shirley Shire (Bristol Baptist College), Nicola Nye (Exeter College), Joan Davis (Wiltshire), Medi Bernard (Bournemouth)
2. **Minutes of the Regional Council 6 March 2012**
The minutes, were agreed as a correct record.
3. **Matters arising**
Item 4b) Chris Goddard, Plymouth was co-opted onto the Board following the last meeting
Item 7c) Board considered best way to share information on e resources between public and FE sectors was to invite FE to the future E resources meetings. FE representatives attended the May meeting and will be invited on an ongoing basis.
Item 8b) Petroc's formal request for an extension of their grant project was received and approved.
4. **Annual Report 2011-2012**
Paul Leivers presented the Annual Report, noting that activities during the year had once again been very varied. He highlighted the success of the new grant scheme, which had encouraged collaboration and stimulated some interesting projects, with members commenting that only the "pump priming" funding had made it possible.
He asked for ideas for consortia agreements which SWRLS might consider negotiating for on behalf of members in future.
He thanked Chris Goddard for the Music Scheme report and Chris pointed out that he calculated 75k people were in audiences of performances using SWRLS music sets. All agreed that in future borrowers would be asked to put an acknowledgment on their programmes to indicate that the music was provided by SWRLS. **ACTION: Chris Goddard to circulate recommended wording to relevant members**
Paul thanked the Board members and the Director for their support and work during the year.
5. **Financial Report**
 - a. Andy Brisley presented the report, noting that SWRLS continued to be in a good financial position.

- b. Acceptance of the Annual Report and accounts was proposed by John Underwood and seconded by Carol Gold. **All in favour**

6. SWRLS Grant Scheme Update

- a. Lynn explained how the assessment panel worked and announced the 2013 dates for the next round as: Expressions of Interest by 8th February, Outcome of E o I by 22nd February and Full bid applications closing date 19th April with outcome of awards by 10th May.

7. WorldCat Local Update

- a. Libraries West and Plymouth have gone live since the last meeting and their links can be seen here: <http://librarieswest.worldcat.org/> <http://plymouthlibraries.worldcat.org/> use scroll to pick individual authority, South West or libraries worldwide.
- b. UWE had already expressed interest in being part of the project and were trying to make their catalogue available via WorldCat. Any academic library can upload their catalogues at no cost but the links would not show live status of the stock unless they introduced WCL as well.

8. Nominations for and appointment of Trustees (Board members)

- a. Notice for nominations to the Board was sent out to all members on the 2nd October. Chris Goddard, previously co-opted onto the Board was duly ratified as a public library representative. There were no further nominations received

9. Appointment of Honorary Officers and Independent Examiners

- a. Martin Burton took the Chair and thanked Paul for his work as **Chairman**. Paul Leivers was prepared to stand again, there were no further nominations. Proposed by Kate Murray and seconded by Jackie Chelin. **All Agreed** and Paul returned to the Chair.
- b. **Treasurer**, Andy Brisley was prepared to stand again, there were no further nominations. Proposed by Sue Benjamin-Fast and seconded by Carol Gold. **All Agreed**.
- c. **Secretary**, Martin Burton decided to step down from the role. There no nominations so the role remains vacant.
- d. **Vice Chair**, Jackie Chelin was prepared to stand again; there were no further nominations. Proposed by Sally Wilkinson and seconded by Andy Brisley. **All Agreed**
- e. **Independent examiners**, Francis Clarke were nominated by John Underwood and seconded by Andy Brisley. **All Agreed**.

10. SWRLS Strategic Plan Update and Risk Log Assessment

- a. An update progress report had been circulated ahead of the meeting and the Chair called for comments and ideas for future actions
 - i. It was suggested that the profile of SWRLS should be raised with school libraries and it was agreed to develop links with ASCEL. **ACTION: Lynn to add to Action Plan**
 - ii. Consider arranging an LMS supplier event for cross sector audience **ACTION: Lynn to gather information on contract /tender dates of members to identify how much interest there might be for an event**
 - iii. Support for Cilip SW mentor network would be appreciated **ACTION: Lynn to pursue with UWE and Cilip contacts**
 - iv. Bristol Libraries had Cilip training vouchers and proposed opening up the courses on offer to Swrls members **ACTION: Lynn to circulate the course details to members**
- b. The previously circulated risk log, assessment was discussed. In particular:
 - i. Item 4- Lack of staff capacity and loss of key staff- In light of Lynn's forthcoming retirement the Chair agreed to share the job description with Board members asap. He would seek advice about the future employer relationship for the future post before advertising it.. Agreed there should ideally be an overlap with the current postholder.
 - ii. It was agreed that the risk log would be reviewed annually as part of the Strategic Plan
 - iii. Chris Goddard asked if the historic files had been archived and Lynn stated that she had all the files she was aware of. **ACTION: Liaise with Kate Murray to see if Bristol Record Office would house the files in future (SWRLS having originated in Bristol)**

11. AOB

- a. Sue Benjamin Fast asked what would happen to Cornwall's membership if the authority privatised the library service. Agreed that the constitution would allow for this but a contract would be required.

- b. Paul noted that this would be Lynn's last AGM and thanked her for her work as Director over the last five years

12. Dates of SWRLS Regional Council meetings 2013:

March 14th, Bristol, Venue subsequently confirmed as **Bristol Council House / City Hall, Cathedral Green**

October AGM - Date and Venue to be confirmed.