



SOUTH WESTERN REGIONAL LIBRARY SERVICE

Minutes of the Regional Council and Annual General Meeting held on 3 November, 2016 at 10.30 a.m. in Taunton Library

Present: Steve Alston (University of Bath), Jill Barker (Gloucestershire), Alison Baud (Bath Spa University), Medi Bernard (Bournemouth), Andy Brisley (North Somerset) (am only), Lesley Castens (University of Plymouth), Jackie Chelin (University of the West of England), Sue Crowley (Somerset), Dawn Downes (University of Winchester)(left at 15.05), Paul Evered (Cornwall), Jackie Fielder (Bath and North East Somerset)(left at 15.25), Karen Foster (Yeovil College), Scott Jordan (University of Gloucestershire), Maggie Harris (Somerset), Nicola Healey (North Somerset Healthcare), Amanda Macdonald (Plymouth), Laura Milligan (Guernsey), Chris Moore (Wiltshire) (am only), Kate Murray (Bristol), Mark Peasley (Libraries Unlimited), Jolanta Peters (Bridgwater and Taunton College), Patricia Rogers (University of Bristol)(left at 14.30), Sue Wills (Poole)(left at 15.00), Sarah Woodcock (Petroc)

Trustees present: Jill Barker, Medi Bernard, Andy Brisley, Jackie Chelin, Scott Jordan, Chris Moore, Kate Murray, Patricia Rogers.

In attendance: Shelagh Levett (SWRLS), Katie Lusty (ACE) (am only).

<p><b>1. Welcome:</b></p> <p>The Chair, Jackie Chelin, welcomed everyone to the meeting. Everyone introduced themselves.</p>	
<p><b>2. Apologies:</b></p> <p>Martin Burton (South Gloucestershire), Joan Davis (Wiltshire), Jayne Downey (Sarum College), Kay Ecclestone (Cornwall College), Jane Everiss (Gloucestershire), Christine Fowler (Bournemouth University), Donna Gundry (Plymouth College of Art), Liz Kent (Torbay), Merryn Kent (Cornwall), Paul Leivers (Dorset), Tracy Long (Dorset), Jackie Tolliday-Bailey (Devon), Sally Wilkinson (Cranfield University).</p>	
<p><b>3. Minutes of the meeting held on 8 April, 2016:</b></p> <p>The minutes of the meeting held on 8 April 2016 were agreed unanimously and signed as a correct record, following the removal of the words ‘at accessed’ at the end of item 6. <b>Proposed:</b> Nicola Healey, <b>seconded:</b> Alison Baud.</p>	
<p><b>4. Matters arising:</b></p> <p>There were no matters arising. The Director, Shelagh Levett, updated the meeting on the Libraries Fund discussed at the previous meeting at item 10. The Fund had been agreed and details on how to bid for grants has been circulated to Reading Passport representatives or SWRLS Council contacts. The panel will meet on 12 December to consider bids which need to be submitted to Michelle Phillips at <a href="mailto:projects@literatureworks.or.uk">projects@literatureworks.or.uk</a> by 5 December.</p>	

<p><b>5. Annual Report:</b></p> <p>The Chair presented the 2015/16 Annual Report and highlighted the following:</p> <ul style="list-style-type: none"> <li>• The role of SWRLS in encouraging collaboration;</li> <li>• The range of activities;</li> <li>• The Grant Scheme, particularly in regards to individuals being able to bid for grants to support CPD;</li> <li>• The potential of the new website, particularly for advocacy and brokerage;</li> <li>• Training courses;</li> <li>• The continued reduction in inter-lending.</li> </ul> <p>The Chair thanked the Director for her work and then asked for comments from the floor. Issues/suggestions raised included:</p> <ul style="list-style-type: none"> <li>• The potential of providing a network of experienced managers to mentor less experienced staff and provide help with a range of issues;</li> <li>• CILIP's current work on workforce development;</li> <li>• The potential to use SCL's (Society of Chief Librarians) innovation network platform across different sectors. Medi Bernard offered to take this to national SCL for discussion.</li> </ul>	<b>MB</b>
<p><b>6. Annual Accounts:</b></p> <p>The Treasurer presented the financial statement for 2015/16 and highlighted the following:</p> <ul style="list-style-type: none"> <li>• It has been another stable year for SWRLS;</li> <li>• There is a need to ensure that one year's operating costs are kept in reserve;</li> <li>• Subscriptions have not risen.</li> </ul> <p>SWRLS currently has deposits of £113,408 made up of £68,732 in the charities account and £44,676 in the current account.</p>	
<p><b>7. Approval of the Annual Report and accounts, 2015/16.</b></p> <p>These were approved unanimously. <b>Proposed:</b> Jill Barker, <b>seconded:</b> Chris Moore. The Chair then handed over to the Honorary Secretary, Scott Jordan, for items 8 and 9.</p>	
<p><b>8. Nominations for and appointment of Trustees:</b></p> <p>The following were nominated for and appointed unanimously as members of the Management Board and as Trustees:</p> <ul style="list-style-type: none"> <li>• Chair, to serve 2016/17: Jackie Chelin. Proposer: Medi Bernard; seconder: Andy Brisley.</li> <li>• Vice Chair, to serve 2016/17: Donna Gundry. Proposer: Scott Jordan; seconder: Jackie Chelin.</li> <li>• Secretary, to serve 2016/17: Scott Jordan. Proposer: Patricia Rogers; seconder: Jill Barker.</li> <li>• Treasurer, to serve 2016/17: Andy Brisley. Proposer: Jackie Chelin; seconder: Medi Bernard.</li> <li>• Ordinary Board Member (Public Libraries) to serve 2016-19: <ul style="list-style-type: none"> <li>○ Jill Barker. Proposer: Sue Crowley; seconder: Chris Moore.</li> </ul> </li> <li>• Ordinary Board Member (University Libraries, Other Educational and Special Libraries) to serve 2016-19: <ul style="list-style-type: none"> <li>○ Karen Foster. Proposer: Nicola Healey; seconder: Scott Jordan.</li> </ul> </li> </ul>	

## 9. Appointment of Independent Examiners:

Francis Clark LLB was **proposed** by Andy Brisley and **seconded** by Chris Moore and duly appointed unanimously as Independent Examiner for a further year.

Jackie Chelin resumed the Chair for the remainder of the meeting.

## 10. Fundamental Review:

- a. **Introduction:** The Chair presented the results of the Fundamental Review Report and the Board's discussions on the recommendations. The presentation can be seen [here](#). She covered the background to the Review and the recommendations within the Report before handing over to the Director.
- b. **Charitable Structures:** the full presentation can be seen [here](#). The Director explained the different charitable structures and concluded that the Board are recommending that SWRLS becomes a Charitable Incorporated Organisation (CIO), association model. The main benefits are:
1. Suitability of use for a membership organisation, such as SWRLS;
  2. Provides a legal identity for the charity;
  3. Can enter into contracts;
  4. Trustees have limited liability;
  5. Simple accounting system.
- c. **Objects:** the Chair presented the proposed new Objects of the charity:
1. The advancement of education for the benefit of the public by:
    - Promoting cross sector co-operation between members;
    - Promoting access to library collections and specialist knowledge;
    - Providing a framework for the interlending of materials;
    - Advancing the skills and knowledge of the workforce and their stakeholders, e.g. through training for workforce development;
    - Facilitating a collaborative network to share best practice and excellence.
  2. The advancement of culture for the benefit of the public by:
    - Promoting access to specialist resources;
    - Promoting cultural activities and partnerships.

She then asked for comments from the floor:

- Interlending the only unique selling point for SWRLS;
- SWRLS is the only cross sector organisation doing what SWRLS does;
- SWRLS cross sector focus can help lever in funding;
- Collaboration a real benefit - cross sector promotion, cross sector training. Staff understand each other's sector and can promote to their end users;
- Benefit of co-ordinating funding bids;
- Need to be mindful of considering other major strategic changes happening such as Ambition in the public library sector;
- Need to ensure there is emphasis on demonstrating value for money and outcomes. Need to evidence how the SWRLS offer will help members improve their service to the end user;
- Can the organisation be sustained if income drops?
- SWRLS has a superintendent role with ILL - could step in if a member refuses to make resources available to others;

<ul style="list-style-type: none"> <li>• In relation to the use of the word ‘culture’ in the Objects, need to be mindful of the different meanings of the word ‘culture’;</li> <li>• Need to discover the ‘hidden’ collections that exist in organisations and open up access to them.</li> </ul> <p>d. <b>Vision/mission:</b> The Chair presented the proposed vision and mission statements:</p> <ol style="list-style-type: none"> <li>1. <b>Vision/strapline:</b> Uniting, inspiring, collaborating across libraries in the South West;</li> <li>2. <b>Mission:</b> To facilitate the collaboration of libraries, information services and cultural organisations to develop staff, services and resources that are inclusive and which encourage and enhance lifelong learning within the community.</li> </ol> <p>She again asked for comments from the floor:</p> <ul style="list-style-type: none"> <li>• Amend ‘the community’ to ‘our communities’;</li> <li>• Needs to be more strategic;</li> <li>• Ensure it reflects all types of library;</li> <li>• Needs to be more proactive;</li> <li>• Ensure strapline is inclusive;</li> <li>• Need to reflect end user.</li> </ul> <p>It was agreed that more work was needed on this issue. To be referred back to the Board.</p>	Bd
<p>e. The Chair then moved on to highlight some of the issues still under discussion;</p> <ol style="list-style-type: none"> <li>1. <b>ILL</b> - a meeting has been set up in December with a group of ILL practitioners to develop a possible ILL model. Comments from the floor included: <ul style="list-style-type: none"> <li>• Some members are not clear on how to operate an ILL service;</li> <li>• May be cheaper to buy than borrow on occasions;</li> <li>• Could promote access to journals;</li> <li>• Research into organisation’s ILL policies would be useful;</li> <li>• SWRLS could advocate to encourage the open access of resources;</li> <li>• Access to Research is not available in Guernsey or Jersey. Medi Bernard offered to take this issue forward to also include how to widen access of the facility to other sectors;</li> <li>• ILL provided for free, but public libraries charge the end user.</li> </ul> </li> <li>2. <b>Subscriptions:</b> Comments from the Treasurer: <ul style="list-style-type: none"> <li>• Need to make the subscription more equitable;</li> <li>• Need to generate sufficient funds to ensure continuity;</li> <li>• Need to recognise the financial constraints of members.</li> </ul> <p>Comments from the floor:</p> <ul style="list-style-type: none"> <li>• Training can be time consuming to plan - work with partners to provide;</li> <li>• Need to list the benefits that members receive to justify the subscription;</li> <li>• If separate out ILL, need to make it clear who has the benefit of ILL and who doesn’t;</li> <li>• Need to develop a list of expectations/offers that would be expected of organisations when they join SWRLS;</li> <li>• Sue Crowley provided an outline of the SWRLS Grant funded initiative investigating performing arts collections - this will map provision, how services operate and establish the true cost of provision.</li> </ul> </li> </ol>	MB

<p>f. The Chair then put the recommendations to the vote:</p> <ol style="list-style-type: none"> <li>1. Change the charity to become a Charitable Incorporated Organisation (as detailed in b. above): carried unanimously;</li> <li>2. Objects (as detailed in c. above): carried by 21 votes for, 1 against and 1 abstention.</li> <li>3. Vision/mission - this was not voted on, pending further consideration by the Board as detailed in d. above.</li> <li>4. Name - the Board are proposing that an 's' be added to the word Service in SWRLS title. The new name would therefore be South Western Regional Library Services: carried by 22 votes for and 1 abstention.</li> </ol> <p>The next stage will be to clarify the offer, develop the subscription model and rewrite the Constitution to present to the next Regional Council meeting.</p> <p>A suggestion was made to map library related organisations and groups that members and/or their staff are involved with either regionally or nationally, the aim being to build up a list of potential partners for SWRLS. A number of groups were suggested as a starting point. The Director to e-mail the membership.</p>	SL
<p><b>11. Reads and Rights:</b></p> <p>Alison Baud, Director of Library and Learning Services, Bath Spa University, provided an interesting and stimulating presentation about the Reads and Rights project at the University. The presentation can be seen <a href="#">here</a>.</p> <ul style="list-style-type: none"> <li>• Aim - to stimulate discussion about equality and diversity;</li> <li>• The initiative was unusual for an academic library;</li> <li>• Held pop up events around the campus, not restricted to the library;</li> <li>• Developed a themed timeline using <a href="http://www.tiki-toki.com">www.tiki-toki.com</a> and added historical information along with book details. Films were also included;</li> <li>• Challenges: <ul style="list-style-type: none"> <li>○ Time;</li> <li>○ Keeping the project balanced;</li> <li>○ Keeping it up-to-date;</li> <li>○ Copyright.</li> </ul> </li> <li>• Successes: <ul style="list-style-type: none"> <li>○ Strengthened links with Students Union;</li> <li>○ Brought audio and image together;</li> <li>○ Promoted cultural role of the library;</li> <li>○ Staff enthusiasm;</li> <li>○ Lots of positive comments.</li> </ul> </li> <li>• The initiative has now ended, but the library is looking for further collaborative opportunities with external partners, such as public and school libraries.</li> </ul>	
<p><b>12. Conversation Café:</b></p> <p>Jolanta Peters, Research and Library Services Manager, Bridgwater and Taunton College and Maggie Harris, Development Officer, Somerset Libraries, presented a thought provoking and interesting presentation about this SWRLS Grant funded initiative that has been running over the last year, building on a previous initiative at the College. The presentation can be seen <a href="#">here</a>. The presentation included:</p> <ul style="list-style-type: none"> <li>• Background and historical context of the Conversation Café concept;</li> <li>• Objectives such as helping improve literacy skills and employability;</li> </ul>	

<ul style="list-style-type: none"> <li>• Promotion and marketing - social media, through various agencies, such as JobCentre Plus and local hospitals, and word of mouth which proved the strongest promotional tool;</li> <li>• Operational issues;</li> <li>• Challenges - levels of English of those attending, staffing, timing of sessions;</li> <li>• Sustainability - through volunteers and seeking other external funding.</li> </ul> <p>At the end of the presentation, two of the attendees spoke about their experiences of the Café and how helpful it had been to them in improving their English, helping them make friends and feel part of the community. This was very well received by the audience.</p>	
<p><b>13. AOB:</b></p> <p><b>Reading Passport</b> - Kate Murray led this item:</p> <ul style="list-style-type: none"> <li>• A different theme this year;</li> <li>• Should SWRLS continue to support?</li> <li>• Would welcome views.</li> </ul> <p>Comments from the floor included:</p> <ul style="list-style-type: none"> <li>• Better theme - more adaptable;</li> <li>• Could the initiative be more interactive e.g. a blog?</li> <li>• The initiative has been running for a few years now - it may be time to review the format;</li> <li>• Widen to include video and film;</li> <li>• Possible theme for next year - health and wellbeing.</li> </ul>	
<p><b>14. Date and venue of next meeting:</b> to be advised.</p>	
<p><b>15. Closing remarks:</b></p> <p>The Chair thanked Sue Crowley for hosting the event and everyone for attending. She wished everyone a safe journey home.</p>	

The meeting closed at 15.34

**Actions:**

- **Bd** - Board
- **MB** - Medi Bernard
- **SL** - Shelagh Levett