



SOUTH WESTERN REGIONAL LIBRARY SERVICE

Minutes of the Council and Annual General Meeting held on 16 November, 2015 at 10.30 a.m. in Exeter Central Library

Present: Jill Barker (Gloucestershire), Leon Bolton (Swindon), Andy Brisley (North Somerset), Rob Challis (University of Bristol), Jackie Chelin (University of the West of England), Scott Jordan (University of Gloucestershire), Paul Leivers (Dorset), Chris Moore (Wiltshire), Robyn Murgatroyd (Yeovil College), Patricia Rogers (University of Bristol), Pat Terry (Cornwall), Marie Weinel (Bath and North East Somerset), Janet Westcott (Poole), Charlotte Wilmot (Arts University, Bournemouth)

In attendance: Diana Goddard (Devon) a.m. only, Helena Jaeschke (South Western Federation of Museums and Art Galleries), Shelagh Levett (SWRLS), Katie Lusty (ACE).

<p>1. Welcome:</p> <p>The Chair, Paul Leivers, welcomed everyone to the meeting. He especially welcomed Helena Jaeschke, the representative from the South Western Federation of Museums and Arts Galleries and looked forward to future collaboration.</p>	
<p>2. Apologies:</p> <p>Steve Alston (University of Bath), Medi Bernard (Bournemouth), Louise Burkett (Ribston Hall School), Martin Burton (South Gloucestershire), Jayne Downey (Sarum College), Kay Ecclestone (Cornwall College), Karen Foster (Yeovil College), Donna Gundry (Plymouth College of Art), Alexandra Hall (University of Exeter), Allyson Jordan (Swindon), Merryn Kent (Cornwall), Tracy Long (Dorset), Kate Murray (Bristol), Nick Niles (Torbay), John Underwood (Science Museum, Wroughton), Sue Wills (Poole), Paula Younger (North Bristol NHS Trust), Mark Zumpe (Portsmouth).</p>	
<p>3. Minutes:</p> <p>The minutes of the meeting held on 22 April 2015 were agreed and signed as a correct record. Proposed: Scott Jordan, seconded: Andy Brisley</p>	
<p>4. Matters arising:</p> <ul style="list-style-type: none"> i. 6 - University of Sheffield Inter-lending survey recirculated. ii. 7 - Strategic Plan and Risk Log - discussion notes received and both plans updated. Agenda item 9. iii. 9 - Reading Passport - 2015 project complete. Agenda item 9. 	

5. Annual Report:

The Chair presented the 2014/15 Annual Report and highlighted the following:

- Reading Passport - echoes the National Reading Offer, provides economy of scale and encourages collaboration;
- Grants Scheme - disappointed with limited number of applications, but acknowledged that capacity is an issue. Grants are an important part of the SWRLS offer by encouraging collaborative activity. There is an overlap with work in museums, archives and arts and bids could be considered with partners from these sectors as well as libraries;
- Finances are in good order;
- Several new Board members were welcomed during the year and the Director has been working hard to ensure that all Board members understand their role and responsibilities;
- Looking to the future, the budget situation in all sectors is challenging. Collaboration is even more important.

The Chair thanked the Director and Board members past and present for all their hard work and support over the years that he has been involved with SWRLS. He then announced that he was standing down as Chair.

The Annual Report was unanimously accepted. **Proposed:** Patricia Rogers, **seconded:** Chris Moore

6. Annual Accounts:

The Treasurer presented the financial statement for 2014/15. The accounts have been independently audited and approved. The Treasurer highlighted the following:

- SWRLS is in a good, stable financial position;
- reserves are reasonable at £88,300;
- the current account is being reviewed and presently stands at £52,000;
- funding is there for grants and we need to share the benefits and look for collaborative opportunities;
- an increase in subscription fees for 2016/17 is not envisaged;
- the 2016/17 budget will be discussed at the next Board meeting;
- Diana Goddard and Jason Tear of Devon were thanked for their hard work managing the accounts;
- Sharon Austin was thanked for auditing the accounts;
- Board members were also thanked, in particular Paul Leivers, the retiring chair.

The Accounts were unanimously accepted. **Proposed:** Jackie Chelin, **seconded:** Marie Weinel.

7. Nominations for and appointment of Trustees:

The following were nominated for and appointed as members of the Management Board and Trustees:

<ul style="list-style-type: none"> • Chair: Jackie Chelin. Proposer: Andy Brisley; seconder: Patricia Rogers. • Secretary: Scott Jordan. Proposer: Marie Weinel; seconder: Andy Brisley. • Treasurer: Andy Brisley. Proposer: Emma Wellard; seconder: Sarah Bowen. • Ordinary Board Members (Public Libraries) to serve 2015-18: <ul style="list-style-type: none"> ○ Merryn Kent. Proposer: Scott Jordan; seconder: Andy Brisley. ○ Chris Moore. Proposer: Pat Terry; seconder: Jill Barker. ○ Marie Weinel. Proposer: Jill Barker; seconder: Janet Westcott. • Ordinary Board Members (University Libraries, Other Educational and Special Libraries) to serve 2015-18: <ul style="list-style-type: none"> ○ Donna Gundry. Proposer: Jackie Chelin; seconder: Scott Jordan. ○ Patricia Rogers. Proposer: Marie Weinel; seconder: Leon Bolton. <p>The Director announced that there was still a vacancy on the Board for an Ordinary Member representing public libraries. The post of Vice Chair will be confirmed at the next Board meeting.</p> <p>The new Chair, Jackie Chelin, took over as Chair for the rest of the meeting.</p>	SL
<p>8. Appointment of Independent Examiners:</p> <p>Francis Clark LLB was proposed by Andy Brisley and seconded by Jill Barker and duly appointed unanimously as Independent Examiner for a further year.</p>	
<p>9. Strategic Plan/Risk Log:</p> <p>i. Fundamental Review</p> <p>The Chair introduced the Fundamental Review recommended by the Board. A document was circulated to all SWRLS members in October asking for views on how the Review should be carried out, the relevance and deliverability of the current objectives and suggestions for new objectives. The meeting split into small groups to discuss these issues. The results of these discussions will be considered by the Board at its next meeting. A precis is included here:</p> <ul style="list-style-type: none"> • Some form of external consultation or challenge would give objectivity to the Review; • Promoting co-operation: <ul style="list-style-type: none"> ○ Still important; ○ Offer a forum for cross sector co-operation; ○ Potential for financial savings through sharing resources; ○ Widen to include related bodies, not just libraries. • Arranging loans: <ul style="list-style-type: none"> ○ Lower priority; ○ Collaboration might stop if SWRLS didn't exist; ○ Role more of broker/facilitator. • Unified catalogue: <ul style="list-style-type: none"> ○ Less focus/don't need this; ○ Not important due to on-line access and Unity UK. • Community education; 	Bd

- Higher priority;
- Should be more inclusive: supporting learning in the community;
- Ties in with SCL Learning Offer and MOOCS.
- Potential objectives:
 - Experts list;
 - Sharing experience/best practise database;
 - Training, particularly ILL;
 - Regional digital forum;
 - Representation at a national level for the SW.

ii. Regional Reading Strategy.

In the absence of Kate Murray, who unfortunately could not be at the meeting, Jill Barker (Gloucestershire) gave a presentation on the current Reading Passport project in relation to the work she has been involved in. Jill led a separate bid to Arts Council England to fund writing workshops to be held across the region and led by Royal Literary Fellows. On line material will be developed following the workshops for dissemination across the region. A range of other events have taken place, several of them rugby related, and the Passport has been distributed across the region through public and academic libraries, community venues and local rugby clubs. Jill was thanked for stepping in.

The Director read out some comments on behalf of Kate Murray:

- Please ensure all Reading Passports are distributed;
- Data collection will be carried out into the reach of the Passport;
- Comments are welcome on the style of the Passport and ideas for future themes.

iii. Strategic Plan update:

The Director highlighted the following actions (numbers refer to Strategic Plan actions):

- 1.1 - Four new members have been appointed to the Board over the last year;
- 2.1 - Two new members have joined SWRLS a health library service and a school library;
- 2.1 - SWRLS part funded a successful marketing course with CILIP SW Members Network;
- 2.2 - Pages from the proposed new SWRLS website were demonstrated. A beta version will be available shortly;
- 3.2 - Somerset College has been awarded a SWRLS grant to expand their Conversation Café project within the College and with the local public library in Taunton;
- 4.2 - The 2015 Reading Passport project will be evaluated over the next few months;
- 5.4 - The Director attended a meeting of local studies librarians from across the region. Newsplan has a new Chair, Anne Buchanan of Bath and North East Somerset, and will be reviewing its work in the spring.

12. SCL: Learning Offer:

This item was brought forward. In the absence of Medi Bernard, who unfortunately could not be the meeting, Katie Lusty, Arts Council England presented this item.

This is the fifth offer from SCL. Katie presented the powerpoint presentation <http://www.swrls.org.uk/doc.asp?!D=477&Doc=/documents/Universal%20Learning%20Offer.pptx> and highlighted the following:

- Unique selling point for public libraries is families learning together;
- Digital learning and MOOCS becoming an important focus;
- Code Green - an on-line help guide for library practitioners to develop the digital making offer to the public;
- Builds on the digital skills programme of staff development.

A discussion looked at the scope for partnership working:

- Students can help by volunteering for such initiatives as Code Clubs and gain credits for this community involvement;
- This needs to be done at a local level. The college/university librarian can act as link to the relevant department;
- Experience can be fed back at SWRLS Council meetings;
- Museums and archives also a relevant link for the Learning Offer through their specialist collections.

Katie was thanked for stepping in.

10. The Library Leadership Taskforce: Ciara Eastell, President of SCL and Head of Libraries, Culture and Heritage, Devon:

Ciara provided the background to the Taskforce and work to date:

- Set up after the Sieghart report, Independent Library Review for England;
- Short life span - 3 - 4 years;
- Three chief executives on the Panel - vital to get buy in at this level;
- Priorities:
 - Digital services;
 - Adding value e.g. links to other sectors such as health;
 - Sharing best practice;
 - Workforce development
 - Communication;
- Achievements to date include:
 - Free wifi in virtually all public libraries by the end of the year;
 - Digital skills training for the public in partnership with BT and Barclays;
 - Meetings with other Government departments and getting libraries on their agendas;
 - Guidance packages for portfolio holders and chief executives.

There followed a discussion on the role of SWRLS:

- Adding value through cross sectoral co-operation;
- Workforce development particularly around digital skills.

The presentation can be accessed at:

[http://www.swrls.org.uk/documents/SWRLS%20presentation%20on%20Libraries%20Taskforce%20\(1\).pdf](http://www.swrls.org.uk/documents/SWRLS%20presentation%20on%20Libraries%20Taskforce%20(1).pdf)

<p>11. Libraries, digital capability and Jisc - what's new? Lis Parcell. Subject Specialist, Libraries and Digital Resources, Jisc:</p> <p>Lis provided a presentation on the role and current work of Jisc:</p> <ul style="list-style-type: none"> • Supports community learning as well as the HE/FE sectors, so can link to public libraries through that; • Negotiates sector wide deals with IT vendors and commercial publishers; • Following a recent restructure, the SW and Midlands is one of 7 UK regions/nations; • Emphasis on digital resources, including those supporting resource discovery such as COPAC and SUNCAT; • Building digital capability through staff development; • Working with SCONUL and other partners supporting a digital leaders programme. <p>The presentation can be accessed at http://www.slideshare.net/lisparcell/libraries-digital-capability-and-jisc-whats-new</p>	
<p>13. AOB:</p> <p>Bibiotherapy: Jill Barker (Gloucestershire) asked if a training course in Bibliotherapy could be considered. She provided information on a trainer. The Director to take forward with the Board.</p>	SL
<p>14. Date and venue of next meeting: to be advised.</p>	
<p>15. Closing remarks:</p> <p>The Chair thanked everyone for attending. Andy Brisley then paid tribute to Paul Leivers, the retiring Chair and presented him with a gift on behalf of the Management Board in recognition of his long association with SWRLS. He was wished well for the future.</p>	

The meeting closed at 15.15

Actions:

- **Bd** - Board
- **SL** - Shelagh Levett