

**CILIP in Scotland**  
**Minute of the Trustee Board Meeting**  
**19<sup>th</sup> January 2017**

**Present:** Richard Aird, Theresa Breslin, Carole Gray, Craig Green (Chair), Kirsten McCormick, Liz McGettigan, Margaret Menzies, Penny Robertson, Helen Robinson, and Duncan Wright.

**In attendance:** Catherine Kearney (Director, CILIPS), Sean McNamara (Policy and Digital Officer, CILIPS)

**Apologies:** Jeanette Castle (CILIPS Representative to CILIP Policy Committee), Heather Marshall, Ewan Scott, Jane Sandell and Audrey Walker.

1. **Election of Chair:** Board unanimously approved the election of Craig Green as Chair following an earlier nomination process.
2. **Declarations of Interest:** None
3. **Minute of the meeting of 10<sup>th</sup> November 2016:** The minute of the meeting of 10<sup>th</sup> November was agreed as a true and accurate record of business conducted on that date.

**3.1 Matters arising**

- a) A CAF high interest account had been open with a £75,000 deposit from CILIPS reserves.
- b) Following CILIPS' recent consultation response and a subsequent letter from the Head of Library Services, Edinburgh, suggesting a meeting, CILIPS was seeking a suitable date.
- c) The meeting with the Deputy First Minister had been rescheduled for 26<sup>th</sup> January following its postponement to accommodate a visit to the Scottish Parliament by the UK Government Chancellor.
- d) New dates had been proposed for a meeting between CILIP and CILIPS to progress discussion on the future relationship between both organisations.
- e) The Board agreed that the following papers, previously discussed at the November meeting, should be recirculated for the benefit of new trustees and the incoming Vice President.
  - a) The CILIP negotiation framework;
  - b) The draft of the proposed Memorandum of Understanding; and
  - c) The CILIP/CILIPS meeting note dated 24th October 2016.

#### **4. Financial Update**

In the absence of Audrey, Cathy spoke to the previously circulated reports. She confirmed that:

- a) CILIP had been advised that CILIPS would cease to share the CILIP VAT number from FY2017;
  - b) The sum due for website refresh had been paid and temporarily allocated to office costs; and
  - c) Discussions with Tayside Branch regarding their reserves were still ongoing.
  - d) Audrey would lead a discussion on the 2017 draft budget at the next meeting.
- Members agreed to note the financial report.

#### **4.1 Professional Development Fund Disbursement Report October-December 2016**

The Board endorsed the recommendation of the Finance Task and Finish Group to make two awards in the final quarter:

- An award of £550 to facilitate attendance at the RLUK Conference; and
- An award of £430 to facilitate attendance at a Copyright seminar.

#### **4.2 Draft Sponsorship Policy**

The Board discussed the draft policy and agreed a number of additions for the Finance Task and Finish Group to consider before returning a final draft for approval to the March meeting.

#### **5. Advocacy**

#### **5.1 Advocacy Report**

Sean introduced the previously circulated report highlighting:

- The #Librariesmatter campaign and associated PR plan;
- An update on Conference planning;
- Discussions with Dr Ann Wales regarding a Scotland based sister campaign to the CILIP #milliondecisions initiative; and
- The upcoming meeting with the Deputy First Minister.

The Board noted the report and agreed that:

- The draft #librariesmatter PR campaign plan should be circulated to Board;
- A proportionate sum should be allocated to the health campaign subject to final approval at the next Board meeting;
- A briefing being presented at the meeting with the Deputy First Minister should be circulated to the Board;

- The Immediate Past President, having obtained author Julia Donaldson's permission, would make available to the Board a letter exchange between Ms Donaldson and the First Minister.

## **5.2 CILIPS Logo**

Board discussed and agreed the new logo for CILIPS stipulating that it should be in the pantone of the Scottish saltire and have a strapline which read *"Scotland's library and information professionals"*

## **6. Governance**

### **6.1 Presidential Induction**

The incoming President, Liz McGettigan, was inducted into her role by outgoing President, Theresa Breslin, who wished Liz well in her new role. Liz in turn thanked Theresa for her sterling service as CILIPS President during 2016 and emphasised her own enthusiasm for her new role as President. Chair concluded the induction by thanking both the incoming and outgoing President and welcoming Margaret Menzies into her new role as CILIPS Vice President 2017.

### **6.2 CILIPS Business Plan 2016 – Outcomes Review**

Cathy introduced the previously circulated outcomes review. Members noted the positive report and requested a tabulated summary of outcomes against business plan targets be provided at the next meeting.

### **6.3 Annual Delivery Plan 2017**

The Board approved the annual delivery plan for implementation and publication on the CILIPS website.

## **7. Any Other Business**

- a) *Trustee Training*: the Board noted that new trustees would attend a training course delivered by Arts and Business Scotland in Edinburgh on January 26<sup>th</sup>.
- b) *BREXIT*: the Board noted that the Scottish Government had published *'Scotland's place in Europe'*, a paper outlining proposals to protect Scotland's status within the European Union.

## **8. Equalities and Risk**

The Board considered decisions taken during the meeting and agreed that none carried any implication for equalities.

The Board reviewed discussion on the future relationship with CILIP and agreed that the CILIP/CILIPS MoU should be added to the risk register.

**9. Schedule of Meeting Dates 2017**

March 23 2017 (Edinburgh)

September 14 2017 (Aberdeen)

November 30 2017