**April e-mail meeting notes**

Contributions from:

Neil Paterson, Tanya Duthie, Mark McKay, Carol Moug, Laura Stewart, Richard Hughes.

CILIPS Consultative Council

Neil provided feedback to the Committee on the recent Consultative Council. Draft minutes from the meeting have now been circulated to the Committee.

Tanya managed to locate the recent advocacy article on school libraries from the Times online which was also circulated.

Mark confirmed he has received new web editing guidelines from CILIPS and is considering how best to build the site up. He also requested that photos and / or feedback be gathered during events to help develop content for the CILIPS Tayside section.

Clarification has also now been provided about how many Committee members are required for a meeting. Only the annual AGM requires a quorate number of members, primarily so the branch accounts can be passed for the year. Committee members appreciated the clarification.

We discussed investigating online ways of engaging with Tayside members to ascertain what nights are best for events and meetings. Moodle, Meet O Matic and Doodle were all suggested.

**Action Point**: Neil will check with the CILIPS North East Committee to set how to set up a Moodle Survey.

Branch Committee membership

Now that Jillian and Sandra have left the Committee we should consider trying to attract at least one new member. Neil is happy to approach Abertay and Dundee University Libraries to see if anyone there wants to help out. It was also suggested trying to speak with recently retired librarians to see if they wish to contribute as well. DC Thomson may also employ someone in a library/archive capacity. It would be worth promoting the Committee again to local school librarians in Angus and Perth & Kinross

**Action Point**: Neil will make initial contact with the above organisations.

CILIPS Annual Conference, June, Dundee Apex Hotel

Although there was agreement CILIPS Tayside could look to have a presence at the Conference Committee members were at a loss as to what we could put on a stand or offer in terms of tours. It may be too late to slot something into the conference timetable and we don’t have CILIPS Tayside materials to put on a stand. It also appeared that many of the Committee were able to attend anyway due to other work commitments. We should consider this for the 2018 Conference and keep this as an agenda item on any further meetings this year.

May Events/CPD sessions/June Conference

Bookings for the Phil Bradley events are open and proceeding well. There have been no applications for the CILIPS Tayside sponsored places at either the Phil Bradley events or the CILIPS Conference in June.

Richard will attend the Phil Bradley Librarians for Apps session with Neil going for the Advanced Internet Searching session. They will handle the welcome and thank yous. Phil’s assistant, Val Skelton, will be the named, responsible person for the whole day.

Neil is registered to attend the mentoring event however there have been very few bookings and the course may yet be cancelled.

**Forthcoming visits/events**

It was proposed we could hold the following events in the second half of 2017. Suggested timescales are included.

Harris Academy Library visit: September 2017 – Carol is the contact

James Hutton Library Visit: October 2017 – Neil is the contact

AGM – proposed for November 2017 and link it to a Meet the President type (social) event

St Andrews University Library – Date TBC (December?) – Carol is the contact

**Action points**: Neil and Carol to progress Harris and James Hutton visits respectively with proposed dates.

Agreed, this is useful to know and should avoid any confusion in future.

CILIPS North East has used a Moodle poll to survey all the members in the area and find out what night was best for events and meetings. Should we try and replicate this for Tayside?

Can’t do any harm – would it be easy to do?

Seems a good idea, if someone knows how to do it.

I agree but don’t know how to do it. Does anyone know anybody in CILIPS North East to ask. I know Moodle is used by academic institutions but don’t know who else. At least doing something like that makes those who bother to reply feel included.

In the past I have been invited to meetings via Meet O Matic <https://www.meetomatic.com/calendar.php> I haven’t used it myself to schedule a meeting but I’ve had a look today and it seems fairly straightforward. It might be worth investigating.

Doodle is a similar service, it’s really easy to setup and you get a notification email each time someone adds their availability to the poll: <https://beta.doodle.com/en_GB/>

There was some discussion about welcome letters being sent out to new CILIPS members in each branch area. Are we supposed to be doing this or is it done centrally on our behalf?

We would not have the information about new members unless CILIPS made it practice to forward them to us. The Tayside list we were given by Sean was only valid for one month so would need to be regularly updated and additions flagged up.

News to me!!

6.2 Special Interest Groups

A document had been circulated to the Council. No-one had seen it before or had any knowledge of it. On discussion CILIPS pointed out there is no link between SIGS in Scotland and CILIPS. Cathy and Sean will speak with CILIP in London as the document spoke about CILIPS responsibilities which they knew nothing about.

6.4 Conference & autumn gathering

Branches were being encouraged to offer a sponsored place at the June conference – we’ve already agreed to this. CILIPS are also looking for topics, presentations and speakers for the Autumn Gathering if anyone is keen to offer themselves!

I haven’t received any applications for our free places yet.

Perhaps another bulk e-mail would help, highlighting the value of the event and the tasty catering! Is the successful candidate being asked to write a small review of the day/ experience to add to our website or just to put forward reasons why they’d like to go?

It might be nice to ask the candidate to write add a small review for the website, then they may feel as though they are being “published”. It might add to the appeal? Although I think it depends on what we’ve already advertised – it might be perceived a bit harsh if we suddenly add in a review.

6.5 Memorandum of Understanding

The main point that was highlighted here is that Cathy Kearney and Sean McNamara are CILIP, not CILIPS, employees. This has been discussed by the Trustee Board and with their support work is underway to transfer Sean and Cathy over to CILIPS. There will be consultation meetings in June about this and all CILIPS members are encouraged to attend.

8. AOCB

I asked how the registrations for the Phil Bradley events are going. Both are filling up and Sean was relieved given that he had a concern about the events being too costly.

Good, but again no applications for the free place yet. I think the deadline was April 14th.

Do we not really need to have somebody there if we are the hosts? Should we use the free place for one of us to be there for the day to ensure continuity?

As mentioned on email, I’ll be there for the morning and Neal will be there for the afternoon. I would have stayed all day if it hadn’t been for another work commitment. Pleased to see there are healthy numbers for the event and it’s all coming together.

The next Consultative Council will be in Aberdeen in November.

Any comments about the Council meeting?

**CILIPS Tayside Committee membership**

Now that we’ve lost Sandra and Jillian I think we should try and attract at least one new member to the Committee. I’m happy to approach Dundee and Abertay University Libraries to see if we can get something onto a library staff meeting agenda in both locations. Does anyone have any other ideas?

Not as yet, still thinking it over! As Neil has mentioned – any retired members still looking to support CILIPS?

Academic Libs a good target as only Richard on cttee. Do DC Thomson have a librarian? Or indeed a library – would be worth a visit if they did.

I agree it would be good to do this. It might be worth advertising to the education departments for school librarians?

**CILIPS Conference**

Do we definitely want to have a stall or some kind of presence at the Conference in June? If so, what do we want to do or what could we showcase? A library tour of Dundee Central Library or other venue was previously discussed but nothing definite agreed. We should pin this down now. Thoughts?

I’d be happy to help with a tour but just thinking it would probably be post conference events – so early evening – possibly not so much going on?

It’d be nice to have a stall as we’ve proposed to do it every year since we formed. Interaction with visiting Cilips members could lead to new ideas for branch activities. We could also directly engage with our own members to gain useful feedback and promote fresh interest/ involvement in our committee.

I don’t want to do this personally

I was to attend this but am now unable ☹ I think it would be good to have a table but it would depend on how many committee members are able to be there.

It sounds like a good idea, but I’m not planning on being at the conference so would be unable to help this year. Definitely worth considering in future, I would help out if next summer is a bit quieter with work.

**Forthcoming visits/events**

Between Phil Bradley and the mentoring event we’ve probably enough to deal with at the moment. I’ll be at the mentoring event and can be the branch presence there for intros and thank yous. Is anyone going to the Phil Bradley event at Abertay and could be the branch presence there?

Re. the Mentoring Event we need to confirm numbers when we have them with Dundee College re catering, etc.

Looking ahead to Autumn/Winter we can reschedule the James Hutton Institute Visit and the Harris Academy library visit. How about September and December respectively for those? ’d also be keen to have a “Meet the President” type event linked to an AGM in November. Is that enough for the second half of this year? Thoughts?

Yes, I think that would be enough – it all takes time to organise and we are only a small group.

We’d be doing well achieving that number of events. I think something social like a BBQ would be a nice contrast. One branch had a bowling event. The quizzes we’ve hosted have been fun though not overly subscribed to. If we managed to develop a social side to branch activities that might lead to better attendance numbers at events generally.

Elaine at Harris had already agreed to do early September so we should stick to that. I quite like the BBQ idea but I just think it would be just us + Shona – our loyal supporter! Sounds cynical I know.

I think this number of events is more than enough to be getting on with!

**AOCB**