

CILIP in Scotland Trustee Board
6th September 2018
11am-3pm
Glasgow Caledonian University
Minutes

Present: Anne Louise Anglim, Jérémie Fernandes, Carole Gray, Yvonne Manning, Heather Marshall, Margaret Menzies, Kirsten McCormick, Helen Robinson, Penny Robertson, Ewan Scott, Duncan Wright (Chair)

In attendance: Karen McFarlane (CILIP Chair), Heather Neill and Sean McNamara

1. Welcome from the Chair

Duncan welcomed everyone along to Glasgow Caledonian University and thanked Heather Marshall for providing the room. He welcomed Karen along from CILIP and Heather Neill to her first meeting as Interim Policy and Digital Officer. This was followed by round table introductions.

2. Apologies

Christine Love-Rodgers and Richard Aird

3. Declarations of interest

No member wished to declare an interest in any agenda item being discussed this morning.

4. Minute of the meeting held on 26th April 2018

- 4.1 Accuracy – These were approved for accuracy
- 4.2 Matters arising

Lobbying Register – It was confirmed that CILIPS have now been entered onto this.

5. Governance and Operations

- 5.1 Profit and Loss – in the absence of Richard, Sean lead the report on this and Board noted the healthy profit from conference.
- 5.2 Balance Sheet – Sean reported on the balance sheet and confirmed funds had been moved from Unity to Shawbrook. As this puts Shawbrook over the £85,000 protected limit it was agreed that some funding should possibly be moved to the CAF account. Sean confirmed that NE Branch now hold funding with CILIPS and Tayside are discussing doing the same.

Action: Sean will organise a meeting with the finance sub-group to discuss placement of funds.

- 5.3 Staffing and resources - Duncan updated the meeting on his recent discussions with Nick Poole and Jill Colbert. He confirmed that the intention was for 2 roles to remain in Scotland with some changes made to job descriptions. It was noted that this will not be confirmed until after the 20th September (next CILIP Board meeting). CILIP will be reviewing staffing and capacity as part of their overall financial planning and a 3-person Committee will be convened with CILIP and CILIPS to make recommendations for future staffing in Scotland.

Karen gave an update from a CILIP perspective including highlighting the need and potential for growth via areas such Knowledge and Information Management.

Action: Duncan will keep Sean and the rest of the Board up to date with any further relevant information after 20th September.

- 5.4 CILIPS/CILIP SLA – The final version of this has been shared and was previously agreed by the Executive Group. The Board noted and ratified the decision to sign it and CILIP and CILIPS both now have signed copies.

It was confirmed as running until end of 2019 but the Boards intend to look to agree a multi-year commitment after that. The document will be reviewed before that point. Sean confirmed that he and Heather had received systems training and hardware.

- 5.5 Annual Accounts – These were already agreed at the AGM and Trustee Board formally noted this.
- 5.6 Submission of Annual Report and Accounts to OSCR – it was noted that Cathy submitted the Annual Report and Accounts in June and that the Director details have been updated to reflect the Interim position of Sean.
- 5.7 AGM Outcomes – The draft minute was shared for noting.
- 5.8 Arrangements for President and Trustee elections - Board noted that the call for new Trustees will be put out on 17th September and close on 14th October. If an election is needed this will run throughout November.

The Trustees due to stand down at the end of the year are Duncan Wright and Helen Robinson so we will have 2 vacancies plus the need for a new Vice President.

- 5.9 GDPR compliance – Sean confirmed that he had received CILIP training for this and we continue to monitor our data collection. It was noted that the main concern for our organisation is event data as CILIP are the controller of membership data.

6. Standards and Innovation

- 6.1 Progress Report: National School Library Strategy – Sean conformed that the final draft is now with the Deputy First Minister for approval and that CILIPS had been involved throughout the process via advisory group and the Chair Martina McChrystal. It is hoped the final version will include a strong statement about school

librarians. The meeting thanked CILIPS staff and School Libraries Group Scotland Chair Lee-Anne Connor for their input. It was noted that CILIPS would be part of the implementation group for the strategy.

- 6.2 Attendance at political conferences – A discussion was held over whether CILIPS should attend political conferences in the way Nick Poole does in England. It was agreed that if this is to happen it should be CILIPS staff or Trustees that attend. It was agreed that we should not do anything this year and should instead set up an advocacy sub group to look at all lobbying, campaigning and advocacy work including this type of activity. Ewan Scott, Heather Marshall and Anne Louise Anglim put themselves forward for this.

Action: Sean to send out invite to sub group meeting

7. Advocacy and Workforce Development

- 7.1 Activity Report – Sean provided an update on all advocacy and other CILIPS activity including meetings with SLIC, Scottish Book Trust, heads of public library services and others. It was noted that Borders had responded to our letter about replacing librarians with pupils to suggest this was not the case and changes were under consultation with staff.

The Board asked if a report from the CILIPS Council could become a standing item on the agenda.

Action: Sean to add Council minutes to November agenda

- 7.2 Membership Report – Heather Neill provided this report confirming membership numbers and statistics from web and communications. The meeting requested some information on changes in membership numbers for each sector at future meetings. Some discussion was held on how we might make CILIP membership more relevant to library assistants and the wider sector, it was suggested we gather feedback from less well represented sectors to ask what they see the member benefits as.

Action 1: Heather to update report for next meeting to show sector changes.

Action 2: CILIPS staff to continue to actively look at how to grow membership numbers via discussions with members and liaising with CILIP

- 7.3 Professional Development Fund Report –It was noted that £1003 was given out in the June awards and that no award was made in September. It was felt the new updated criteria may be unclear.

Action: Criteria to be looked at and wording altered slightly for clarity.

- 7.4 Annual Conference 2018 report – The Trustees were talked through the conference feedback. It was noted that feedback was overall very positive. Some discussion was held on how we might improve future events including attracting more heads of service and library assistants.

- 7.5 Annual Conference 2019 - The Board approved a return to Dundee Apex on June 3-4th in 2019.

Actions: Sean to set up planning committee for the programme for conference in 2019 and also issue an informal call for Conference suggestions in the newsletter.

- 7.6 Scotland's Library and Information Professional of the Year 2019 – It was noted that the 2 most recent winners of the award were both hugely deserving winners. The Trustees felt that in future we should do all we can to encourage as many applicants as possible as well as giving the award a higher profile at the conference and online via the use of videos and information.
Action: Sean to bring a paper to next meeting outlining how we might improve award including possibly having a Bolinda sponsored awards dinner.

8. Any Other Business

Penny Robertson highlighted work she is undertaking looking at the licencing agreements FE colleges have with the Copyright Licencing Agency. This is in partnership with Edinburgh College and is a 12-month project.

Anne-Louise Anglim asked the meeting to note she has recently retired from Glasgow Life.

9. Equalities Management

Board reviewed decisions made during the meeting in terms of impact on equalities management.

10. Risk Management

Board reviewed decisions made during the meeting in terms of impact on risk management.

Board noted that there is an escalating risk due to financial situation at CILIP but will review this fully at the next meeting once potential impact is clearer.

11. Date of Next Meeting

Thursday 29th November in the CILIPS office - 11pm-3am