

Minutes
CILIP in Scotland
Trustee Board
29th November 2018

Present: Jérémie Fernandes, Carole Gray, Christine Love-Rodgers, Heather Marshall, Margaret Menzies, Kirsten McCormick, Helen Robinson, Ewan Scott, Duncan Wright (Chair)

In attendance: Heather Neill and Sean McNamara

1. **Welcome from the Chair** – Duncan welcomed everyone along to the CILIPS office and led round table introductions.
2. **Apologies** - Anne Louise Anglim, Penny Robertson, Yvonne Manning
3. **Declarations of interest** – No Trustees had anything to declare. The CILIPS Acting Director declared an interest in item 6.2.
4. **Minute of the meeting held on 6th September 2018**
 - 4.1 Accuracy – The minutes were approved for accuracy
 - 4.2 Matters arising – A question was asked about placement of reserve funds and Sean confirmed this has been actioned and will be covered by the Treasurer's reports.

Correction to point 6.1 – 'for approval' instead of 'or approval'

5. Finance

The Trustees noted the following reports under 5.1 and 5.2 provided by the Treasurer:

5.1 Profit and Loss

The Treasurer highlighted the following points:

- A successful Conference and Gathering has led to a healthy profit for the year
- Total income for the year to date: £76,347
- Total expenses for the year to date: £50,200
- Leaving a balance of: £26,147
- Although this is a healthy profit the plans in 2019 will include an effort to reinvest as much as possible in membership whilst maintaining healthy reserves.

5.2 Balance Sheet

The Treasurer highlighted the following points:

- Total amount across CILIPS 3 bank accounts and Paypal is £241,676 providing a healthy balance overall.
- Amount in 60 day account is higher than protected £85,000 and notice has been given to move it to our RBS account. A more detailed review of our fund placement will be carried out by the Finance and Staffing committee in 2019.

- 3 Branches (NE, Tayside and in the near future, West) now place their funds with the CILIPS accounts – updates to these funds are recorded via a shared spreadsheet that the Branch can access.
- Sean has arranged a meeting with the accountant in January to discuss some of the items on the balance sheet and clarify if we can improve how we record them for clarity.
- We had planned to retender for Accountancy services but it was agreed that CILIPS continue the current arrangement for another year to ensure continuity in a time of change for the organisation. The Board agreed this.

5.3 Draft budget 2019 – the Trustees discussed this before approving a draft budget.

5.4 Professional Development Fund – The Chair confirmed that the call following the last meeting had yet to close and that CILIPS have provided over £3000 of funding so far this year. The criteria will be reviewed early next year by the Finance and Staffing committee.

6. Governance and Operations

6.1 Report from CILIPS Council meeting

The Chair of the Council, Ewan Scott, lead discussion on a paper and the minutes of the most recent meeting that were shared. The Trustees noted their thanks for this useful report.

6.2 CILIP restructure

Sean and Heather Neill were asked to step out the meeting.

Trustees discussed the proposals set out by CILIP and agreed to write to the CILIP CEO to make recommendations on the salary and recruitment of the post of Head of CILIPS.

Sean and Heather re-joined the meeting.

6.3 Review of Risk Register

The Risk Register was reviewed and updated.

It was agreed that the Disaster Recovery plan will be reviewed in January and then every two years after that.

6.4 Annual Delivery Plan 2019

The Annual Delivery Plan was discussed and approved by the Trustee Board.

It was suggested that the Annual Delivery Plan be reviewed again in January once the impact of the restructure is fully understood.

6.5 President and Trustee elections update

Sean confirmed that Martina McChrystal will be Vice-President in 2019 and then President in 2020. The 2 successful Trustees from the election are Graeme Forbes and Fiona Gillies. The Board ratified this result.

Duncan thanked Helen for her outstanding commitment to the organisation during her time as a Trustee and Vice Chair. Sean also thanked Helen and Duncan for all their support over the past three years and particular as Chair and Vice Chair in the past year as both are stepping down.

Sean confirmed that Trustee training will be available for new Trustees and any others who would like this.

6.6 Trustee Board Chair 2019

The Chair reminded the Board that as he was stepping down at the end of the year a new Chair will need to be elected at the January meeting from the Trustees.

Trustees were encouraged to contact Sean or Duncan if they would like to discuss further.

6.7 Honorarium

Richard was asked to leave the room while a discussion took place.

Trustees agreed that an Honorarium of £500 should be paid in recognition of the burden of work that the Treasurer has taken on in the past year in excess of the responsibilities of the post. It was highlighted that this is not a regular payment made to the Treasurer and under OSCR regulations could not become that.

Richard re-joined the meeting.

7. Standards and Innovation

7.1 Scotland's Library and Information Professional of the Year 2019

Sean presented a report outlining potential improvements for the nomination and delivery of the award in 2019. This was discussed and changes agreed. The updated criteria and web content will be presented to Trustees in January.

8. Advocacy and Workforce Development

8.1 Activity Report

Sean provided this report to Trustees. It was suggested that Meet our Trustees blogs could be included on the website.

The report was noted.

8.2 Membership Report

Heather Neill provided this report to Trustees. Trustees praised the detail in the report and asked if there was information on how many new members there were in total for the year. More detailed information will be provided on this at the next meeting.

The report was noted.

8.3 Autumn Gathering 2018 report

Heather Neill provided this report to Trustees. It was agreed that a decision on the location and format of the 2019 Autumn Gathering would be made at the January meeting.

The report was noted.

8.4 Annual Conference 2019

Sean advised Trustees that an initial meeting has been held with incoming President Yvonne Manning to plan the 2019 Conference and the programme is being worked on.

8.5 Advocacy, campaigning and lobbying in 2019

Sean provided a verbal report of recent discussions with the sub-group. They had decided that CILIPS should:

- not run a stand alone campaign like Libraries Matter this year but will review that if needed. CILIPS will remain in constant campaign/advocacy mode, responding to issues and consultations as required.
- continue to update the online blog and evidence content so we could use it for advocacy purposes as well as creating a toolkit and example letter for branches and members to use.
- monitor and share new cuts and closures in public and school libraries.
- not attend party conferences as the cost would be prohibitive (around £3,500 per stand/fringe event x 6) and statistics show that less than 40% of politicians attend with the conferences mainly made up of party members. If we attend anything it should be the COSLA conference and we can assess cost nearer time (and liaise with SLIC).
- set a budget of £2,000 for advocacy should we need to create resources or bring in short term PR support.
- hold another meeting of the advocacy sub group later in 2019, on the same day as a Board meeting.

9. Any Other Business

As Heather Neill will be leaving CILIPS at the end of the year the Trustees and the Acting Director thanked her for the excellent standard of work she has produced in her time at CILIPS.

10. Equalities Management

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

11. Risk Management

Board reviewed decisions made during the meeting in terms of impact on risk management other than those discussed under the risk register.

12. Date of Next Meeting

Thursday January 31st – Dundee Apex Hotel