

**Minutes**  
**CILIP in Scotland**  
**Trustee Board**  
**5<sup>th</sup> September 2019 - 11am-3pm**

**Present:** Graeme Forbes, Fiona Gillies, Carole Gray, Christine Love-Rodgers, Yvonne Manning, Martina McChrystal, Margaret Menzies, Penny Robertson (Chair)

In attendance: Sean McNamara and Elizabeth Carney (CILIPS staff)

**1. Welcome and apologies**

Apologies: Anne Louise Anglim, Richard Aird, Jérémie Fernandes, Heather Marshall, Kirsten McCormick, Ewan Scott. Nick Poole and Caroline Brazier have also given apologies from CILIP.

**2. Round table introductions**

The Chair welcomed everyone along to the meeting and welcomed Elizabeth to her first Board meeting as Graduate Trainee before leading round table introductions.

**3. Declarations of interest**

There were no declarations of interest.

**4. Minute of the meeting held on 4<sup>th</sup> April 2019**

4.1 The minutes were approved for accuracy apart from a small typo in 7.3 (removal of word this).

4.2 Matters arising

- Data analysis – Sean confirmed that an application has been filled in for a student placement from University of Strathclyde to help support the analysis of membership data. Sean and Elizabeth will create a work plan for the student who should arrive in January.

**5. Finance**

5.1 Profit and Loss – Sean reported on this in the absence of Richard and highlighted:

- Autumn Gathering invoicing only just started so no income shown here;
- Conference profit lower as more invested in event;

A question was asked about why there is a negative under CPD event income 5090 and Sean will double check this is being recorded correctly.

5.2 Balance Sheet - Sean reported on this in the absence of Richard and highlighted:

- Overall balance reduced due to payment of conference bill;
- Computer assets now in negative - this is not how it should show and accountant has now resolved this to show a zero balance;

- We are still maintaining a healthy balance but aiming to come close to breaking even for the year overall;
- Placement of reserved with Santander is taking longer than expected due to requests for more information. Board were asked to approve an alternative application to SCVO recommended Triodos Bank.

Action: Sean will share details of Triodos before applying.

### 5.3 Professional Development Fund

Sean gave a verbal report confirming one payment made since last meeting for a member to attend the CILIP Conference. A number of applications were received from the latest call and £2,915 has been given out so far in 2019.

### 5.4 CILIP update

The current financial position at CILIP was discussed and Board agreed that the Finance and Staffing committee should ensure our reserves policy reflects the situation and make appropriate changes to the business continuity plan.

Sean highlighted the recent advocacy work under the Libraries Deliver banner and that CILIP are undertaking a member research project.

## 6. Governance and Operations

### 6.1 Annual Delivery Plan – progress update

Sean summarised progress so far for 2019.

A discussion was held over Apprenticeships and Sean advised he will consult with employers to assess demand. Christine will e mail details of a Modern Apprenticeship in use at University of Edinburgh.

It was agreed to merge the activity report with the Annual Delivery Plan update in future.

A question was asked regarding mentor training. Sean confirmed that there is an issue with trainer availability and we may need to recruit a new MSO.

### 6.2 Service Level Agreement and grant – ratification

The Board agreed to accept the financial offer and ratify the SLA. This will now be put to the CILIP Board for approval.

### 6.3 CILIPS membership – AGM approved motion 2017

The Board agreed to launch a CILIPS only membership category as approved by the 2017 AGM. Board felt this should not be something that would replace existing CILIP membership but should be called 'affiliate membership' with a view to mainly attracting members who don't work directly in the library and information profession.

Action: Sean will redraft the offer for approval at the January meeting.

#### 6.4 Submission of Annual Report and Accounts to OSCR

This was noted by Board.

#### 6.5 AGM Outcomes

The Chair confirmed that the accounts were approved along with Honorary membership nominations.

#### 6.6 CILIPS Council

Draft minutes were shared from the April meeting and Board noted these.

It was noted that the East Branch report was missing and Sean will check why this was and add to the appendix if available.

Graeme confirmed that the Cataloguing and Indexing Group are changing their name to the Metadata and Discovery Group. The Scotland sub-group may follow suit but will discuss with the committee first.

It was asked if there would be a possibility of setting up a Scottish sub group for the retired members group along with plans to assess viability of sub-groups for Public and Mobile libraries Group and Information Literacy Group.

Action: CILIPS to investigate demand for sub-groups for public libraries, information literacy and retired members (CILIPS to contact Margaret for possible committee role).

#### 6.7 Business Continuity

Board approved a plan for Business Continuity should the Head of CILIPS be unable to work for an extended period but recommended that it is included in a new disaster recovery/business continuity plan.

It was queried whether the CILIP Senior Leadership Team would back-fill the Head of CILIPS position in an extended absence situation.

Action: Merge scenario into disaster recovery/business continuity plan for review next meeting and check with CILIP if back-fill possible.

#### 6.8 CILIP – OSCR registration

The Chair confirmed to Trustees that CILIP are now registered with OSCR as they carry out activities in Scotland.

#### 6.9 Arrangements for President and Trustee elections

Sean confirmed that several Trustee's terms are expiring – Ewan, Heather, Kirsten, Penny and Richard as Treasurer. A call is ready to go out for nominations for these

positions and a new Vice-President and people are encouraged to re-apply if they would like to.

## **7. Standards and Innovation**

### 7.1 Sponsorship Policy review

Board approved this policy until 2021 with no changes.

## **8. Advocacy and Workforce Development**

### 8.1 Libraries week 2019

Sean and Elizabeth shared plans for Libraries Week including an update of online content and a social media campaign #Library5. CILIPS will also support existing CILIP plans.

### 8.2 Activity Report

Sean provided an update of recent activity.

### 8.3 Membership Report

Elizabeth provided an update of current membership figures and website and social media activity.

It was asked if numbers undertaking Professional Registration would be possible to report in November.

Action: Elizabeth will include this in the November report.

### 8.4 Events committee

Board noted that the events committee met in July and discussed conference feedback, event plans for next year, the Autumn Gathering programming and a New Professionals Day to take place soon. Another meeting, including Martina, would take place soon to plan conference 2020.

### 8.5 Autumn Gathering 2019 update

Board noted that this was now sold out.

### 8.6 Annual Conference 2019 and 2020

A feedback report was shared for 2019 and Sean thanked Yvonne for doing a brilliant job leading the conference as President. Board approved a return to Dundee in 2020.

Action: Sean to contact Apex Hotel to confirm booking.

### 8.7 IFLA 2020 Dublin

Board noted that this event will take place in August 2020. It was agreed that CILIPS would still run our conference but with number expectations set lower to mitigate

risk. It was agreed that we would look at ways to link up with or support the IFLA event and possibly sponsor some places.

**9. Any Other Business**

No other business was noted.

**10. Equalities Management**

No items on the agenda had an impact on equalities.

**11. Risk Management**

No items on the agenda had an impact on risk management.

**12. Next meeting - November 27<sup>th</sup> – CILIPS Boardroom**