

Minutes
CILIP in Scotland
Trustee Board
27th November 2019 – CILIPS Boardroom, Glasgow

Present: Fiona Gillies, Carole Gray, Christine Love-Rodgers, Yvonne Manning, Heather Marshall, Margaret Menzies, Ewan Scott

In attendance: Caroline Brazier (CILIP Chair), Elizabeth Carney (CILIPS), Sean McNamara (CILIPS)

Apologies: Richard Aird, Jérémie Fernandes, Graeme Forbes, Martina McChrystal, Kirsten McCormick, Penny Robertson

1. Welcome and apologies

The Chair welcomed everyone along to the CILIPS Boardroom and provided the list of apologies.

2. Round table introductions

The Chair led round table introductions.

3. Declarations of interest

Board members were asked to declare an interest in the items to be discussed, none were declared.

4. Minute of the meeting held 21st September 2019

4.1 Accuracy – the minutes of the last meeting were approved for accuracy.

4.2 Matters arising

- Sean confirmed that an item had been added to the Disaster Recovery Plan covering unexpected absence of Head of CILIPS and one correction was made to this;
- The Board were updated on the positive reaction to the Apprenticeships survey and were alerted to the fact that the process is complex. It was suggested we also look at the old SQA qualification for library and information studies. The possibility of using the Apprenticeship Levy as a way of encouraging involvement was also suggested.
- It was confirmed that both the Public and Mobile Libraries Group and the Information Literacy Group had been contacted about whether they may consider a Scottish sub-group and we are awaiting a reply.

5. Finance

5.1 Profit and Loss

Sean delivered this report in Richard's absence pointing out that:

- Profit is currently showing as £14k but this will be lower by the end of the year as various subscriptions and event costs are due to be paid in November and December;

- Staff training costs are higher than previous years as we have been paying additional training and travel costs as part of Graduate Trainee programme; and
- Conference and Gathering income reduced intentionally by investing more in the events and offering more low-cost places.

5.2 Balance Sheet

Sean also delivered this report highlighting that:

- CILIPS has a healthy balance that has been maintained during recent times of uncertainty;
- Transfer of reserved from RBS to Triodos now complete and Trustees were thanked for their help with this;
- A small RBS balance remains as some interest came in after transfer; and
- CAF currently sitting above protected £85,000 limit but this will come down after Autumn Gathering and some other bills and office costs are paid.

5.3 Professional Development Fund

It was confirmed that awards totalling £4500 have been given out so far this year with one final call open. Several applications recently were for the Autumn Gathering or CILIP Conference in Brighton.

Action: It was agreed that the Finance and Staffing Committee should devise a policy for awarding several bursaries for IFLA.

5.4 Accountancy arrangements

Our accountants have been AA Accounting for a number of years and cost £200 a month. Board felt that as the arrangement was working well there was no reason to retender but Sean should assess the market in 2020.

6. Governance and Operations

6.1 Update from CILIP Chair

Caroline Brazier provided an update on developments at CILIP including current financial plans and membership growth. It was felt that many of the challenges around membership growth, diversification and meeting the needs of younger members were not unique to any part of the UK and CILIPS would be keen to support any developments.

It was agreed that more work could be done to provide event content for the Knowledge Management sector in Scotland. It was highlighted that having a school library strand at the Gathering has been a successful addition. Sean highlighted that they may look to do more sector specific events in future and Board felt that a balance should be sought to ensure cross-sectoral work was highlighted and encouraged. It was felt that a focus on learning outcomes rather than expertise may encourage wider sectoral participation in events.

6.2 Annual Delivery Plan and Budget 2020

Board went through the Annual Delivery Plan and budget for 2020 and this was approved with some small changes.

6.3 CILIPS Council verbal report – November meeting

Ewan Scott (Chair of Council) gave a verbal report on last week's Council meeting and the discussions held at it. Ewan was thanked for his time as Chair of Council as he is stepping down from Board.

6.4 Board election update

Board ratified the result of the election as follows:

- Cleo Jones will be Vice-President in 2020 and President in 2021;
- Richard Aird has been re-elected as Honorary Treasurer for 2 years;
- Successful Trustees were Agnes Guyon, Scott Simpson and Heather Marshall;
- Stepping down from Board will be Penny Robertson, Kirsten McCormick and Ewan Scott as well as immediate Past-President Margaret Menzies;

Sean and the rest of the Board thanked all departing members for their excellent service and support.

6.5 CILIPS Chair

As the current Chair will be stepping down it was highlighted that a new Chair will be needed. The new Chair and a Vice-Chair would be appointed by Board in the January meeting.

As Ewan will also be stepping down there would also need to be a new Chair of Council appointed in January.

7. Standards and Innovation

7.1 Scotland's Library and Information Professional of the Year 2020

The Board reviewed the paper and approved the criteria for next year. It was agreed that as the last call produced several nominees it should be unchanged and Bolinda would be approached for sponsorship.

7.2 Expenses policy review

Board approved an updated expenses policy and this will be reviewed in 2 years.

8. Advocacy and Workforce Development

8.1 Activity Report

Sean provided this report on recent activities and Board thanked the team for the high volume of work.

8.2 Membership Report

Elizabeth provided an update on membership figures and communications.

It was asked if we might link the Leaders Network with a potential Fellowship group.

The Board thanked Elizabeth for providing breakdown of membership categories and asked if a further breakdown of qualifications was possible.

Action: Contact CILIP to ask if there is a way to provide the above breakdown.

8.3 Autumn Gathering 2019 feedback report

Elizabeth provided the feedback report and highlighted that it had been a very positively received event. Only negatives were around the venue being slightly smaller than our needs and the exhibition being moved at the last minute. It was highlighted that accessibility regulation changes may mean we need to provide transcripts to some shared content.

8.4 Annual Conference 2020

It was confirmed that the Conference would return to Dundee 1-2 June and the theme set by incoming President Martina McChrystal was 'Disruptors and Innovators'. A call has gone out for suggested sessions.

9. Any Other Business

A discussion was held on whether to offer support and solidarity for University strikes over pay, conditions and pensions. It was felt that we would be happy to support the CILIP statement on this.

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. It was noted that the Risk Register would be reviewed in January and September next year.

12. Next meeting - January 30th 2020