

<b>Scottish Library &amp; Information Council</b>		
<b>Board meeting minutes</b>		
Date:	20 March 2019	
Time:	1.00pm	
Location:	200 SVS, 200 St Vincent Street Glasgow.	
Present:	Ian Ruthven (Chair); John Coll (Depute for John Scally); Fiona Clark; Fiona Dakers; Abigail Mawhirt; Ken McKinlay; Sha Nazir; Peter Reid; Robert Ruthven (Depute for Susan Ashworth); Alison Stevenson; Ann Wales In attendance: Pamela Tulloch (CEO); Lindsey Henderson, Jim McLaggan	
Apologies:	Eleanor Logan; John Scally; Susan Ashworth;	
Declaration of interest:	Fiona Clark and John Coll declared an interest in the funding bids	
<b>Agenda items</b>	<b>Actions</b>	
1	<p><b>Welcome and introductions</b></p> <p>The Chair opened the meeting which followed a presentation by Dr Alyson Tyler on her report "<i>Libraries on the Move – The Mobile Library Service in Scotland</i>".</p>	
2	<p><b>Review of actions from previous meeting - 19 September 2018</b></p> <p>It was noted that the membership survey had been completed and the response from members had been positive both in numbers and the feedback received.</p> <p>The APLS Business Plan is in draft form and should be submitted to the CEO and Company Secretary in advance of the next board meeting.</p> <p>CDN are currently carrying out a review of how they support the 15 groups in their network so will advise in due course how the library group will function.</p>	

	<p>The refresh of the Ambition and Opportunity document is with the designer and should be available in the very near future.</p> <p>SLiC is waiting on a new contact who will be the link at the Culture Team at the Scottish Government. The details of the new contact will be shared in due course.</p>	PT
3	<p><b>Approve minute of previous meeting – 19 September 2018</b></p> <p>The minute was approved.</p>	ALL
4	<p><b>Company Secretary’s Update</b></p> <p><b>Risk Register</b> The Company Secretary reported that the board Away Day had highlighted a need for a review of the register. The reviewed register, presented to the board, now includes risks relating to the need for board development and contingencies for loss of senior management.</p> <p><b>Financial Update</b> The organisation is in a healthy financial position meeting the reserves target and pension deficit. Project budgets are being closely managed to ensure that, as the number of these increase, they continue to deliver within budget.</p> <p>To ensure that funds held in restricted reserves are used for educational purposes the board was asked to agree that £10,000 be set as “designated funds” and can be drawn down for the School Library Strategy. This was approved.</p> <p><b>Budget Report</b> The small deficit that had previously been reported in this year’s budget is now projected as a small surplus at the financial year end.</p> <p><b>Reserves Policy</b> The current reserves policy was set after review two years ago. Since the last review the work being delivered by the organisation has grown and now includes more project delivery. If there was to be a reduction in or end of core grant funding there would be a requirement to</p>	

	<p>complete the delivery of projects while winding up the organisation. As such it was proposed that sum in reserves be increased to £250K subject to ongoing review and taking account of any significant changes in pension deficit. Following discussion this was approved.</p> <p><b>Procurement</b> Accountancy and Audit Following a procurement exercise for accountancy and audit services it was reported that Wylie and Bisset have been appointed to provide both services. A clear separation in the provision of each service was demonstrated with individual bids from distinct parts of the organisation submitted. This addressed any concerns raised regarding a company “auditing itself”.</p> <p>Stationery Supplies The contract for stationery has been moved to the Scottish Government framework which provides savings in the region of 33% compared to the current contract.</p> <p><b>Membership Fees</b> It was proposed that there would be no increase membership fees for 2019/20. This was approved</p> <p>The Chair thanked the Company Secretary for the work in preparing and presenting the detailed reports.</p>	
5	<p><b>Funding Panel</b> It was reported that the process to support the panel members in reviewing bids has been reviewed and the changes made have assisted the discussions and decision making process of the panel. Review of all aspects of the process will continue over future funding rounds.</p> <p>The range of projects recommended for funding from SLIF come to a total of £135,194. Recommended bids were made from 15 councils and included 2 partnership bids made with UWS and QMU. There were 4 IDF bids recommended for funding it was also proposed that the board fund IDF projects by an additional £3,200 to a total of £33,200. This was approved.</p>	

6	<p><b>Staffing and Remuneration Sub Committee</b> Processes to record and monitor core and temporary staff have been introduced.</p> <p>There will be further work carried out around, pay grading and job evaluation.</p> <p>There will be input to support the review of the Scheme of Delegation to ensure the remit of the sub committee is clearly set out establishing the reporting from the CEO and to the board.</p>	
7	<p><b>CEO update</b> The CEO highlighted a number of items from the previously circulated report.</p> <p><b>Advocacy</b> As councils carry out their budget setting process there is significant work and engagement to ensure that no library closures result from the pressure on funding.</p> <p><b>HGIOPLS</b> The work to support the assessments that had been carried was greatly appreciated and the individuals conducting the reviews were thanked for their input.</p> <p><b>School Libraries</b> Workshops with key stakeholders are planned to be delivered before the summer.</p> <p><b>Blake Stevenson Review</b> The report reviewing SLIF and PLIF will be sent to members of the board for their information.</p> <p><b>Project Update</b> The Wikimedian Project will end on 31<sup>st</sup> March. The project has delivered a good network of “Wiki Champs” across the country. The final report is being prepared and will be made available in due course.</p> <p><b>Coworking Project</b> The Dunfermline hub is now open, and Edinburgh has a waiting list of 25 potential members ahead of its opening. Work on Troon, Inverness and Dundee continues with a view to April / May go live dates.</p>	

	<p><b>Information Literacy</b> The Project Manager has been appointed and has started work on developing the tool kit.</p> <p><b>Digital Training</b> The recruitment process for this role is underway and it is anticipated the successful candidate will be in place by Late April or early May.</p> <p><b>ECALM</b> Two project officers have been recruited for this work and both are on secondment from member authorities, High Life Highland and North Lanarkshire.</p> <p><b>Cyber Essentials</b> SLIC has been awarded £1000 to support the delivery of Cyber Essentials accreditation. The delivery of this award is important for the organisation as more partner organisations require this before engaging in funding or joint work.</p> <p><b>OSCR Consultation</b> SLIC has been asked to comment on proposed changes in how OSCR monitors charities. There are some significant changes including limiting the participation in charity boards of senior officers from the charity sector. The board agreed that officers should review and submit comments on behalf of the organisation.</p> <p><b>Scheme of delegation</b> The current Scheme of Delegation needs updated to reflect the current remit of the organisation. The board agreed that a redraft by officers for consideration at the June board meeting should be undertaken.</p> <p>The Chair thanked SLIC staff for their efforts across the range of work and projects reported on.</p>	
8	<p><b>Sectoral Reports</b></p> <p><b>APLS</b> The group reported that change to holding virtual meetings was working well despite some initial challenges with the software.</p>	

	<p><b>NLS</b> The board was given an update on the wide range of projects which had been delivered in recent months.</p> <p><b>SCURL</b> The board was given an update on the range of work in the sector including the work to identify cost savings through effective collaboration in content procurement work. The group has also been exploring areas of shared / partnership working and are currently considering Wikimedia and a Scottish University Open Access press.</p> <p>The board took the opportunity to record thanks to the SCURL Development Officer for her work and wish her well in her retirement.</p>	
9	<p><b>Any other competent business</b></p> <p>The Chair intimated that there were vacant positions on the Board and as such the process to recruit new members would start in due course. Board members were asked to participate in a future Nominations Panel to support the process. The was approved.</p>	
10	<p>Next meeting: <b>Wednesday 26 June 2019, 1.00pm, DCA Dundee</b></p>	