

Scottish Library & Information Council Board Meeting Minute		
Date:	24 June 2020	
Time:	1.00pm	
Location:	By video conference	
Present:	Ian Ruthven (Chair); John Coll (for John Scally), Fiona Dakers; Abigail Mawhirt; Anna McInnes; Harry Mulvey; Andrew Olney; Robin Prior; Peter Reid; Penny Robertson; Alison Stevenson; Jonathan Tait; Ann Wales In attendance: Pamela Tulloch (CEO); Lindsey Henderson; Jim McLaggan	
Apologies:	Jamie Fowler; Sha Nazir; Robert Ruthven; John Scally	
Declaration of interest:	There were no declarations of interest.	
Agenda items		Actions
1	<p>Welcome and introductions</p> <p>The Chair opened the meeting and thanked Board members for joining by video link due to the ongoing restrictions from the COVID-19 virus. Two new Board members Andrew Olney the new Chair of APLS and Robert Ruthven the new Chair of SCURL joined the Board since the last meeting.</p>	
3	<p>Review of actions from previous meeting – 25 March 2020</p> <p>The action for Board members to share, from their own organisation, guidance on ethics regarding funding will be continued due to the current restrictions in place.</p> <p>A comprehensive audit of the organisation has been carried out and information, including the narrative to support the annual accounts, has been prepared.</p> <p>A paper has been prepared on the new strategy options and is an agenda item.</p> <p>A review of the Memorandum and Articles of Association of the organisation has been carried out and will be covered as an agenda item.</p>	All

	<p>Board members who expressed an interest in being part of the 30th Anniversary Working Group held a video conference and a paper is part of the agenda.</p> <p>Following review of the Board members due to demit office a recruitment exercise has been implemented to ensure effective succession planning of members to the Board.</p>	
4	<p>Approve minute of previous meeting – 24 March 2020</p> <p>The minute was approved.</p>	
5	<p>Finance Update</p> <p>The Treasurer advised that the budget report to 31 May 2020 showed a healthy membership subscription position together with a number of savings having been made across all areas of expenditure. The annual Grant Offer letter has not been received from the Scottish Government and discussions to secure this continue.</p> <p>The Treasurer will circulate a report to the Board in July to report on the first quarter of the Financial Year.</p> <p>Risk Register</p> <p>The Risk Register has been reviewed and no new risks or changes in existing risks have been identified. The register will be subject to ongoing review with particular attention to the implications of the ongoing COVID-19 to the organisation and the membership.</p> <p>The Board approved the reports</p>	HM
5	<p>Strategy</p> <p>At the annual Board Strategy Away Day it was agreed that a new strategy for the organisation should be produced however the COVID-19 has changed the environment that the organisation and the membership are operating in creating a considerable deal of uncertainty.</p> <p>Following discussion of the report and consideration of the operating environment the Board agreed that in the interim SLiC should continue to work as it has to date supporting and advocating for the membership. The Board requested that the CEO prepare an update for the September Board meeting.</p> <p>Board agreed the report.</p>	PT

6	<p>Review of Memorandum & Articles of Association.</p> <p>Following a review of the current documents and following discussion the Board agreed to instruct the organisation's solicitors to review and update the documents and prepare a report for the September Board meeting.</p> <p>The Board agreed the report.</p>	PT
7	<p>30th Anniversary Working Group</p> <p>The working group formed to plan appropriate events and activities to mark the anniversary of the organisation met and discussed a number of options. Following discussion, the Board agreed that the options presented should be further developed by the group.</p> <p>The Board agreed the report.</p>	IR
8	<p>Staffing and Remuneration Committee</p> <p>The Chair of the Committee advised that discussions had taken place to ensure that all options available to the organisation to manage staff during the COVID-19 were reviewed and considered. Work to update the staff handbook was ongoing and once complete the handbook would be shared with the Board.</p> <p>The chair advised that she had undertaken a salary review for the organisation and this was now complete.</p> <p>Board noted the report.</p>	
10	<p>Nominations Committee</p> <p>Board vacancy information has been placed on a number of recruitment websites, including SLiC's own website, inviting applications with appropriate skills and experience. The closing date is 21 August and an update will be provided at the September Board meeting.</p>	IR / PT
	<p>CEO update</p> <p>The CEO advised that since the preparation of the report it had been announced that libraries would open again from 15 July. A key area of work for the organisation would be supporting the membership through this process.</p>	

	<p>SLIC has also received the balance of the disbanded Grampian Information accounts. SLIC will manage this fund to provide bursaries for members in the Grampian Information organisations.</p> <p>Board noted the report.</p>	
	<p>Sectoral Reports</p> <p>APLS The group reported that while all services had closed physical spaces all had increased the online service they provide. Services are currently working with partner organisations to ensure that a phased return to physical spaces can be made when phase 3 of the Scottish Governments Roadmap allows.</p> <p>The group is also updating its Business Plan and will submit this to the CEO and Treasurer when completed.</p> <p>CDN The group will meet via video conference to review the process of reopening college libraries post COVID-19.</p> <p>Currently further education libraries are focused on providing a service remotely for students and staff.</p> <p>NLS Despite the current challenges staff are working on a number of cataloguing and metadata projects.</p> <p>The Library has also been able to deliver a range of virtual events which have attracted viewers from across the globe.</p> <p>SCURL The group is, following consultation with members, working on a new strategy which will be published early in the new academic year.</p> <p>The group has also been working to develop an Open Access infrastructure in Scotland in addition to contributing to policy discussions at a UK level.</p> <p>The group has made plans to move to virtual meetings for the remainder of 2020 to ensure effective participation during the current constraints.</p> <p>The Chair thanked the representatives for the reports.</p>	

13	<p>Any other competent business The Board received a summary of the activities of school libraries in response to the COVID-19 pandemic for information.</p> <p>There was no other business.</p>	
14	<p>Next meeting 16 September 2020 – Glasgow</p>	

Actions from meeting:

1	Board members to share from their own organisation guidance on acceptance of funding.	ALL
2	Prepare a review of the budget at quarter one and distribute to Board members.	HM
3	Monitor the operating environment and review the position with regard to development of a new organisational strategy.	PT
4	Instruct SLiC's solicitors to review the Memorandum & Articles of Association and report to Board on any amendments required.	PT
5	The 30 th Anniversary Working Group to continue the development of proposals as intimated to the Board.	IR
6	Continue with the recruitment of new Board members and update the Board at the September meeting.	IR /PT