

<b>Scottish Library &amp; Information Council</b>		
<b>Board meeting minute</b>		
Date:	16 September 2020	
Time:	1.00pm	
Location:	By video conference	
Present:	Ian Ruthven (Chair); Jamie Fowler; Fiona Dakers; Abigail Mawhirt; Anna McInnes; Harry Mulvey (Treasurer); Robin Prior; Peter Reid; Robert Ruthven; John Scally; Alison Stevenson (Vice Chair); Andrew Olney; Ann Wales In attendance: Pamela Tulloch (CEO); Lindsey Henderson, Jim McLaggan Observers: Eleanor Stanley; Rachel McLellan	
Apologies:	Penny Robertson; Jonathan Tait	
Declaration of interest:	Peter Reid and Robert Ruthven declared an interest in the Board recruitment.	
<b>Agenda items</b>	<b>Actions</b>	
1	<p><b>Welcome and introductions</b></p> <p>The Chair opened the meeting thanking Board members for again joining by video link.</p>	
2	<p><b>Review of actions from previous meeting – 24 June 2020</b></p> <p>The action for Board members to share, from their own organisation, guidance on ethics regarding funding is now closed.</p> <p>The Q1 financial update will be covered as part of the agenda.</p> <p>The Strategy review will be covered as part of the agenda.</p> <p>The reviewed Memorandum &amp; Articles of Association will be covered as part of the agenda.</p> <p>An update on the 30<sup>th</sup> Anniversary planning will be covered as part of the agenda.</p> <p>The details of applications to the Board have been circulated and will be covered as part of the agenda.</p>	All
3	<p><b>Approve minute of previous meeting – 24 June 2020</b></p> <p>The minute was approved.</p>	

4	<p><b>Finance Update</b></p> <p>The Treasurer reported that a 6 month review of the financial position would be circulated to the Board in due course.</p> <p><b>Risk Register</b></p> <p>The Risk Register has been reviewed and no new risks identified. Monitoring of appropriate actions to mitigate risks is ongoing and no changes are reported.</p> <p>The Board noted the update.</p>	HM
5	<p><b>Audit Report and Annual Accounts</b></p> <p>Discussions are continuing to complete the audit following delays caused by additional information required due to changes in the pension reporting procedures.</p> <p>The audit had not highlighted any issues or concerns and the recommendations that would follow were already being addressed.</p> <p>The Board noted the update.</p>	HM
6	<p><b>Investment Review</b></p> <p>The Board received a written submission and presentation by Rathbones outlining a proposal to manage a proportion of the funds currently held in Treasury stock with a view to delivering a better financial return for the organisation.</p> <p>Following a review of the proposal and responses to their questions the Board agreed that £300,000 be managed by Rathbones in their managed funds and that the Chair, Vice Chair, Treasurer and CEO be appointed signatories to the account.</p>	PT
7	<p><b>Review of Memorandum &amp; Articles of Association.</b></p> <p>The Memorandum &amp; Articles of Association have been reviewed by SLiC's solicitors and minor amendments made to ensure the document remains current. The updated document will now require approval at the AGM</p> <p>The Board agreed to present these to the AGM for approval.</p>	PT

8	<p><b>30<sup>th</sup> Anniversary Working Group</b></p> <p>The group met to review the appropriate way to mark next year's anniversary. The group has agreed that the group will focus on:</p> <ol style="list-style-type: none"> <li>1) A reception at the Scottish Parliament.</li> <li>2) The production of a history of SLIC.</li> <li>3) A "Treasure Hunt" with 30 things about SLIC.</li> <li>4) Sponsorship / hosting an event at the Edinburgh Book Festival.</li> <li>5) A commemorative gin or whisky.</li> </ol> <p>The group will meet again before the end of the year to progress these projects.</p> <p>The Board noted the update.</p>	IR
9	<p><b>Staffing and Remuneration Committee</b></p> <p>The Chair updated the Board on various meetings with officers. These included reviewing a staff secondment, home working arrangements and the recruitment of new staff to the organisation.</p> <p>Board noted the update.</p>	
10	<p><b>Nominations Committee</b></p> <p>The Chair advised that a number of applications had been received for the upcoming vacancies on the Board. Following meetings with the applicants four had been identified as having the skills and experience to complement the Board and it was proposed that they be recommended to members at the AGM for approval.</p> <p>The Board agreed to recommend the nominations to the AGM.</p>	IR / PT
11	<p><b>CEO update</b></p> <p>The CEO advised that PLIF and SLIF would open in October for funding bids.</p> <p>Jeanette Castle of the University of the West of Scotland has been appointed as Chair of the Public Library Strategy review group.</p>	

	<p>The Strategy for SLiC will focus on the 6 strategic aims and will have a new mission statement. The Board should give thought and feedback on the suggestions given.</p> <p>Board noted the update.</p>	
12	<p><b>Sectoral Reports</b></p> <p><b>APLS</b> The group are working closely with SLiC to support libraries re-opening. Although services are re-opening, they are currently looking very different from pre-lockdown. The group was very pleased with the amount of support and joined up working across the sector.</p> <p><b>NLS</b> The board was given an update on the work to re-open facilities. This has gone well despite the initial concerns most services are now able to deliver although some of these do look very different from before.</p> <p>It was noted that the concern will be the financial position next year as a result of COVID-19.</p> <p><b>SCURL</b> It was reported that most services are now open but to a varying extent.</p> <p>The Chair thanked the representatives for the reports.</p>	
13	<p><b>Any other competent business</b></p> <p>The Chair thanked Abi Mawhirt, Sha Nazir and Ann Wales who will demit form the Board at the AGM in November for their hard work and support.</p>	
14	<p><b>Next meeting</b></p> <p>AGM 6<sup>th</sup> November via Video Conference.</p>	

**Actions from meeting:**

1	Budget review of first 6 months of the financial year to be circulated to the Board.	HM
2	Complete audit and convene additional Board meeting to review and approve accounts.	JMCL
3	Complete onboarding papers with Rathbones	PT

4	Updated Memorandum & Articles of Association to be submitted to AGM for membership approval.	JMcL
5	Progress 30 <sup>th</sup> Anniversary projects.	IR/PT/ JMcL
6	Submit approved nominations for Board membership to AGM for approval.	JMcL
7	Comments on Strategy to CEO	ALL