

# Minutes of Mercian Staff Development Group Meeting

## Friday 7th June 2024, 10:00-12:00

### 1. Welcome and Apologies

- a. Apologies: Clare Towle, Sarah Purcell, Brittany Moster, Alison Pope, Ruth Stubbings, Ruth Jenkins
- b. Present: Annmarie Lee, Ruth Knowles, Jon Gardner, Matthew Cunningham, Chris Porter, Kate Marshall, Vicki Fairweather, Steve Parton, Kirsty Kift, Heather McBryde-Wilding, Laurian Williams, Dan Deaville (for Clare Towle); Emma Hollingshead (late arrival), Cheryl Gardner, Sarah Pittaway, Liz Gardner, Amy Jackson, Joanne Neal, Laurian Williamson, Anna Pelekanou, Teresa Jordan.

### 2. Minutes / Matters Arising

#### a. Passed as correct

#### b. Matters arising

- i. LG to provide info for flyer on Warwick all the same but different COMPLETE
  - ii. Research based topics. LW and MC to tie together a session on these. Matt confirms this is in motion and is likely to end up on next years programme.
  - iii. Members to send in items and RJ to co-ordinate book suggestions and other items on web site. Anne-Marie has sent out reading list but there will be a short delay re uploading to the web site because of residual technical issues
  - iv. 'Green Group' Those who could contribute to respond direct to Cheryl [cheryl.gardner@open.ac.uk](mailto:cheryl.gardner@open.ac.uk) who would formulate session and arrange a date. This will go on programme for 2024-25.
  - v. Buddy scheme. Reps to publicise the scheme when notified this work is complete. COMPLETE
  - vi. Request to Steering committee to consider changing reporting schedule to academic year from calendar year. Sarah P raised this request and Sconul will be approached for consideration but it seems unlikely to change as SCONUL works to calendar years for it's reporting schedule.
  - vii. Paper on expectations for members. **ACTION:** KK to put something together and circulate.
- c. New discussion on the TOR and it was noted these are out of date and need reviewing and re-approving by the Directors Group. **ACTION:** Sarah P to query where responsibility for point 3 lies. "To monitor activity and liaise with other Collaborations to inform programme planning." Once clarified these will need approval and updating on website.

### 3. Chairs Update

None

### 4. Mercian Officer Update (Ruth Jenkins)

Apologies sent.

### 5. Conference Update (Matt Cunningham)

In person meeting has taken place and conference preparations are progressing well. Good range of papers and these are being circulated. Sue Ackerman has been engaged as a keynote speaker. More information about the conference will be circulated soon.

## 6. Evaluation (Ruth Stubbings/Amy)

Neither Ruth nor Amy were able to attend but the group noted Ruth's email about circulating further inflation by email and also Ruth's request for someone else to consider taking on the role of evaluation officer.

## 7. Update on Buddy Scheme (Steve Parton)

Steve Parton fed back. Scheme is working well with 32 out of 37 people ready to offer support. There are 16 sets of Buddies on the list with 5 actively meeting. Steve and Cheryl will undertake an audit to confirm active pairings. There has been an issue with emails getting through to people from the form and Ruth Jenkins has been contacted.

## 8. Programme for 2024-25

Month	Proposes event	Organiser
September	Conference	Conference Group
October	No events	N/A
November	Lean library processes	Matt (Loughborough) / Anna (Uni of Nottingham)
December	Green libraries	Cheryl (Open) /Steve (Keele)
January	Acquisition knowledge exchange	Teresa (Uni of Birmingham)
February	ATSBD	Laurian (Leicester)?
March	Research (right retention)	Clare Towle (Derby)
April	ATSBD	Heather (Northampton)
May	ATSBD	Kirsty (Coventry)
June	Customer service – dealing with change	SP to ask re external speaker?

There was discussion about equity of access to sessions with the point made about where sessions are held and a weighting towards institutions in the west of the region. It was noted that the conference was in the east of the region this year.

Similarly, also that the ATSBD are all in person, but current financial issues may mean people can't attend. It was agreed to consider making one ATSBD online and to keep under review the spread of sessions.

## 9. Points of Discussion - Institutional Updates

Anne-Marie, BCU to circulate the information from the staff accessibility session which was well received.

Kate Marshall, NTU – fed back re accessibility session for staff and on how AI can support staff.

Matt, Loughborough – Sessions had taken place on disability confidence working with the university Health and Well-being team.

Teresa, Birmingham – Staff had been participating in a Library of the Future Group. Each group with a provocation to help formulate strategy. Informal, peer discussion that was self-sustaining.

Anna, Nottingham – Shadowing schemes had been taking place between different teams and different levels of staff and action learning sets.

Question was asked about good mental First Aid trainers. Members to circulate any recommendations on chat. <http://mhfaengland.org/>

Steve, Keele – new staff development group looking at training. Confidence list on MS forms being used to gauge where staff needed support. Extra or re-training.

Chris, Newman – online BSL training had been undertaken by staff. Customer Service embedding across all areas.

## **10. AOB**

AML asked the group to consider taking on a role. The group can't continue unless people volunteer and many of the current officers have already undertaken one or more roles. Group members can contact AML or any of the current officers if they want an informal chat about what is involved.

KK is happy to keep hosting the Teams site at Coventry.

**ACTION(S):** AML to circulate role descriptors.

## **11. Date of Next Meeting**

**ACTION:** KK to send out Doodle Poll for September after Mercian Conference.