



## Mercian Collaboration Directors Board

### Mon 5<sup>th</sup> October: Reports

The following are reports, submitted for information for the Directors Board (5<sup>th</sup> October 2020, item 5). The Chair welcomes specific questions or comments, or suggestions for related actions. However, it is not anticipated the following reports will be discussed in depth during the meeting.

#### a. Steering Group Minutes

The Steering Group met online 13<sup>th</sup> August, where along with the normal business, the annual update from representatives from most special interest groups was shared. The minutes from the meeting are available online, and the Chair welcomes any comments, questions or requests for additional information.

#### b. Current Finances Update

Prepared by the Officer, in the continued absence of a Treasurer:

• Income 2020:	£18,821.00	
• Expenditure to date (1/Jan-2/Oct 2020):		£9,019.34
• Expenditure to come (3/Oct-31/Dec/20):		£2,981.56 <sup>1</sup>
• Expenditure 2020 (1/Jan-31/Dec/20):		£12,00.90 <sup>1</sup>
• Current Balance (2/Oct/20):		£31,481.02
• Year End Balance (31/Dec/20):		£28,499.46 <sup>2</sup>

Based on these figures it suggests the possibility of offering a moderate reduction in subscription rates for 2021, provide an annual increment for the Officer's salary within grade, and/or increase their employed hours. This is assuming a continued reduced physical need for travel, venue hire, refreshments and associated costs for physical events.

Unknown additional costs: Adaptive may require further payments for necessary website security work, delivered on an ad-hoc schedule. External facilitators may require fees for SIG/OG or conference events.

#### c. Tangible Values Document: Update

As per discussions at SG ([SG 20/08\(c\), p4](#)), the Chair had agreed to update this document ahead of discussions on 2021 member subscriptions. The original document [is available online](#).

#### d. Regional Representation on SCONUL Board

Following Board ([DB 20/11\(b\), p4](#)) and Steering Group ([SG 20/6 \(g\), p3](#)) discussions, it had been to facilitate a meeting between the NoWAL, Northern Collaboration and Mercian Collaboration Chairs to discuss experiences and expectations of representation of the groups to SCONUL. Meeting date is currently TBC.

<sup>1</sup> Estimated figure. Includes Officer salary and phone costs, does not include Adaptive web charges as these are periodic rather than regular. In all of 2019 Adaptive charged the Collaboration a total of £568.16, while in 2020, to date, they have billed us for £786.24 already.

<sup>2</sup> Estimated figure, based on anticipated remaining spend and no additional foreseen costs.

**e. MSDG Representative Expectations**

Following Board ([DB 20/13\(f\), p9](#)) and subsequent MSDG Officer discussions ([MSDG 13/Sept, 2, p1](#)) a draft document had been created laying out the expectations and responsibilities of institutional representatives on this group. This was to be presented (2/10/20) to the MSDG Committee by the group chair ahead of today’s meeting.

- [Expectations for MSDG Representatives](#) (draft 2/Oct/20)

**f. Operational Groups Updates**

As agreed at the Board ([DB 20/11\(d\), p5](#)), the Conference and Staff Development groups have been recognised as ‘operational’ rather than ‘special interest’ subgroups of the Collaboration. This is to reflect their special focus in delivering on a tangible value membership outputs through their respective programme of events. Hence, while experiential sharing at their group gatherings is acknowledged, it is not their primary operational goal. Clarifying text to this effect has been added to the website

<b>CG (Conference)</b>	<p>No new update received: Notes from August Steering Group</p> <p><i>Claire Browne (Birmingham) noted the hopes for an online event this year had been quashed due to the clash with library reopenings and lack of submissions. Having agreed to cancel for 2020, there was a plan to launch a conference later in 2021, with potentially an additional smaller event in January 2021. Most, but not all, of the committee had agreed to continue, which should help practically as well as continuing the shared experience of organising the event. Claire will be standing down in October as group chair, and Damien Pugh (Nottingham) will take over. There had been discussions with Sarah and the MSDG with respect to overlap in plans and timing, especially in the light of [a] potential January 2021 event.</i></p>
<b>MSDG</b>	<p>Group chair Sarah Pittaway (Worcester) reports that all officers’ are posts now filled (Vice Chair: Jo Aitkins, Leicester; Admin Officer: Teresa Jordan, Birmingham, Evaluation Officer: Cheryl Coveney, OU). Following a recent online meeting, the Officers are currently working on review of group ToRs, a document outlining expectations for committee members, and reviewing job descriptions for officer roles. They will have also hosted a representatives/committee meeting Fri 2/10/20, just ahead of the Board. The MSDG programme for academic year 20/21 is intended to be more ad hoc/responsive to the ongoing Covid situation than the group’s usual pre-planned affair. Rough programme details to be ironed out during the October group meeting. The group has hosted two events (<a href="#">Return to Campus</a> (Aug) and <a href="#">Decolonising</a> (June)) since the last Board meeting.</p> <p>See also <a href="#">report to August Steering Group</a> (p5)</p>

### g. Special Interest Groups Updates

As most of the SIGs were represented at the August Steering Group meeting, and with lockdown, homeworking and reopening of academic libraries impacting on this period, recent developments have been limited.

<b>D&amp;SSG (Deputies)</b>	<p>No new update received: Notes from August Steering Group</p> <p><i>[Phil Vaughn (Coventry)] explained since the inaugural meeting in 2019, the group had met twice: once physically and once virtually. A terms of reference for the group had been agreed and would be made available on the website. The plan was for future meetings, virtual for the time being, would be to theme them around discussions on particular topics including: CPD for senior managers, collection development etc. The planned, but not as of yet scheduled, autumn meeting would focus around research and how it was supported. The group would hope to make arrangements to host this meeting in the near future.</i></p>
<b>MarComms (Marketing)</b>	<p>No new update received: Notes from August Steering Group</p> <p><i>It was noted that the group had been relatively inactive during the lockdown period, and it was agreed to follow up with them to see what further support they might need.</i></p>
<b>MCG (Copyright)</b>	<p>No new update received: Notes from August Steering Group</p> <p><i>It has been a relatively quiet time with the last meeting held in June 2019. One planned for Sept 2019 had been cancelled due to induction clashes, and to date there had been no further ones scheduled. While the group list has been low traffic, the lis-copyseek national mailing list had been very active, with weekly webinars during lockdown dealing with the considerable copyright issues which had arisen. Alex [Fenton] commented group membership remained committed and it was hoped that a future meeting could be scheduled soon.</i></p>
<b>MDF</b>	<p>No new update received: Notes from August Steering Group</p> <p><i>The group had met twice online during lockdown to discuss a range of topics, with comprehensive minutes available. [GJJ] highlighted he had sought input from the group members, with respect to accessibility issues and online meetings. The Chair noted the importance of accessibility in the post-lockdown library, in both the virtual and physical environment, and welcomed the expertise of the group members in this respect.</i></p>
<b>MMF (Metadata)</b>	<p>No new update received: Notes from August Steering Group</p> <p><i>The Group had hosted a co-badged meeting at BCU with the MDG (CILIP SIG) on RDM and RIMF which was well attended by the Collaboration membership. The Group had met face to face once at Leicester in January 2020 and had ratified the committee, with Will and Richard servicing as co-chairs. An eForum event was being hosted next week, which going on past experience, should prove to be popular. Richard noted that RDM/RIMF and other training may be challenging for the time being as this was not easy to pivot to online format, but as these were strongly desired elements the group was looking to find ways to deliver them. It was anticipated they would host another forum towards the end of the year, to pick up on hot emerging topics (e.g. decolonisation and catalogues standards) with respect to challenges for metadata workers. Will and Richard speaking at the MDG SIG Conference in September on their experiences of setting up a regional metadata groupm, which with costs of travelling to London (pre-pandemic) had become somewhat of a national concern.</i></p>
<b>RDMSG</b>	<p>Following discussions between the outgoing group chair (Gareth Cole, Loughborough), and group sponsor Simon Bevan, the RDMSG has been placed in abeyance for the foreseeable future. See</p>



#### h. Officer's Update

A report from the Officer on activities since the previous Board is available online.

- [Development Officer Report \(Oct 2020\)](#)