



Directors Board Meeting

12th March 2020

Due to the Covid-19 outbreak, this meeting was cancelled due to pressing local director concerns. The following are notes for information and update, with recommended actions as appropriate.

Page | 1

20/01 Introductions

The Collaboration welcomes the new heads of service who have been appointed since the previous meeting. These include: Helen Curtis (Aston), Paul Mahoney (Staffs), Margaret Weaver (BCU), and Stephen Dudley (UCB). Gary Elliott-Cirigottis and Sue Ackermann are also formally now OU and Nottingham directors respectively, although both previously attended in an interim capacity.

20/01 Discussion Points:

- a) [UKSCL](#): Regional & institutional implications

Suggested by Robin, to be returned to on at a later time.

- b) Brexit Impacts

As per previous meeting's discussions ([DB 19/12\(b\)](#)), potentially an item for future meetings.

20/03 Strategic Plan

- a) Revision update & plan review plan

Revised version shared with Steering Group for comments (12/2/20), and then with Board papers for further consideration.

ACTION: All to feedback comments on Strategic Plan to Chair.

ACTION: Chair and Steering Group to take next steps in finalising strategic plan

- b) Tangible Value: Update

This was approved by SG (22/1/20) and is [now online](#). Shared with agenda for information.

- c) Risk Register: Update

Approved by SG (10/1/20), not online. Shared with agenda for information.

20/04 Governance

- a) Previous meeting: Minutes, actions, matters arising

There was one outstanding item:

- [19/13\(f\)](#) MDF requested to draw together a report to Directors on progress and format of web accessibility within regional institutions.

Laura Waller on behalf of the MDF has been attempting to draw together this information, although she doubted what she had obtained would be of much value. She noted that group members had 'have been quite reserved in their responses' possibly because group members' roles did not deal with this area, or possibly, because institutions were reluctant to share this information. She will collate the information she has and share it with the Directors for information.

ACTION: GJJ and Laura to share web accessibility response with Directors via email

b) Treasurer's Update

Figures as per statement in Annual Report draft, shared with meeting papers. The Treasurer welcomes comments and questions via email.

c) Annual Report 2020

This was shared with meeting papers, with the only outstanding item the Chair's introduction.

ACTION: Chair to provide Officer with introductory text ASAP

ACTION: Officer to upload and circulate final report once ready

20/05 Operations

a) MUAL: Relationship & overlaps

John Dowd was to have attended this meeting to discuss this item, he will be invited to attend a future meeting of the Board.

ACTION: GJJ to coordinate with John Dowd/MUAL to brief future meeting

b) Co-badged Regional events: Policy

This was raised with the Steering group ([SG 19/24 \(b\)](#)), following a MMG joint event with CILIP at BCU, 11th Dec 2019), which potentially clashed with the Collaboration's implicit 'no delegate fee for members' policy. SG agreed jointly organised events were beneficial, but the fees issue should be resolved depending on whom the 'lead' organisation was:

- **MC SIG leading event:** admin handled by SIG, *no delegate fee*, event promoted via MC channels and website, member's only as delegates.
- **MC SIG not leading on event:** admin handled by external group, *delegate fees may be levied*, not promoted as MC event or listed on website, not member exclusive for delegates.

c) Development Officer Update: To receive report

Distributed with meeting papers, with comments or questions welcomed by Officer. Notably, there has been minimal improvement in the levels of event reports for the website.

20/06 SIG Updates

All group chairs had been invited to provide updates, although an overview from each group's activity appeared in the draft annual report.¹

a) Conference Group

Claire Browne (Birmingham) has succeeded **Emma Walton** as Group Chair for the 2020 conference, although Emma continues as Steering Group Sponsor. A vice-chair, Damian Pugh (Nottingham) has joined, and is anticipated as succeeding Claire in leading on the 2021 conference. The Group has recruited additional new members, after most of the previous committee stood down, and has met twice in 2020 already. Meetings in April (29th) and June (11th), with the latter devoted to agreeing the speakers. The event sponsor policy has been slightly modified, and following a [call for sponsors](#) launched at the start of March, is now public. Two expressions of interest from organisations interested in contributing were received ahead of its launch. Sponsor contacts and approaches are being coordinated by **Cheryl Coveney** (OU). A [conference microsite has been set up](#), and is being populated with key information. A call for papers is expected in April, with the conference outline title being *Dissolving Barriers: Inclusivity and Diversity within Academic Library Practice*.

b) Marketing & Communications

The group has met formally once since the last Board, along with interim meetings between the committee. It is anticipated that the next meeting will be held in April/May 2020. The group has focussed on exchange of experience and practice, along with exploring different relationships between library service and institutional marketing approaches.

c) Mercian Copyright Group

A combination of member illness, and scheduling problems have regrettably resulted in this group not meeting for some time (June 2019). While there is some occasional discussion on their mailing list, little tangible activity is currently perceptible.

d) Mercian Disability Forum

Met 9th Dec 2019 (Coventry) and is next meeting 4th May 2020 at the OU. Group chair Laura Waller (Warwick) reports their main focus has been on collaboration with wider Staff Development Group. In this respect for the Systematic Reviews event (4th Feb 2020, Coventry), conversations were held prior to the event with organisers to ensure accessibility aspects of subject areas were referenced. For the forthcoming Marketing and Communications event (18th March, Aston) Laura Waller and Gill Evans (Coventry) will be presenting on *Accessible Marketing and Communications*. For the Changing Role of a Library Assistant event (21st May 2020, Birmingham) Laura Waller and Liz Lafferty (Keele) are leading a workshop with an accessibility focus. The group is also continuing their wider conversations and sharing of best practice, such as embedding RNIB Bookshare as a Library service for independent student access.

e) Metadata Group

Group Co-Chair, Will Peaden reports that the MMG met in January (22nd, Leicester) to discuss the coming year's activities and ideas for collaboration. Items on the agenda included electing a chair, co-chair, secretary and forum moderator, with the current group leads being unanimously appointed. The Group intends to run [additional e-forums](#) on various topics (~4/annually) ranging from shelf-ready data, repository metadata, special collections and e-book management. Various committee members volunteered to help moderate and plan these events and a lively discussion was had over the content of these topics. The group also hopes to run 2 training/CPD events over the next twelve months with RDA and MARCedit training agreed as priorities for events this year. The first event, scheduled for 18th June, will be a basic introduction to RDA after 3R project using RIMMF. It will follow on from a similar event held at BCU in December but aimed as more introductory session. The second event will be centred on practical MarcEdit training. MarcEdit is an amazing tool developed for free by Terry Reese for all kinds of metadata and MARC work. Collaboration members engage with it to different degrees, from not at all to daily use. The group hopes to pull the knowledge of practitioners within the collaboration to discover new and better ways of working and introduce it to those who have no experience with it and aims to hold this event sometime towards the end of the year. The committee is also investigating the possibility of collaboration around de-colonising the catalogue, working in partnership with interested people in other SIGs (notably the MSDG) to identify weaknesses and discover solutions.

f) RDM Support Group

The continues to be relatively inactive, although reportedly (Dec 2019) efforts were underway to recruit new members to its coordination group. No further updates since then.

g) [Deputies & Senior Staff Group](#)

Has met twice since the last Board: an inaugural meeting (27th Nov 2019, Birmingham) and to discuss their terms of reference last week (6th March 2020, Leicester). Agenda and notes from the meetings, along with the outline group terms of reference are [available online](#). The group aims to be 'self-managed, with no requirement for the roles of chair or convenor. The role of chair for each meeting will be undertaken by the host, who will be responsible for organisation of the meeting.' Notes will be taken at each meeting, for publication on the Collaboration site. It is anticipated the group will meet 2-4 times annually, with the venue moving around the region.

ACTION: All to review terms of reference and feedback comments and suggestions to Collaboration Chair & Steering Group

ACTION: Chair to feedback terms of reference comments to D&SSG ahead of their next meeting

h) [Mercian Staff Development Group](#)

The MSDG events programme was continuing as planned. A MSDG committee meeting was planned for 23rd March 2020, at Cranfield University, where it was expected current chair, Matt Cunningham (Loughborough) would stand down.

20/07 [AOB](#)

a) [SCONUL: To receive update on activities](#)

No formal update was received ahead of the planned meeting. However, the unexpected departure of Deputy Director Ruth Stubbins last week had been noted online. A SCONUL Away Day had been planned for 12/3/20, although with the Covid-19 emergency planning activities, it was unclear if this event had progressed.

b) [Venue & potential speakers for next meeting](#)

As this meeting was cancelled the day before it was to be held, the question of whether there is a desire/need to reschedule it remains.ⁱⁱ With anticipated travel restrictions the Chair and Board may wish to shift to a virtual/telephone meeting or to progress to the October 2020 meeting, and conduct any outstanding Collaboration business online.

Additionally, the venue for the October 2020 meeting needs to be agreed. Normally, this would be in the East Midlands (with DMU and Lincoln locations that have not hosted the Board to date), or a return to Wolverhampton. Offers to host are invited.

ACTION: Chair and Board to agree if March 2020 meeting should be rescheduled (virtually/physically)

ACTION: Chair and Board to agree location for October 2020 meeting

No speaker had been suggested for the March 2020 Board, and hence suggestions for speakers or themes for discussion are welcomed by the Chair and Steering Group

ACTION: All to send suggestions of speakers or discussion themes to GJJ

c) [Any Other Business](#)

All Directors are invited to raise any other outstanding items of business directly with the Chair and Steering Group, via the discussion list.



ⁱ Due to the current global public health crisis, event dates may need to be postponed or otherwise rescheduled, in the light of current governmental and institutional advice.

ⁱⁱ It should be noted the 4 March 2020 Steering Group telcon had also been cancelled, with any outstanding business expected to be resolved at the Board.