Mercian Staff Development Group

Minutes of the meeting 9 March 2017, University of Birmingham

Present: Kirsty Kift (Chair), Gareth Johnson, Lydia Matheson (for Angela Brady), Andy Dodds, Susan Rodda, Jane Mortimer, Kay Jeffries, Kathryn Greaves, Ruth Chell, Rob Davies, Lesley Thompson, Matt Cunningham, Christine Porter, Heather McBride-Wilding, Ruth Stubbings, Joe Foley, Heather Green, Sarah Pittaway

1. **Apologies** – Ann-Marie Lee, Sue Storey, Lisa Alexander, Janet Weaver, Trish Fouracres

2. **Matters arising from 13 September**
- Delays to payments – we believe this is resolved – if you do have any delays contact Gareth Johnson, MSDG Officer
- Website is up and running – request all members to promote it to their teams
- Termly press release – agreed no need for this but to pass information to MSDG Officer (Gaz) when appropriate
- Annual report – the format as presented was approved by the Directors Group
- Mentoring Scheme – the Directors Group are supportive of progressing this

3. **Update from Mercian Officer and conference update**

The conference is set for 12 September at De Montfort University. Themes may include:

- TEF/Ref/Brexit – external factors
- Student Journey
- Skills Development
- Future of Libraries

4. **Review of MSDG terms of reference**

The ToR was discussed – revised version attached

5. **Election of Officers**
- Chair – Kirsty agreed to stay on as Chair for a further term
- Admin Officer – Jane Mortimer agreed to take over this role
- Evaluation Officer –Ruth Chell agreed to take on this role

   It was agreed that in future elections would follow the new process laid down by the Directors group. Ruth Stubbings agreed to act as Vice-Chair for the next term.

6. **Review of Admin Processes**
- The wordpress site will be closed down by Ruth Stubbings
- Event organisers agreed to send photos from events to Mercian Officer to upload to new website
- Everyone agreed to email contacts being added to membership details on website

- The distribution list was confirmed as accurate
- External attendance – we agreed that non-members could attend MSDG events (no charge) so long as places are available – GJ to put information onto website and Eventbrite site reflecting this
- When booking the Mercian Eventbrite site should be used consistently – and individuals should book themselves on so the contact details are clear for event organisers

7. **Programme Planning**

From a longer list of possible topics the following were identified as priorities to pass to Directors Group for their input:

Topic	Description
Space – managing other learning environments	Looking at spaces outside of libraries and how to manage them
Space – social learning	Looking at how to manage social learning spaces and manage behavioural issues
Space – reinvention	Looking at the constant reinvention of space and how to remain agile.
Student well being	Looking at health and welfare programmes and sharing practice especially in 24hr environment
Fines	What are they for, challenges of managing circulation what could be done differently
Reading lists/reading engagement	Software, what is a list, why do we have lists, how can we better engage students with reading
Social media and student engagement	Best practice and measuring impact
What do year 2 students need to know?	Part 2 following on from what year 1 in the 2016-17 programme
Negotiating and influencing skills	External speaker
Enquiry services	Sharing of practice
Libguides/Web sites	Sharing best practice and student engagement
Community engagement	Looking at successful community engagement programmes and sharing practice
Institutional Archives	Quite a few member institutions are looking to start managing this/creating archives.
Measuring impact	Including KPIs – especially learning gain

All the Same but Different visits may be offered at Leicester, Warwick, Loughborough and Aston in the year ahead

8. **Future Meeting locations**
- June 2017 – University of Leicester
- September 2017 – Nottingham Trent University
- March 2018 – Worcester, The Hive

9. **Mentoring/Network scheme**

Agenda item moved to June meeting

10. AoB
- Reminder to promote the new website to all staff
- Request for event hosts to promote with good lead time, at least 1 month