Forum for Interlending and Information Delivery

Minutes of the Executive Committee Meeting Wed 14th October 2015

**Attendees:** Sandra DeRoy(SD), Lesley Butler(LB), Kate Ebdon(KE), Marjory Lobban(ML), Joanne Docherty(JD), Nigel Buckley(NB), Graham Dix(GD), Matthias Werner(MW), Dawn Downes(DD)

**Apologies:** Karen Paine(KP)

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| Agenda Item | Discussion/Decision | Action |
| 1 | **Minutes of previous meeting**  Minutes were amended to show total membership is 160 and approved |  |
| 2 | **Membership and Roles**  Sandra welcomed the new members and roles for this year were confirmed as follows:  Sandra DeRoy – Chair  Joanne Docherty – Secretary  Marjory Lobban – Treasurer  Karen Paine – Membership Secretary  Nigel Buckley – Web Officer  Dawn Downes – Journal editor  Dawn/Nigel – Marketing Officers  Lesley Butler – Conference Sub-Committee Lead  DD offered to attend site visits when necessary as she is near to the Conference location and others will help out as/when required.  ML will be leaving University of Edinburgh at the end of this year but will continue as Treasurer until June 2016. The committee were asked to think about a possible change of role for next session or try to recruit a new member for this position. |  |
| 3 | **FIL@London**  Thursday 5th November is the only available date for an event at BL London. Later dates would be available if changing the location to Boston Spa. It was felt that the location should be kept at London if feasible to organize in this timeframe. DD offered to present a talk on in-house sanning and supply using AE/Dropbox. KE advised there would be space for 40-60 people and it would be a half day session 1pm-4pm. Rough programme:  1pm Registration  1.15pm-2pm BL Talk (OnDemand Service?)  2pm-2.45pm Tour  2.45pm-3pm Refreshments  3.10pm-4pm Round up/short talk from sponsored delegate/informal exchange of experience.  SD will contact sponsored delegate(Molly) to check if she is available to attend. NB will upload ‘save the date’ to web/twitter and will add programme and booking form by end of week. It was agreed that bookings should be opened asap with an initial closing date of 29th October. KE will send draft of programme and theme to NB and ML. ML will confirm pricing and circulate via email for discussion. ML will also send message out to FIL email list. | SD  KE/NB/ML |
| 4 | **Interlend 2015**  LB collated feedback received and it was generally positive. There were some complaints about the food, particularly with regard to the vegetarian option. Some people felt that the first day was too long, the library tour was very interesting, not enough content for public libraries, more sessions needed on copyright. It was also felt that a cordless microphone would be better for next time. SD commented that we could try and arrange slightly longer/more involved sessions rather than shorter ones and have a more lively session to end the day. ML suggested that we could ask members for suggestions for particular sessions to tailor them to the majority. It may be possible to do this via the journal. |  |
| 5  5.1  5.2  5.3 | **Interlend 2016**  It was agreed that LB will head the conference sub-committee and DD will be the local liason. GD,ML and MW will be on the sub-committee and others will help out as/when required. The venue was confirmed as the Best Western Royal Beach Hotel in Portsmouth, 27th/28th June 2016. The deposit has been paid and SD will contact the hotel to arrange the next site visit and obtain information on payments and requirements.  Theme  Some suggestions for topics to cover were LMS systems and workflows, International Consortia, Librarians as researchers, APIs etc, best practice, ILL in a perfect world, Special Libraries, e-book lending, resources for checking ILL requests, institutional repositories and open access, public libraries, provision for alternative formats for ILL, paperless ILL, tours, technology related subjects. DD suggested that we could put an ‘advert’ in the journal and on the website to ask for specific topics members would like to see covered.  A general theme of “Celebrating Differences – different practices, same goal” was agreed. It was thought it best to keep the theme broad to encourage speakers with more focused breakout sessions. The theme would cover diversity within different types of libraries ie public, specialist, academic etc. There could be breakout sessions to cover individual LMS groups and have an informal exchange of experience. ML will check numbers of people using the same systems to get an idea of possible group numbers for these sessions.  Timescales  It was suggested that we have a different keynote speaker each day. We should aim for having these agreed by the end of January if possible and a call for speakers to be advertised by then. Suggestions were Emily Stannard, Chris Morrison, Natasha Edmonds, however it may be better to have one of these people as a speaker for an individual session. NB/KE/DD will make contact with various people as potential keynote speakers. The theme would be ‘best practice/continuous improvement’. There was some interest in having a session on e-book lending, possibly having someone from a public library or Proquest e-book lending? Other suggestions were NHL library talk, a session on how a public library collaborates with other libraries, a combined public/institution library, a talk on using OpenLibrary or searching repositories.  Sponsors  It was agreed that the sub-committee would approach sponsors asap eg T&F, OCLC, Capita, Clio, Talis, Proquest. LB will check if there is a standard template for contacting sponsors/keynote/call for speakers. | SD  ML  KE,NB,DD  LB |
| 6 | **Google Analytics**  Nigel will investigate this in his role as web editor | NB |
| 7 | **IFLA**  KE advised that BL did not have an IFLA rep but does send someone to conferences. |  |
| 8 | **FIL Journal**  DD reported she has been trying to use GoogleDocs as it allows easier access for editing etc. MW agreed to help with editing. We will continue to send the Journal to Chris Beevers at Univ of Huddersfield for publication. DD suggested that any committee members going to BL@London event meet up beforehand for a quick chat to discuss the next issue which is due to be published by the end of November. DD will chase up some correspondence with London Library for content. She also suggested putting ‘something fun’ on the last page, real life examples of best compliment or funny story and that FIL could be advertised via wider mailing lists to encourage membership. | DD |
| 9 | **Treasurer Report –**see Appendix 1  ML reported that online banking has now been set up and she is just waiting for a debit card. From January, any cheques should be sent to SD rather than to the University of Edinburgh address. |  |
| 10 | **Membership Report**  There are currently 160 members and there have been no cancellations since the last report |  |
| 11 | **Web Officer Report**  As NB has only taken on this role there was nothing new to report. SD confirmed that she will leave the blog invitation at every 2 weeks to allow people more time to submit something. |  |
| 12 | **CONARLS**  There has been no word about a new CONARLS rep but KE reported that she can provide feedback meantime as her colleague is now attending these meetings. |  |
| 13 | **BL Report –** see Appendix 2  KE reported that the older version of the OnDemand website will be switched off at the end of October and there is now an OnDemand twitter account. |  |
| 14 | **AOB**  DD reported that she had been asked by OCLC if they could send someone to our meeting as an observer. It was agreed that they could attend for one meeting but that it may not be appropriate for them to attend regularly. DD will try to find out why they are interested in attending. | DD |
| 15 | **Date of next meeting**  The next meeting will be Wednesay 13th January 2016. |  |
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