



## Forum for Interlending and Information Delivery Committee Meeting

Wednesday 28 April 2010, 10.30 a.m.  
Britannia Hotel, New Street, Birmingham

### Minutes

Present: Graham Titley (Chair), Peter Robinson, Marian Hesketh (Minutes), Gillian Wilson, Christine Shipman, Joanne Docherty, Gerry Coyle, John Coen, Helen Trollope.

#### 1. Apologies

Rose Goodier, Sarah Washford, Marie Lancaster, Paula Lockett

#### 2. Minutes of the meeting of 13 January 2010 were approved with 2 corrections:

John Coen's name had been misspelled.

Gill Wilson said that she would be happy to continue to represent FIL at CONARLS meetings if required.

#### 3. Matters arising from the Minutes of Previous Meeting

Gill Wilson has circulated the CONARLS report.

Joanne to cover the report of 2009 conference expenditure in her finance report.

British Library report not received.

Paula Lockett's written report of the ILDS conference had been accepted and published in the newsletter and on the website. She had not been able to attend the January meeting due to bad weather and was missing from this meeting as she had broken her arm. A verbal report would not now be required.

FIL in Belfast. Marian had emailed the public libraries in Belfast but there was no interest in any FIL events.

**Item 14** No reply had been received as to whether the manifesto could be published in the FIL newsletter. **Action on Graham** to follow this up.

#### 4. FIL Committee Officers

FIL still has no newsletter editor and Graham is continuing with this role. The position of vice chair remains unfilled. Peter Robinson had volunteered to take

responsibility for marketing but he is now retiring from the British Library and will be leaving the committee. Gill Wilson, Sarah Washford and Joanne Docherty will all come to the end of their period of office at the 2010 AGM. No nominations for the vacant positions have been received and the committee needs to appeal to the membership or make direct approaches to members who may be interested. Several names were suggested and Graham agreed to contact these members and ask if they would be interested in serving on the committee. There would also be a general appeal to members. Nomination forms are available on the website. Graham asked for volunteers from the current committee to fill some of the vacancies. Chris offered to take on the role of treasurer, Gerry that of secretary and Helen that of marketing and also website co-ordinator. The new committee would be elected at the AGM and the exact roles would be assigned at the October committee meeting.

**Action on Graham** to contact potential committee members.

## **5. Finances**

Joanne circulated a financial report and draft accounts for 2009. The renewal rate for 2010 had been good and final reminders are now going out. The 2009 accounts need to be verified by the accountant before a final report is produced for the AGM. The accountant has expressed concern about the level of subsidy for the conference. The committee felt that this was a good use of members' money, but it was not prudent financial management and the money will eventually disappear. A quarter of the reserve had been spent in 2009 alone. The committee should consider a shorter conference in future. The subsidy was likely to be more this year because bookings had not been good. FIL is committed to this year's conference but we need to discuss the future of the conference at the next meeting. The committee was happy to affirm the accounts.

**Action:** to include an item about the future of the conference on the agenda for the next meeting.

## **6. Membership**

Marian reported that membership is fairly static. Wiltshire County Libraries had joined and were sending a delegate to the conference. Graham asked if a map showing the geographical distribution of FIL members could be produced and John volunteered to do this.

**Action:** Marian to send a copy of the membership database to John

**Action:** John to produce a map showing geographical distribution of membership.

## **7. FIL Website**

Gill reported that the list of member institutions has been updated and general updates completed. The conference details and most recent programme had been added. The general links need an overhaul, which Gill will do. The index on the CILIP website does not lead to FIL; a link in the glossary is needed. FIL's position is slightly anomalous in that our website is hosted by CILIP but we are not a group in affiliation. Peter Robinson suggested setting up our own site, independent of CILIP. Graham said that this would be expensive and require maintenance, but there are also advantages to being independent and having total control of our own site.

**Action:** Gill to overhaul links

**Action:** John to investigate the costs and requirements for setting up our own website.

## **8. Interlend 2010**

Graham thanked Gill for all the work she has done towards arranging the conference. Gill reported that the programme has now been finalised. We need to be clear about what still needs to be done before and during the conference. Bookings have been fairly slow in coming in, and if the numbers remain low, we would need to consider the numbers for breakout sessions. Early bird booking closes on 30 April 2010 and no day delegates have booked yet. Gill agreed to send another email to mailing lists. The early bird discount would be extended to 14 May and emphasis placed on the opportunities for day delegates. Marian agreed to contact all delegates from the 2009 conference who had not yet booked for 2010, plus any delegates to FIL at St Pancras and FIL at BLDSC who haven't booked.

### **Committee jobs at conference**

Helen and John to help with registration.

Graham to facilitate on Wednesday morning, introduce speakers and give final address at the end of the conference.

Marian to deal with speaker liaison during the conference. Gerry will help with liaison beforehand.

Transport to the hotel from the station would be by taxi. This costs about £11.00 to £12.00 and delegates can share. The journey takes about 20 minutes.

John to help Gill liaise with the hotel during the conference.

## **Social activities**

A visit to Nottingham Trent University has been arranged for Tuesday afternoon. John agreed to organise this. Transport will be by taxi and numbers for the visit will be collected along with menu choices.

All committee members who are attending the conference should go to the first time delegates meeting.

Peter will send quiz question and answers on a CD. Graham offered to be quiz master. Gill will ask the hotel about hiring a room (preferably with bar). Prizes of £5.00 per team member will be offered to the winners, with a maximum of 5 per team.

## **9. Constitutional Matters**

Some anomalies in the constitution had been identified. A Special General Meeting will be needed to change them and an SGM has been scheduled to follow the AGM at the conference. A list of proposed changes was circulated and agreed by the committee. Most were simple word changes to eliminate inconsistencies and confusion. Traditionally, the chair and treasurer have a free place at conference because they are required to attend the AGM. Graham suggested extending this to the secretary as well.

Paragraph 2k refers to public liability insurance. Joanne confirmed that FIL only has insurance for the conference. The aim of public liability insurance is to protect the treasurer and other committee members who sign cheques.

**Action:** Joanne to investigate public liability insurance.

**Action:** Graham to circulate wording of changes to the committee.

## **10. Regional Events**

**FIL@BLDSC** Feedback from this event was circulated. It was nearly all positive. The main criticism was the lack of seating at lunch, but little can be done about that. Some delegates felt that the tour had been rushed but this was mainly because of the need to walk to the new building. Some delegates had expressed disappointment at not meeting Customer Service staff. Peter said that in future, delegates can visit the Customer Services office. Tours for specific groups can be arranged at any time. Transport arrangements worked better than in 2009. Graham said that it had been a successful day and the feedback had been constructive and helpful. More time should be allowed for tours in future.

**FIL Event in Wales** This event is to take place on 12 May 2010 in Llandrindod Wells. Booking had gone well and it was hoped to build on the successful event in 2009.

**Future Events** St Pancras was a popular venue and mentioned in several feedback forms. Peter promised to inform the committee by the end of May who would be taking his place as British Library observer and contact. Tours of St Pancras are limited because the security is more stringent there, but the conservation centre at St Pancras would be a possible venue. Graham suggested a half day event linked with a tour. Peter and Graham agreed to make enquiries so that a provisional date could be advertised at the conference. Gill offered to open NWLIP's annual visit to special libraries to FIL members.

**Action:** Graham to make enquiries about an event at St Pancras in November

**Action:** All committee to think about possible future events.

## **11. Newsletter**

Graham is preparing a newsletter but has very little content so far.

**Action:** Graham to appeal to the membership for contributions to the newsletter.

## **12. IFLA Report**

No report was presented. Rose Goodier is to continue as the FIL representative at IFLA.

## **13. CONARLS Report**

The next Conarls meeting will be held 29<sup>th</sup> April in London when, in addition to updates on the Workplan, the following will be discussed:

- The Conarls Inter Regional Unit Cost Scheme

The Conarls Working Group will discuss making a small increase in the Conarls IRU Rate in August. The timing of any such increase would be in line with an anticipated increase in the British Library rate. The group's decision will take into account the feeling in their regions as to whether an increase in the rate would be acceptable, or whether the rate should remain unchanged this financial year. There was strong feeling at the recent North West Libraries Interlending Partnership (NWLIP) meeting that the rate should not be increased at this time, which will be fed into the Conarls meeting, along with feedback from other regions and organisations.

- Best Practice Guidelines - Electronic Resources

The aim is to encourage institutions to apply for and to supply this material where possible and to share best practice and useful resources. GW would like some guidance from FIL in order to draft an advocacy document encouraging institutions to supply requests from e resources where licences permit. The final draft will be circulated to the FIL committee for comment and then disseminated as widely as possible via the email lists, Conarls and the FIL website.

- DX Courier Service

Charles Bedson (DX Account Manager) has been invited to attend the Conarls meeting. He has negotiated a significant reduction in the cost of the tracked service for libraries and has produced and circulated clear documentation outlining paperwork to be completed for the various DX services.

CB plans to write a refreshed Service Level Agreement outlining the DX service to Libraries which should help to clarify what is expected, and assist with issues such as incorrect information given by DX Customer Services.

#### **14. British Library Report**

Peter to circulate this at a later date.

#### **15. Any Other Business**

Graham made a presentation on behalf of the committee of a book and card to Peter to thank him for all the work he has done for FIL. All wish him well for the future in his new business venture.

**Date of next meeting: Wednesday 13 October 2010**