



## LIHNN Co-ordinating Committee Meeting

**15<sup>th</sup> March 2011**

**Bolton Central Library 10.00 am**

<p><b>Apologies:</b> Eileen Hume, Denise Thomas, Michael Cooke, David Stewart, Adrienne Mayers Present: Tracy Owen (chair), Debra Thornton (minutes), Stephen Edwards, Emily Hopkins, Olivia Schaff</p>	
<p><b>Welcome</b> to Stephen, new member from Salford PCT. Thank you to Michael for his work on the committee. Tracy to buy a thank you card for Michael.</p>	<b>Action: Tracy</b>
<p><b>Notes from last meeting: agreed as accurate.</b></p>	
<p><b>Dates of LIHNN / HCLU briefing</b> confirmed. Chris Jeffries will be speaking at the May briefing so a short report from the LIHNN committee will be sufficient – to include request for all library services (new and old) to complete new membership form. Tracy to amend membership form to incorporate all BACS details. Hospitality monies from HCLU will be available for 2011-12 but amount not yet confirmed. Tracy to e-mail LIHNN on behalf of the committee regarding funding for hospitality – it will still be available but please use discretion and don't fund hospitality unless necessary.</p>	<p><b>Action: Tracy</b></p> <p><b>Action: Tracy</b></p>
<p>Eileen has completed mind map of work undertaken at January meeting regarding the possible changes necessary within LIHNN if HCLU ceased to exist. Review at September meeting.</p>	
<p>Tracy to e-mail library managers about re-joining LIHNN. Proposal to leave subs as they are £25.00 for each service, £10.00 for satellite services. Proposed: Emily. Seconded: Olivia. All agreed. To be reviewed December 2011.</p>	<b>Action: Tracy</b>
<p><b>Treasurers report</b> presented.</p>	
<p><b>CPD funding applications</b> – none. EBLIP conference (July) – Emily to send out details and invitations for funding applications.</p>	<b>Action: Emily</b>
<p><b>Feedback from LIHNN groups:</b> <b>CPD (TO):</b> Tracy remains as chair, Gil Young HCLU CPD lead. Training Needs Analysis sent out and now in the process of being analysed . Training programme being developed. Information Governance – no report. <b>Newsletter:</b> request for articles. <b>Clinical Librarians (DT):</b> MAP workshop went well, although several people who booked did not attend. New chairpersons: Gary Sutton and Clare Payne co-chairing. IMPACT study underway to evaluate the effectiveness of clinical librarian studies. Being led by Alison Brettle and assisted by a number of NW librarians. <b>e-resources:</b> No report <b>Heritage:</b> virtual group, no feedback required. <b>ILL:</b> No report <b>Mental health (EH):</b> new promotional leaflets have been produced with funding from HCLU. <b>Primary care (EH):</b> discussed next steps from message management meeting. Sell the benefits of library services rather than just saying what you do. Align your message to the drivers of the organisation. Sharing ideas around this – suggested as a standing item at future meetings. Use MAP template to share best practice. Gill Swash suggested look at presentation of literature search results. To consult</p>	



<p>Information Digest produced by Clinical Librarians Group.</p> <p><b>Quality (DT):</b> New wiki developed on LIHNN wiki. Work underway to develop a quality handbook to look at developing internal and external quality indicators for libraries. Group to be a source of guidance for LQAF issues.</p> <p><b>Trainers (SE):</b> Meeting to be held this coming Friday (18<sup>th</sup>)</p> <p><b>Cheshire &amp; Mersey (TO):</b> No report.</p> <p><b>Greater Manchester (EH):</b> Discussion around journal consortium purchasing. Discussion around medical students (or anyone) absconding with books – what is to be done – sharing information etc. e.g. Academic libraries will approach the students on our behalf and block university library record until our books are returned. Tracy to contact Steve Glover to find out what suggestions were made regarding this. Emily to contact other networks to see how they manage similar situations. Also under discussion was the future of GM HELP How will it work under new structures?</p>		<p><b>Action: Tracy</b> <b>Action: Emily</b></p>
<p><b>Cumbria &amp; Lancs (DT):</b> UCLAN site staff leaving should LIHNN do something to recognise their contribution? E.g. Jen Sowerby at Blackpool has worked in the library for 23 years. Tracy to contact David. (Same happened with Chester and Manchester) New manager at Blackburn starts 21<sup>st</sup> March (Graham Haldane). New chair of C&amp;L group from April – Carmel Smith from Lancashire Care.</p>		<p><b>Action: Tracy</b></p>
<p><b>HCLU update:</b> (EH &amp; DT from Primary Care and Library Managers meetings) Funding confirmed from 2012. HCLU will be TUPE'd to Wigan Community Trust. LQAF analysis almost completed, letters will be sent to library managers and copied to Chief executives by end of March. Next LQAF will require evidence for all criteria and will include new criteria around Knowledge Management. TCS – not all services ready for the change by April, some will take place later in the year. Core content – an announcement is still awaited although it would seem there will be continuity of most resources.</p>		
<p><b>AOB from groups:</b> NWOPAC - should it be 'live' so that links are updated more quickly and books can be ordered online. Money will be available for future developments. Should this work be undertaken by the Interlending Group or a dedicated task group. Tracy to contact Steve Glover.</p>		<p><b>Action: Tracy</b></p>
<p>LIHNN Groups and Committee link person:</p>		
<p><b>LIHNN Group</b></p> <p>Cheshire and Mersey Clinical Librarians CPD Cumbria and Lancashire E-resources Greater Manchester Information Governance Interlending and document supply Mental Health Newsletter Primary Care Quality Brief and Exchange Trainers</p>	<p><b>Chair</b></p> <p>Gill Swash Gary Sutton, Clare Payne Tracy Owen Carmel Smith (from April) Kieran Lamb John Addison Tracy Owen Steve Glover Vicky Bramwell Mike Hargreaves Emily Hopkins Hannah Gray Joanne Taylor</p>	<p><b>LIHNN Committee link person</b></p> <p>Eileen Hume Debra Thornton Tracy Owen Debra Thornton ? Emily Hopkins Tracy Owen Olivia Schaff Emily Hopkins Tracy Owen Emily Hopkins/ Stephen Edwards Debra Thornton Stephen Edwards</p>



<p><b>Review of LIHNN constitution:</b> Delete old one from website. Changes: Section 7 change to roles of committee members. Add committee members to feedback from the designated LIHNN groups. Quarterly reports from groups to committee members. Communication and reporting back from LIHNN groups to committee – when and how. (Chair will ask for reports two weeks before the LIHNN briefing. To be reported on website and at LIHNN / HCLU briefing May and December). If members leave LIHNN ....(Emily has previous reviewed this) add to constitution and membership form? Debra to incorporate changes</p>	<p><b>Action: Debra</b></p>
<p><b>Hospitality form</b> : add contact details for help (Treasurer – Eileen)</p>	<p><b>Action: Tracy</b></p>
<p><b>Showcase event possibly at Christmas study day:</b> Tracy to contact Linda Ferguson. Could be as simple as a 10 min presentation on interesting projects from volunteer groups.</p>	<p><b>Action: Tracy</b></p>
<p><b>AOB:</b> none</p>	
<p><b>Next meetings:</b> 19<sup>th</sup> May – after LIHNN / HCLU briefing at Warrington. 5<sup>th</sup> July - Liverpool 7<sup>th</sup> September (Wednesday) Manchester or Salford – Emily and Stephen to check for venue. (December meeting cancelled)</p>	<p><b>Action: Emily and Stephen</b></p>