

Yorkshire and the Humber Health Libraries & Knowledge Network (YOHHLNet) Committee

Date: Tuesday 6<sup>th</sup> December 2016

Notes of the Network Committee Meeting

**Present:**

|                       |    |
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| Janet Sampson (Chair) | JS |
| Katherine France      | KF |
| Helen Barlow          | HB |
| Dominic Gilroy        | DG |
| Rebecca Williams      | RW |
| Maria Simoes          | MS |
| Jo Marsden            | JM |
| Paul Twiddy           | PT |
| Hazel Brownhill       | HB |
| Joel Kerry            | JK |
| Rebecca Stevenson     | RS |

**Apologies**

|                   |    |
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| Helen Rotherforth | HR |
| Sarah Hennessy    | SH |

| No. | Agenda Item  | Actions                      |
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| 1.  | <b>Welcome and Apologies</b><br>JS welcomed all to the meeting and the group welcomed RS to the YOHHLNet committee.  |                              |
| 2.  | <b>Notes of the Previous Meeting</b><br>The notes were agreed as an accurate record, apart from the wrong date was showing at the top of the notes!  | <b>RW to amend the notes</b> |
| 3.  | <b>Matters Arising</b><br>There were no matters arising that would not be picked up on the agenda  |                              |
| 4   | <b>Committee Membership Update</b><br>The group welcomed Rebecca Stevenson to the committee.   |                              |
| 5   | <b>Finance</b><br>JS confirmed that the bank account for YOHHLNet has now been set-up. There was £15,000 in the account in the first instance but some funding had already been accounted for: <ul style="list-style-type: none"> <li>• Launch event</li> <li>• 2 additional Oxford handbooks</li> <li>• Promotional pens and pads</li> <li>• Top-up of library professional collection with e-books</li> </ul> This amounts to approximately £4000, so there will be £11,000 left in the account. |                              |

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|   | <p>It is not yet known whether the account will be topped up by HEE in the new financial year and it is also possible that funds may be required to support regional resources. The funding for resources will be discussed at the January library managers meeting.</p> <p>The group agreed that the committee should now request membership fees from all libraries/organizations that wish to be a member of YOHHLNet. As it is late in the financial year, a fee of £60 will be requested to cover the remaining of this financial year and 2017/18.</p> <p>The group approved the membership form and thanked HR for her hard work in setting up the account and paperwork.</p> <p>It was acknowledged that Supplies departments may struggle to set YOHHLNet up as a new supplier so all managers may need to monitor progress of payment.</p> <p>It was agreed the following lists/groups would be targeted to promote membership:</p> <ul style="list-style-type: none"> <li>• Yhlsmanagers</li> <li>• Yhls</li> <li>• SCHARR</li> <li>• Local universities</li> </ul> <p>JS also informed the group that HR is producing an expenses claim form for YOHHLNet expenses.</p> | <p><b>JS to call for members</b></p> <p><b>HR to process invoices as required</b></p> <p><b>HR to produce an expenses form</b></p>                               |
| 6 | <p><b>Wiki Task &amp; Finish Group Update</b></p> <p>DG reported that the wiki is continuing to progress and the links to the CPD work have been uploaded. The membership directory still needs some input and DG reminded the committee to ensure that they have a complete entry in the directory, including photo!</p> <p>JS checked whether the venue work was complete and BW reported that there had been a good response to the survey. JK said he will upload the information onto the wiki with a reminder to all members that they can book venues through other members.</p> <p>HB said that she would like to organise a list of those members who can provide lifts/transport to training events – this would also be uploaded onto the wiki.</p>  | <p><b>All to ensure that the directory entry is complete.</b></p> <p><b>JS to send logo to JK for the wiki</b></p> <p><b>BW to send the venue info to JK</b></p> |
| 7 | <p><b>CPD Update</b></p> <p>HB reported that she'd had no response to the list of proposed books that she had circulated to update the professional collection. E-books will be purchased if possible for ease of use.</p> <p>HB also reported that both the paraprofessionals day and the knowledge management study day went well. A second paraprofessionals day is being planned to take place in Sheffield.</p> <p>HB and JK reported that Leeds libraries had investigated some study days that they</p>  | <p><b>All to review suggested books</b></p>  |

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|    | <p>thought might be of interest to the wider YOHHLNet membership. Two separate study days have been offered by Ned Potter:</p> <ul style="list-style-type: none"> <li>• Marketing masterclass</li> <li>• Advanced Twitter workshop</li> </ul> <p>Each course would cost £750 for the day and could include 20-25 participants.</p> <p>The group agreed to pursue the marketing masterclass in the first instance, probably in April. This would take place at Willow Terrace Road.</p> <p>JS reported that she'd spoken to Joanne from Health Libraries North about a CILIP course on Managing Outreach in Health Services Libraries. Joanne had suggested that YOHHLNet and HLN could offer the training as a joint session. The group agreed that YOHHLNet would pay for a venue in York if HLN could pick up the cost of the training.</p> | <p><b>HB and JK to organize the training.</b></p> <p><b>JS and HB to liaise with HLN to organize the training.</b></p> |
| 8  | <p><b>CILIP Conference</b></p> <p>DG reminded the group that the next CILIP conference will take place in Manchester in 2017 and he wondered if there was any interest from the group in offering a session at the conference – this would be in relation to joint working. HEE is also considering an expression of interest for the conference.</p> <p>All agreed in principle and will consider further.</p>   | <p><b>All to consider CILIP talk!</b></p>  |
| 9. | <p><b>COP and Regional Groups Update</b></p> <p>BW, MS and RS reported that there had been a reasonable response to the Communities of Practice survey and they were meeting after the YOHHLNet committee to discuss the results. These will be shared the committee and wider YOHHLNet areas in due course.</p>  | <p><b>BW, MS and RS to produce a COP report</b></p>  |
| 10 | <p><b>YOHHLNet Launch Event</b></p> <p>JS reported back on the final plans for the YOHHLNet launch event. JS, HB and RS will co-ordinate an article for Link-Up about the launch event.</p> <p>The group agreed that it would be good to have an annual event over the Christmas period.</p> <p>DG said that HCLU had asked whether YOHHLNet would like a Directors Award at such an annual event – similar to LIHNN. The group agreed that this sounded like a good idea. The winner would be chosen by David.</p> <p>RS suggested that a People's Award would also be a good idea – the winner to be chosen by colleagues across YOHHLNet.</p>  |  |

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| 11 | <b>Northern Document Supply Group</b><br>DG reported back on the PANDDA Document Delivery agreement across the wider northern region. This now includes books as well as journals. |  |
| 12 | <b>A.O.B.</b><br>BW reported that not everyone had completed the Doodle poll for future meetings   | <b>BW to re-send the Doodle Polls</b>        |
| 13 | <b>Dates of next meeting</b>   | <b>RW to send Doodle poll for 2017 dates</b> |

**Notes:**