

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

Date: Tuesday 16th August 2016

Notes of the Network Committee Meeting

Present:

Janet Sampson (Chair) JS
 Joel Kerry JK
 Dominic Gilroy DG
 Rebecca Williams RW
 Maria Simoes MS
 Helen Rotherforth HR
 Jo Marsden JM
 Paul Twiddy PT
 Hazel Brownhill HB
 Sarah Hennessy SH
 Katherine France KF

Apologies

Helen Barlow HB
 Linda Kalinda LK

No.	Agenda Item	Actions
1.	Welcome and Apologies JS welcomed all to the meeting and apologies were made on behalf of those listed.	
2.	Notes of the Previous Meeting The notes were agreed as an accurate record.	
3.	Matters Arising Network Funding – JS announced that 2 additional Oxford Handbooks have been purchased to add to the existing electronic collection. This will be paid through HCLU at pro-rata rate.	
4	Membership JS reported that LK has resigned from the YOHHLNet committee, as she is relocating and leaving her current role. The group thanked LK for her service to the committee. The group agreed that membership for 2016/17 and 2017/18 will be offered at a special rate of £60 - £10 for 2016/17 and £50 for 2017/18. This is due to delays setting up the YOHHLNet bank account. Details will be circulated as soon as we have clarification that the bank has set-up the correct details.	
5	Wiki Task and Finish Group Update There have been some changes in membership to the Wiki Task and Finish group, as Linda and Gemma are no longer members of the group. However it was agreed that no new members of the group are needed for the time being. All YOHHLNet committee members were reminded to ensure that they have an entry on the wiki. DG and JK reported that it is also now possible to see usage statistics for the wiki. It was agreed that a Communities of Practice page needs to be created on the wiki,	All to ensure they have an entry on wiki – send through to JK if not. JK to create a

	which will contain the Communities of Practice toolkit.	Communities of Practice page on the wiki
6	<p>Finance</p> <p>There have been some delays in setting up the account due to slight grammatical differences in the spelling of the YOHLNet committee, however this seems to be resolved now and are just awaiting the final documentation. Once the account has been finalized, HR will arrange a transfer of funding from Andrea.</p>	<p>DG to chase final required documentation</p> <p>HR to arrange budget transfer</p>
7	<p>CPD Update</p> <p>KF updated the group on CPD developments, including the paraprofessionals study day next Thursday, which was full within a week. Dependant on feedback, a second day may be organised in South Yorkshire. There has been some interest in training in Infographics software across the region, which is being investigated. It was agreed to update the regional professional book collection with £1000 of YOHLNet funding and library staff across the region will be contacted for recommendations. It is hoped that the collection will complement the northwest collection. E-book options will be considered.</p> <p>There was also a brief discussion about early potential plans for a national approach to CPD in Library and Knowledge services. This would likely be funded by the pooling of some/all regional CPD budgets. There are no further details available at present.</p>	<p>KF and HB to progress the regional book collection</p>
8	<p>CoP and Regional Groups Update</p> <p>MS and RW reported that they meeting with Rebecca Stephenson on 14th October as a Task and Finish group for the Communities of Practice. They are planning to investigate what current groups exist, what additional groups might be required and recommend how the groups report to the YOHLNet committee.</p>	<p>MS and RW to commence the work of the Task and Finish group</p>
9.	<p>Logo Update</p> <p>The winning entry was judged at the previous meeting and the group agreed that it was a fine choice! LK's son has done the graphic design work on it, which was much appreciated. JS circulated copies of how the logo will look as a letterhead and the group agreed to put templates with the new logo onto the wiki</p> <p>The group discussed further branding, including a twitter hashtag #YOHLNet was agreed and all will be encouraged to use it.</p>	<p>JS to write formal acknowledgement and thanks to LK's son for the graphic design work.</p> <p>JK to put templates with the new logo onto the wiki</p>
10	<p>Launch Event</p> <p>JS and DG updated the group on plans for the launch event, which will take place on the 12th December at the Queens Hotel in Leeds. A number of venues were considered and were all fairly equal in price. There will be a festive buffet for lunch.</p>	<p>JS and DG to continue with launch event</p>

	<p>JS is investigating sponsorship options with EBSCO to see if part of the bill can be covered by them. The day will comprise of keynote speakers and fun elements e.g. a quiz. The group approved the purchase of chocolates for the winners of the quiz! Speakers from the YOHLNet membership will be invited to showcase examples of good practice.</p> <p>It was agreed that some marketing items e.g. post-its and pens will need to be purchased beforehand. These will have both the logo and a newly formed e-mail address for general enquiries - yohhlnet@gmail.com <mailto:yohhlnet@gmail.com></p> <p>MS showed the group a 4 colour branded pen – the group approved and JS will investigate costs.</p> <p>JS asked that if anyone would like to join her, DG, JM and HB on the launch event Task and Finish group to let her know.</p> <p>JS is going to send an e-mail to the YHLKS list to advertise the launch event and the new e-mail account for enquiries.</p>	<p>planning</p> <p>JS to investigate pen and post-it costs</p> <p>JS to send e-mail</p>
11	<p>Any Other Business</p> <p>SH reported back on a successful initiative in her Trust called the Innovations Hub in which Trust staff share ideas and innovations and other staff can make comments and suggestions. The group agreed that it may be useful to replicate for YOHLNet members.</p> <p>JS reported back on the last Library Managers meeting in which it was discussed whether alternative cheaper venues could be used to hold the meetings. Library Managers agreed that they needed to keep the current format as central venues near the train stations need to be used. However non-hotel venues will be considered if they are central to the train station and cost-effective.</p>	
<p>Dates of next meeting 6th December 2016, 10am, Willow Terrace Road</p>		<p>RW to send Doodle poll for 2017 dates</p>

Notes: