

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

Date: Wednesday 15<sup>th</sup> June 2016

Notes of the Network Committee Meeting

**Present:**

Janet Sampson (Chair)	JS
Dominic Gilroy	DG
Rebecca Williams	RW
Joel Kerry	JK
Helen Rotherforth	HR
Gemma Jones	GJ
Linda Kalinda	LK
Sarah Hennessy	SH
Katherine France	KF
Helen Swales	HS

**Apologies**

Jo Marsden	JM
Sue Wilcock	SW
Hazel Brownhill	HB
Paul Twiddy	PT
Maria Simoes	MS

No.	Agenda Item	Actions
1.	<p><b>Welcome and Apologies</b></p> <p>JS welcomed all to the meeting and apologies were made on behalf of those listed. SW has withdrawn from the group – it was agreed to seek for representation from a library assistant for the committee.</p>	<p><b>JS to ask to call for a library assistant to join the committee</b></p>
2.	<p><b>Notes of the Previous Meeting</b></p> <p>The notes were agreed as an accurate record.</p>	
3.	<p><b>Matters Arising</b></p> <p>JS reminded all committee members to ensure that their details are entered on the wiki directory. If anyone requires assistance with this, please contact DG, JK, GJ or Tim Staniland.</p>	<p><b>All to upload a photo and biography onto the wiki</b></p>
4	<p><b>Draft Constitution</b></p> <p>After wide consultation with members, the committee approved the YoHHLNet Constitution. The group thanked JS for her hard work in pulling together a comprehensive document. JS will write an article for the next LIHNNK newsletter.</p>	<p><b>JS to write newsletter article</b></p>
5	<p><b>Finance and Funding Update</b></p> <p>HR informed the group that she had looked into a range of banks for the YOHHLNet accounts. After wider consultation with the network, the committee unanimously approved Lloyds as the bank that we would like to use. HR agreed to start the process of setting up an account and link with other officers on the committee. It was agreed that the signatories should be HR, JS, RW and JM. It was also agreed that the HCLU office should be used as the business address.</p> <p>DG reported that HEE had approved David Stewart's (DS) budget. Therefore the</p>	<p><b>HR to pursue a business account with Lloyds.</b></p>

	<p>Yorkshire and Humber region would receive £10,000 for CPD monies. The costs of certain events such as Library Managers' Meetings will need to be taken from this budget. The group discussed whether these could be done at a lower cost than the current meetings, but it was agreed that this fell outside the remit of the YOHHNet committee and should be discussed at the next Library Managers' Meeting.</p> <p>DG reported that the network would receive £15,000 from DS – these funds would be placed in bank account when it is set-up. There is no guarantee at this stage that this would be recurrent funding so should not be fully spent within this financial year. The group agreed that a welcome event should be held, possibly at Christmas time.</p> <p>It was agreed that a fee of £50 would be charged for each member library to join the network. The same fee would apply regardless of the size of the library and number of sites. Membership would be based on an organisational basis rather than individual membership. This fee would be reviewed each year.</p> <p>When the bank account is set-up, the committee will call for members and fees. Events will be open to members only and will be advertised on the 'library managers' and 'all staff' e-mail lists.</p>	<p><b>All to plan a launch event.</b></p> <p><b>JS to put out call for network members.</b></p>
6	<p><b>Acronym Update and Logo Competition</b></p> <p>JS reported that after a very close vote, the committee shall now be known as YOHHNet (29 votes to 27).</p> <p>The group agreed that to launch a logo competition for the network. The creator of the winning logo will receive a £30 post office voucher which can be used at most high street stores. Their organisation would also receive free membership of the network for the first year.</p> <p>JS will send out details of the completion to the e-mail lists and will include the agreed requirements, e.g. max 2 colours, must work in black/white print etc.</p> <p>HS said that her Trust graphic designer may be willing to convert the winning logo into a professional graphic image at no cost!</p>	<p><b>JS to send out details of the logo competition.</b></p> <p><b>HS to approach her Trust graphic designer</b></p>
7	<p><b>Membership Form</b></p> <p>The group thanked LK for her work on the membership form to date, which has been created in Survey Monkey. A few further minor amendments were requested.</p> <p>When the form has been finalised, JS we will make a call for members. When the membership form has been received, HR will follow-up with each library service and ask how they want to pay their membership fees, i.e. preferred payment method.</p> <p>It was agreed that details of the membership form need to be kept confidential. HR and RW will be set-up as collectors on Survey Monkey for the form.</p>	<p><b>LK to make final amendments</b></p> <p><b>JS to call for members</b></p>
8	<p><b>Web/Wiki Resources</b></p> <p>DG had previously circulated the notes from the wiki working group, but fed back on some of the main issues. Work has been done to try and improve the aesthetics of the wiki, including new buttons on the test page. The group asked that dedicated people be responsible for specific sections of the site. The membership and venue</p>	

	directories will be put on the wiki in due course.	
9.	<p><b>CPD</b> KF reported that the CPD group was arranging a paraprofessional study day, which would look at social media and information skills training. Venues and trainers were being considered. The Moving into Management course was also still being considered.</p> <p>The group also agreed to fund up to 5 places at the HLG conference in September. After a thorough discussion it was agreed that the bursary places would only be offered to those who had not yet booked onto the conference so existing places would not be reimbursed. Only the conference place would be funded – not travel or accommodation. Interested members would need complete an application form for consideration.</p>	<p><b>KF/HB to finalise the details and then circulate details of how to apply asap.</b></p>
10	<p><b>Room Survey</b> RW reported that there had been some response to the venue survey, but that she would put out a reminder on the list. Some services had responded to say that they didn't have any rooms that could be used so had not completed the survey.</p> <p>JK volunteered to put the results of the venue survey onto the wiki.</p>	<p><b>RW to send out a reminder about the venue survey.</b></p> <p><b>JK to put the results onto the wiki</b></p>
11	<p><b>CoP/Working Groups</b> KF had sent through the Terms of Reference for the CPD group for inclusion in the minutes.</p> <p>SH reported back on the Task and Finish group, including a document which had been drafted to support setting up a CoP. The group asked that a page be set-up on the wiki – JK said he would assist with this process.</p> <p>JS asked that Terms of Reference for the other groups be discussed at the next meeting.</p>	<p><b>SH and JK to create a CoP wiki page.</b></p> <p><b>RW to put ToR on the next agenda</b></p>
12	<p><b>Any Other Business</b> There was no other business to discuss.</p>	
	<p><b>Dates of meetings</b> To be agreed – RW to circulate doodle polls for dates. All to take place at Willow Terrace Road, Leeds.</p>	<p><b>RW to circulate dates. DG to book rooms.</b></p>

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