

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

**Date: Thursday 17<sup>th</sup> August 2017**

**Notes of the Network Committee Meeting**

**Present:**

Janet Sampson (Chair)	JS
Helen Rotherforth	HR
Sarah Hennessy	SH
Rocio Rodriguez-Lopez	RRL
Rebecca Williams	RW
Maria Simoes	MS
Joel Kerry	JK
Helen Barlow	HB
Natasha Craigs	NC
Dominic Gilroy	DG
Heather Steele	HS

**Apologies**

Paul Twiddy	PT
Jo Marsden	JM
Rebecca Stevenson	RS
Katherine France	KF
Hazel Brownhill	HB
Chris Lawton	CL

No.	Agenda Item	Actions
1.	<p><b>Welcome, Introductions and Apologies</b></p> <p>JS welcomed all to the meeting and apologies were made on behalf of those listed. A warm welcome was extended to Rocio who was attending her first meeting.</p>	
2.	<p><b>Notes of the Previous Meeting</b></p> <p>The minutes were agreed as an accurate record.</p>	
3.	<p><b>Matters Arising</b></p> <p>There were no matters arising that were not covered on the agenda</p>	
4	<p><b>Finance</b></p> <p>HR gave an update on the YOHHLNet finances. There are currently 19 members of YOHHLNet and another 9 pending. The majority of the membership are NHS Trusts, however there are also some non-NHS members, including NHS Digital, some HE organisations and some public libraries.</p> <p>All payments and bursaries are being processed as needed. A £50 donation to Andrea Guest's leaving present was approved.</p> <p>The committee members requested that the papers for finance be submitted in advance of the meeting for information.</p>	<p><b>All to continue to promote YOHHLNet</b></p> <p><b>HR to manage the accounts and prepare the papers for the committee</b></p>

5	<p><b>CPD Update</b> HB updated the group on developments with CPD.</p> <p>The e-book collection is up and running with full details on the wiki. A username and password is required to access the books (not Athens) – please contact HB for details.</p> <p>HB reported back on the SIG for CPD, which met on the 6<sup>th</sup> July. A number of training sessions are being planned/considered:</p> <ul style="list-style-type: none"> <li>• Paraprofessional study day to look at literature searching. This will be offered twice – once in Leeds and once in Sheffield. Volunteers will be requested to deliver the training in due course.</li> <li>• Critical appraisal training is currently being planned and will include information on statistics. HB to investigate options.</li> <li>• Metrics – currently being considered, possibly ask Alan Fricker to deliver a session</li> <li>• Strategic Planning – one day session, details to be released soon.</li> <li>• Knowledge Management</li> <li>• Emerging technologies – still being clarified what this session might include before a decision is being made</li> <li>• Presentation skills to be delivered by Ned Potter</li> </ul>	<p><b>HB/KF and the CPD SIG to continue to plan and promote the agreed training sessions</b></p>
6	<p><b>YOHHLNet Leaflet</b> Prior to the meeting, JS had circulated a draft YOHHLNet Welcome Leaflet. The group agreed a couple of very minor amendments and thanked JS for her work. The leaflet will be distributed on the regional lists and to all new members of YOHHLNet.</p>	<p><b>JS to circulate the new leaflet</b></p>
7	<p><b>YOHHLNet Christmas Event</b> MS, HS and JK updated the group on the plans for the Christmas Study Day. The Met Hotel has been booked for Tuesday 12<sup>th</sup> December and sponsorship will be sought to help cover the costs. Places are limited but it is hoped that as many YOHHLNet member organisations as possible will be represented. The programme is currently being planned with a potential focus on public health and a patient story. Nick Poole from CILIP will be invited again as his session evaluated well last year.</p> <p>A key element of the Christmas Study Day is an awards ceremony. The categories were agreed at the previous meeting but the exact criteria for each category still needs to be finalised. BW, DG and JS will discuss this by teleconference. The awards will be judged by the YOHHLNet Committee. All awards are open to both individuals and teams. The winners will receive a certificate in a frame – other prizes still to be considered!</p>	<p><b>MS, HS and JK to continue to progress the Christmas Study Day and keep the committee updated</b></p> <p><b>BW, DG and JS to discuss on teleconference.</b></p> <p><b>BW to move awards survey monkey onto BDCFT library account</b></p>

8.	<p><b>Special Interest Groups</b> BW reported back on developments with the SIGs. There has been a limited response to the requests for development of new SIGs.</p> <p>The existing SIGs are:</p> <ul style="list-style-type: none"> <li>• CPD</li> <li>• Primary Care</li> <li>• Mental Health</li> </ul> <p>Some interest has been expressed in developing the following SIGs, although nothing has been confirmed as yet:</p> <ul style="list-style-type: none"> <li>• Patient and Public Information (HS to consider)</li> <li>• Knowledge Management (MS to liaise with existing group)</li> <li>• Summarising the Evidence (DG to clarify)</li> </ul>	All to promote/develop SIGs as appropriate
9.	<p><b>Wiki</b> JK reported that the wiki is being updated as needed and all appears to be working well.</p>	All to update the wiki as needed
10.	<p><b>Network Web Resources</b> JK reported that he'd attended a meeting with Gil Young regarding a shared web space for the 3 northern networks. This is still to be developed further but would contain information on events, bookings and the Union List. The group were supportive of the idea.</p>	
11.	<p><b>YOHHLNet Facebook Group</b> NC asked the group to consider options for social media and presented the pros/cons to developing a private Facebook group. The committee agreed to the development of the Facebook group and also suggested a YOHHLNet Twitter account. The group agreed that NC and HR would be admin in the first instance and request further volunteers from the regional lists. The group thanked NC for her work on this so far.</p>	NC and HR to administer the social media accounts
12.	<p><b>A.O.B.</b></p> <ul style="list-style-type: none"> <li>• The group agreed not to fund the renewal of the 2 additional Oxford Textbooks due to poor usage</li> <li>• The group agreed to look into further YOHHLNet marketing items, in particular more notebooks and some pop-up banners</li> <li>• SH reported that the #amilliondecisions campaign is being relaunched and will be led by HLG. Further communications to follow.</li> <li>• JS sent apologies for the next meeting – DG to chair</li> <li>• The group agreed to cancel the December meeting and have a meeting in November instead to judge the awards.</li> </ul>	<p>JS to look into costs of promotional items</p> <p>BW to send a doodle poll for November and 2018</p>
13.	<p><b>Dates of next meeting</b> <b>Tuesday 17<sup>th</sup> October 10am at Willow Terrace Road</b></p>	