

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

**Date: Tuesday 11<sup>th</sup> September 2018**

**Notes of the Network Committee Meeting**

**Present:**

Janet Sampson (Chair)	JS
Dominic Gilroy	DG
Rebecca Williams	RW
Sarah-Gardner	SG
Joel Kerry	JK
Helen Barlow	HB
Natasha Craigs	NC
Maria Simoes	MS
Jennifer Roberts	JR

**Apologies**

Hazel Brownhill	HB
Katherine France	KF
Heather Steele	HS
Helen Rotherforth	HR
Rocio Rodriguez-Lopez	RRL
Sarah Hennessy	SH
Chris Lawton	CL
Helen Curtis	HC
Paul Twiddy	PT

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 special welcome was offered to new members Jennifer, Sarah and Helen Curtis. Unfortunately Hazel has left the committee – the group thanked her for her input and JS has written to Hazel separately to say thank you.</p>	
2.	<p><b>Notes of the Previous Meeting</b></p> <p>The minutes were agreed as an accurate record with 1 minor amendments required. – the KM event took place on 13<sup>th</sup> September.</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 had provided a financial summary in her absence. There is some income pending from HCLU and therefore a balance of approximately £18k in the pot.</p>	<b>DG/HR to follow up on the outstanding payments from HCLU</b>
5.	<p><b>CPD Update</b></p> <p>HB provided a CPD update to the group on forthcoming events:</p> <ul style="list-style-type: none"> <li>Supporting Research Event - 17<sup>th</sup> Jan 2019</li> <li>Imposter Training - 4<sup>th</sup> October 2018</li> <li>Advocacy and Influencing - 27<sup>th</sup> November 2018</li> <li>Health Literacy Awareness 21<sup>st</sup> November 2018</li> <li>2<sup>nd</sup> Ned potter training marketing and promotion event - Feb 2019.</li> </ul> <p>The group discussed problems with travelling to London for events as so few</p>	<b>JS to circulate CPD report which has been produced for KfH.</b>

	<p>people travel from the north. It was agreed that bursaries could be used to support this and other KfH study days.</p> <p>Helen Swales recommended a speaker from an event that she had attended– could he be used for future events? BW and DG agreed to pass the recommendation to Gil for the northern conference.</p> <p>HB reported that the CPD Advisory panel is up and running and she will share the names of those on the panel.</p> <p>The group considered and approved an application for a CILIP bursary. Further applications for CILIP conference will be offered in the new year. Bursaries will be offered for the following conferences this year:</p> <ul style="list-style-type: none"> <li>• UKELG</li> <li>• EBLIP</li> <li>• CILIP</li> <li>• LILAC</li> <li>• EAHIL</li> <li>• Clinical Librarianship</li> <li>• Northern conference – travel costs</li> </ul> <p>Shadowing/Mentoring programme was suggested at the last Christmas study day and a decision needs to be taken about whether to take this forward. There was also a discussion about opportunities for career progression – these can be limited!</p>	<p><b>Conference bursaries to be added to the next agenda. All to consider how many should be supported and identify other conferences missing from the list provided.</b></p> <p><b>JS to ask for feedback about shadowing/mentoring at the next library managers meeting</b></p>
6	<p><b>Committee Posts</b></p> <p>JS reminded the group that a number of officer posts on the committee will shortly be vacated. Therefore we need the following officers – chair, secretary and CPD officer. HR will remain in post as Treasurer at present.</p> <p>At the meeting it was agreed that RRL and JK will share the CPD role. CL will assist with YOHLNet Social Media.</p> <p>Subsequent to the meeting, it was agreed that BW and HS will Co-Chair YOHLNet and HC will be the new secretary.</p> <p>The new officers will start to shadow existing officers with effect from the November meeting. The group will also revise the YOHLNet constitution in the November meeting.</p>	<p><b>All to revise the YOHLNet constitution at the November meeting.</b></p>
7	<p><b>Christmas Study Day 2018</b></p> <p>JS circulated the agenda and specific roles were finalised, including the Knowledge Café.</p> <p>BW agreed to write description about what YOHLNet’s Got Talent. All committee members were asked to consider a slot.</p>	<p><b>All to undertake Christmas study day roles.</b></p>

8	<p><b>YOHHLNet Awards</b></p> <p>JS advised the group that we need to progress the YOHHLNet awards as soon as possible to try and maximise the nominations.</p> <p>The details of the separate awards previously circulated were accepted and JK will upload to the wiki.</p> <p>BW has created the nominations forms on survey monkey – the links will be forwarded to JK to upload onto the wiki.</p> <p>The group discussed the nominations process. It was agreed to have a closing date of Weds 17<sup>th</sup> October to allow time for judging before the November meeting. The winners will be finalised at the November meeting. Frames for certificates and chocolates also need to be purchased.</p> <p>JS will also contact DS in due course about his nominee(s) for the Director’s Award.</p>	<p><b>JK to upload Awards information and survey monkey links to wiki</b></p> <p><b>JS to circulate nominations open asap once details uploaded to the wiki</b></p> <p><b>DG to arrange the judging panels</b></p>
9.	<p><b>Wiki</b></p> <p>JK updated the group on web developments. The northern website has been commissioned and meetings are being held to discuss the requirements. YOHHLNet need to decide which wiki pages they want to migrate. The group had a discussion on retention and document management. Training will be done in December. With a go live date of 14<sup>th</sup> January. A volunteer is needed to undertake the training with JK.</p>	
10.	<p><b>A.O.B.</b></p> <ul style="list-style-type: none"> <li>• HB informed that the group that Libraries Week will focus on health and wellbeing</li> <li>• DG outlined that a new national group is being created for marketing and promotion materials. They are looking for paraprofessionals to join the group. Subsequent to the meeting JR has joined this group.</li> </ul>	<p><b>BW to send doodle poll for dated next year</b></p>
11.	<p><b>Dates of next meeting</b></p> <p><b>Tuesday 6<sup>th</sup> November 2018 9.30am Willow Terrace Road. PLEASE NOTE EARLIER START TIME DUE TO AWARD JUDGING.</b></p>	