

**SHINE AGM Minutes
Thursday 10th May 2007
Glasgow Caledonian University**

1. Welcome

Co-Chair Lynn Easton welcomed members to the AGM

2. Apologies

Helen Marlborough SHINE secretary, Charlotte Boulnois CPD group convenor

3. Minutes of last AGM

Minutes were proposed by Tracey McKee and seconded by Michelle Kirkwood

4. Matters Arising

None

5. Chairs Report

Lynn Easton spoke as the co-chair of SHINE, the other co-chair being Andy Jackson.

“Good afternoon

The AGM is an excellent occasion for SHINE members to find out about the work of the Committee over the past year. I am delighted as current co-chair of SHINE, alongside my co-chair (your host this morning) Andy Jackson, to be presiding over the first SHINE AGM which will be available as a podcast to all our members on the SHINE website.

This will truly enable the opening up of SHINE, providing clearer more transparent governance to members who for whatever reason, maybe part-time, solo or remote are unable to attend the AGM in person. This builds on the work to make SHINE truly accountable to all members which started with the introduction of postal voting a couple of years ago.

Over the past year the SHINE Committee has met 5 times, once in Dundee and four times in Glasgow.

I would like to record my thanks to those who have served on the committee over the past year : the co-chairs (Lynn Easton and Andy Jackson), Alison Bogle, Helen Marlborough, Malcolm Dobson, George Dougary, Catriona Denoon, Michelle Kirkwood, Valerie McClure, Tracey McKee and Shona McQuistan.

I would particularly like to take this opportunity to thank Gill Earl for her patience whilst we transferred the Treasurer post which took some time in order to comply with the constitution.

I would like to thank Shona McQuistan who had to step down earlier this year. I would also like to thank the following committee members who have put a huge amount of effort into their roles and are standing down at this AGM. Helen Marlborough (who has been our secretary), Malcolm Dobson (who has been both Membership Co-ordinator and Marketing Co-ordinator) and finally 6 years worth of thank yous to Catriona Denoon who has served her full term of 6 years on the Committee – reporting back on the work of both the CPD group and the Union List.

Could I ask for a round of applause for all the Committee Members please?

You will shortly hear more about the work of SHINE from our working group reports but I would like to acknowledge that the work of the Committee could not happen if it were not for the hard work put in at grassroots level by our members, whether they are using lis-shine to solve an interlibrary loan query or writing a book report for the SHINE Journal. Each and every one of us makes a difference to SHINE and therefore to healthcare in Scotland. And

for that alone I would like to finish now with asking you to join in with the biggest round of applause possible to thank all our valued members.”

Hazel Williamson Bursary

Andy Jackson spoke about the HW Bursary.

“For those who are unaware, the Hazel Williamson Bursary is awarded annually in memory of Hazel Williamson, an active and enthusiastic member of the SHINe.ASHSL Committee for some years. The award is made to support fees associated with a professional development activity, up to a maximum of £500. In the past, recipients of the award have attended conferences or study days, or have been funded to undertake a piece of research which will benefit the recipient and their SHINe colleagues. Recipients are asked to write a report of their activities for SHINe Journal.

The Committee welcomed the fact that there had been three very interesting and diverse entries for the bursary this year. It was agreed that the 2007 Bursary should be awarded to Kathleen Irvine from Highland Health Sciences Library to attend a two-day course on storytelling and narrative in healthcare, taking place in Grasmere in the Lake District.

The Committee look forward to seeing her attendance on the course lead to work which would be of interest and value to the wider SHINe membership.”

6. Treasurer’s Report

Andy Jackson circulated and reported on the annual accounts on behalf of George Dougary.

“George Dougary was unable to attend due to ill-health, and the accounts presented were therefore unaudited interim accounts. They indicate that we remain financially stable with income exceeding expenditure for last year. The accounts would be presented to the membership as soon as they were audited.”

Questions were invited, but there were none.

7. Update from the Membership Secretary

Malcolm Dobson spoke to the members about issues relating to the SHINE membership structure.

“There are a number of issues relating to the structure of SHINE membership – specifically the Institutional membership – that I think could require some changes to be made in the near future.

The current situation is that each site is counted as an ‘institution’, with a flat rate charged for each site (this allows up to six individual members per site). Participation in the Union list requires Institutional membership

Recent changes to NHS organisations - NHS boards are now ‘single service’ – have changed how NHS libraries operate - i.e. the library services are not discrete operations serving a specific hospital etc but serve the whole nhs staff in their board area, reflected by many in new single management structures – push forward an issue that has been lurking in the background for a while, but has been able to be ignored because it affected only a few members.

As NHS libraries become ‘single services’ there could be pressure to treat each service as an institution, with a reluctance to pay a subscription for each site rather than a single subscription covering all sites. (This argument has been made in the past by at least one university member). This is made stronger by the requirement to pay the institutional subscription in order to access the union list. If a service centralises management of ILLs onto one site there could be pressure to pay the institutional subscription for that site only, on the grounds that only that site needs access to the union list (this argument has been made by one NHS service already).

An additional issue is that the CLA has been making noises about the legality of the on the inclusion of non-NHS libraries as Participants in the union list has made it necessary to re-think the membership structure/categories.

The principle problem is that under the NHSCLA licence NHS libraries don't have to pay for photocopies. However, non-NHS libraries are still bound by copyright legislation, so are required to pay for copies. Inclusion of non-NHS libraries in the 'Participant' category, & therefore not required to pay for copies, means that they are breaking copyright law.

Another issue is the position of small organisations – e.g. charities – that have more than one site, & have to pay a disproportionate amount.

It could also be a major problem if we are trying to recruit from other sectors, especially local government & public libraries. They could be reluctant to pay the institutional subscription for each of their branch libraries.”

MD noted that an option for the future may be to have a basic flat fee for the NHS board and smaller fees for site libraries.

MD also reported that the Membership Database should be online at the SHINE website and searchable in about a month's time.

8. Annual Updates from the SHINE working groups

CPD Group

Catriona Denoon spoke on behalf of Charlotte Boulnois, CPD group convenor

“Membership of the group in 2006/07 has been Charlotte Boulnois (Convenor), Sandra Wilson, Gerry McLean, Gill Earl, Clare Thomson and Catriona Denoon.

During the last financial year the CPD group put on two large study days and a visit.

The visit was a highly successful one to the Scottish Parliament and its Information Service and included a tour of part of the Scottish Parliament building not normally seen by the general public as well as a chance to find out more about SPICE and its work

The first of the study days was in Edinburgh in December, and was run in partnership with the University of Paisley. The title of “Using your influence where it counts” allowed the day to cover a range of topics, which included how to get your boss to do what you want and tips on how to deal with aggressive behaviour within a management/negotiation setting.

The second study day was in Glasgow in February and was about marketing. The main speaker was Professor Alan Wilson from Strathclyde University's School of Business. The afternoon speakers who ranged from award winning public librarians to a publicity officer helped put the advice from the morning talk into context.

The most recent study day was on the morning of the AGM, on the theme of personal and career development.

As always the CPD group is looking for new members. We try to hold three or four face-to-face meetings per year with the rest of the work being conducted via email and telephone. We're a friendly group, whose main responsibilities are looking for input and suggestions from the SHINE membership, and organising appropriate study days. This might sound complicated, but it isn't – and it is very rewarding. So come and join us!

If you don't want to commit to being part of the CPD, how about putting forward a suggestion for a study day – or even a venue where we can hold meetings. All suggestions are welcome.”

Union List

Catriona Denoon reported.

“Members of the Union List working group:
Catriona Denoon, GC/PC
Liz Garrity, GC/RI
Claire Leach, L/WGH
John Scott, GC/HB
Dr Michael Wells, Union List Administrator

Dr Michael Wells has provided the statistics on the forms and numbers issued for the year ending 31 March 2007. These statistics only cover requests made using forms or numbers, and **not** those made between participant libraries – no central record is kept of these. They show another drop in the number of forms and numbers in circulation, though this is only part of the picture of ILL activity. In summary:

Number of numbers issues in 2006/07: 4,862
Number of forms/numbers issued in 2005/06: 6,356
Number of forms/numbers issued in 2004/05: 10,669
Number of forms/numbers issued in 2003/04: 15,881*

** (the 2003/04 figure is for 15 months, because of the change in publication date for the union list)*

The union list bank account remains healthy – at the end of March there was an excess of income over expenditure of £1,214.00 (£2177 in 2004/05) and a balance of £27,309.50 (£26,096.00 in 2004/05). As usual, Michael has transferred the interest from the union list account to the SHINE general account, and that amounts to £461.00 (it was £451.00 in 2004/05).

I would like to record our thanks to Michael for his continuing work on the scheme: for running it so efficiently, and for dealing with our finance departments when invoices go astray. His work is very much appreciated.

Libraries and changes

The union list scheme currently contains 92 libraries, providing access to 4,492 journal titles and 12,960 holdings.

For the first time in several years, location codes were changed for a number of SHINE libraries – 28 in all, based within the area affected by health board boundary changes. “AC” and “GG” codes have been renamed “GC” if the library is based within the NHS GGC area, and “H” if they are based within the NHS Highland area.

In summer 2006 the journal holdings of the Health Promotion/Public Health Library at Ross House (AC/HLRC) were incorporated into those of the Public Education Resource Library at GGC Health Board (GC/HB).

Online edition of the union list

The online edition of the Union List allows SHINE libraries to make their own additions and amendments to library holdings and contact details, and to keep their details up to date. The online list can be found at the SHINE website, and at <http://scone.strath.ac.uk/shinestaff/service/ServIndex.cfm>. A contact email address is available for members needing advice or help from working group members – unionlist@shinelib.org.uk.

The database and web interfaces were developed, and are hosted, by the Scottish Library and Information Council (SLIC) and the Centre for Digital Library Research (CDLR) at

Strathclyde University. I would like to record our thanks to Gordon Dunsire for all his support and hard work in making this resource available for SHINE members.

Finally, I am stepping down from the committee at this AGM, though I'll still be involved in working on the union list. I'm very pleased to say that Liz Garrity has agreed to take over as the representative for the union list on the committee."

Website Group

Alison Bogle, Website group convenor reported on the groups activities.

"The main piece of work that the Website Group has completed this year is the development of an index for the SHINE Journal on the web, and a new search facility.

The Journal is now being indexed by LISA and as part of this process, it was necessary to reformat the online version of the Journal to give each article its own individual webpage.

Although being in LISA does bring some prestige, it is a subscription database and it was felt that it would be useful if the Journal as indexed on the SHINE website itself.

All the articles have now been assigned subject headings from the LISA Thesaurus, and we have had a new search facility added to the website.

I've got an example of the search function here – if you type in your term – I've put in 'mentoring'. Then click on search. Your search results come up and on the right hand side, there is the option to filter the results to just include articles from the Journal. You can also do phrase searching, and there is a 'power search' option which allows you to search within specific fields. We hope that this will improve access to the Journal for members.

I would like to record our thanks to Chloe Stewart who has done the bulk of the work involved in this project.

There have been other additions to the website this year – these include the development of a page about the SHINE bursary with previous winners being highlighted.

We are continuing to add presentations that have been given at study days throughout the year. We also add the SHINE Journal every quarter.

As part of the work carried out by the Tick Group, we have put the committee roles and procedures documents on the site - Lynn will be talking about this later - and we also publish the minutes from committee meetings on the site.

One thing we have been trying to develop is the pages for each of the Working Groups. The page about the work of the Website Group now has quite a lot of information on it, and Julia Green is working on developing the pages for the other groups – if you are a coordinator for one of the groups, Julia will be in touch with you, or may have been already.

This slide just give an indication of the usage of the website over the year – currently we are getting around 5300 page views a month, which is an increase of nearly 20% from last year. As you would expect the top pages viewed are the Home page followed by the Journal page, and then the Noticeboard and contacts pages about equally. Interestingly the most popular downloads from the last year have been these 2 particular issues of the Journal.

Finally, I would like to thank all the members of the group for their work and contributions over the past year."

AB also asked for volunteers for the group especially those with knowledge of/or interest in Web 2.0 technologies such as wikis, blogs, etc

SHINE Journal

Michelle Kirkwood, SHINE Journal Editor reported on the journal and editorial board.

"Since the last AGM there have been 4 issues of the journal published with 6 main articles, 3 guest articles, 7 Meeting/Training Reports, 2 Spotlights, and 12 book reviews.

In the last year a new editorial group has brought a new dynamic to the journal, not only providing support and content in their own areas but also providing ideas, and contacts for the continuing development of the journal.

The editorial group are Tracey McKee – the book review editor, Joanna Ptolomey the Spotlight editor, Chloe Stewart the index editor, and Michele Hilton Boon the copy editor. I would like to take this opportunity to thank them all for their hard work over the last year. Although the journal is very healthy in the support it is given by the editorial group – we would not turn down anyone who wanted to volunteer, if you have ideas for segments or articles, or want to take part in the continued development of the journal then we would like to hear from you.

I would also like to thank the Website group for their work in supporting the journal. As you know the journal moved from being print and electronic to electronic only in the last year – the website group ensure that within days (and sometimes hours) of the journal being finalised it is available on the website for the membership.

In addition to this Chloe Stewart a member of both groups has been working under the leadership of the website group on re-indexing the articles on the SHINE website as well as working with LISA on getting our articles on the database – ensuring that both our membership and the profession at large have access to the published work of SHINE in the SHINE Journal.

Over the next year we will work to continue to develop the journal, both the quality and quantity of content – indeed for the first time since I took over as editor when we finished the last issue we already had content for the next in place. New and improved guidance and templates will be made available on the website to assist authors. It will also be my intention to step down as editor within the next year. Once a new editor has been identified I will work with them on an effective hand over. This will be my last AGM on this side of the table. I would finally like to thank the SHINE committee – it has been very gratifying to be part of it for the last 5 years, and I have appreciated all the support and advice that has been given in that time. I would also like to thank the membership without you there would be no journal.”

Marketing Group

Malcolm Dobson reported on the activities of the marketing group noting that a new A4 folded leaflet about SHINE had been printed up and would be distributed at all future events. MD also reported that there was a SHINE banner in production that could be taken to events to publicise the organisation.

LE noted that the SHINE committee planned to combine Membership and Marketing.

Tick Short Life Working Group (Sustainability of the SHINE volunteer network)

Lynn Easton reported on the groups activities

“Tick, otherwise known as the short life working group on the sustainability of the SHINE volunteer network, arose from Cathy Smith’s 2005 paper. Although current volunteering, in particular in the working groups, is high in SHINE, this is not always the case. So we launched a short life working group in 2006 to move forward some of the paper’s suggestions.

During the past year Tick has comprised of 4 members, myself, Shona McQuistan, George Dougary and Tracey McKee.

What has Tick achieved? We have investigated the possibilities of expanding SHINE’s social networking capacity by setting up a trial of NHS Education for Scotland’s shared space to facilitate the group’s work. This has led onto enthusiasm from the website and CPD groups to set up a study day later in the year on these new technologies such as RSS, blogs and wikis.

We created a draft workplan for 06/07 with input from all SHINE working groups and Committee members. In the coming year we hope to expand this workplan into a 3 year rolling development plan and publish it on the website.

We have also been working hard to make the role and procedures of SHINE itself more transparent. Committee members have been producing role and procedures documents for all Committee posts and activities. These are now available on the SHINE website. This

should enable all members to make an informed decision when deciding to volunteer for the SHINE Committee. The procedures, in particular, will enable a continuity of good practice when Committee members change. This has been a large, time consuming project for the SHINE Committee.

Sometimes though it is the smaller undertakings that can be useful – the new membership form now has a tick box to allow volunteers to come forward at renewals time. The volunteer flyer, now circulated at all CPD events, is also to encourage any and all members to participate in SHINE matters one way or another.

There are still plenty of opportunities to find out what makes SHINE tick in the coming year, but I personally would be interested if there was enthusiasm for some form of mentoring project. Let me know if you think the same.”

Tock Short Life Working Group (SHINE as a legal entity)

Andy Jackson reported on the groups activities.

“This group was taking forward the process of the move to charitable status after receiving a mandate from the membership in 2006 to do so. The group consisted of Paul Herbert, Andy Jackson and Joanna Ptolomey. A meeting had discussed the way forward and identified documentation which needed to be completed in order to effect the transition to charitable status, and also possible changes to the SHINE constitution. Further meetings would take place to work on drafting the documentation and making the move at some point later in the year.”

9. SHINE reports

None to report.

Members were reminded by Lynn Easton that they can create a Special Interest Group throughout the year.

10. Results of Nominations for the SHINE Committee

Andy Jackson reported on committee changes.

“The following Committee members were stepping down this year:-

Helen Marlborough (Secretary)
Malcolm Dobson (Membership Secretary)
Catriona Denoon (CPD Group representative)

Thanks were expressed to these outgoing members for their valued contributions over several years.

Nominations had been received from the following people :-
Joanna Ptolomey (CPD Group representative)
Amanda Minns (Committee member)

As these nominations were unopposed the two nominees were duly elected. One vacancy remained on the Committee, and formal or informal expressions of interest were welcomed.”

11. AOCB

None

12. Closing Remarks

Lynn Easton thanked all who attended and thanked the CPD group for organising the day. Thanks were also offered to Glasgow Caledonian University and their staff.