

**SHINe Committee Meeting
Wednesday 23 February 2010
9.45am Glasgow Royal Infirmary**

Attendees: Joanna Ptolomey (Chair), Paul Manson, Douglas Park, Ruth Robinson (Minutes), Margaret Theaker, Sandra Wilson

1. Apologies

Liz Garrity, Lisa McLaren, Suzanne Wilson

2. Minutes of Last Meeting

The action under section 7, AGM is to be changed from JP to Sandra W.

3. Matters Arising

Sandra W advised that the cost to have a stand at The Gathering was over £1,000 therefore too expensive. JP suggested looking at this again next year with a view to including a presentation. SW got prices for business cards. This was £160 for 2,000 cards plus £50 for the design.

JP advised that she has not yet create a paper summarising what was said at the previous meeting regarding internship.

MT advised that there are 19 people on the database who have not paid fees for 2009-10. She expected that Suzanne W would be able to provide more information.

Action: JP to contact Michael McConnell regarding database ownership.

Action: JP to send out a reminder about outstanding membership fees.

4. Membership Pricing

MT tabled a paper showing possible models for membership fees. It was noted that SHINe's income is approximately £4,000 per year, however membership is steadily declining. MT suggested increasing the starting point of membership to £60 (second proposal on the tabled paper). The group was in agreement with this.

It was agreed that if we proceeded with a percentage discount, using the existing £50 fee as a starting point would result in SHINe struggling financially. It was proposed that the £60 is a first step and will be reviewed regularly with future increases likely.

It was felt that the increase could be justified as it was the membership who requested discount pricing for multiple sites. MT advised that she requires information about which libraries belong to which health boards or other organisations.

JP will distribute a paper prior to the AGM to enable the membership to view the proposals in advance. She will talk through the proposals at the AGM, prior to them being ratified. It is important to show that we are delivering what the membership want and are moving forward.

There followed a discussion about NES and the national journal procurement project. MT questioned what this will mean for the future of SHINe. DP and JP mentioned that there continues to be sectors that are not NHS e.g. HE who will continue to require access to the union list. PM questioned whether SHINe should approach NES formally to ask to be involved, even if it is just to represent SHINe's non-NHS members.

RR advised that SHINe had received a positive comment in NES's recent NHS libraries questionnaire, demonstrating that the library community continues to value the SHINe network.

Action: JP and MT to work on the membership pricing proposals document for the AGM.

5. SLIC consultation paper

In advance of this meeting JP circulated a discussion paper on the future of SLIC/CILIPS, which arose from consultation with SLIC members, partners and key stakeholders. One thing to come out of this was that SLIC need to reassess their way of working. It was noted that the next SLIC meeting is scheduled for the day following this SHINe meeting. JP will feedback at a later date.

JP raised her concerns with Cathy Kearney regarding SHINe being the only health organisation on SLIC and being a voluntary organisation with limited finances. Cathy Kearney did not realise that 25% of SHINe's income is spent on SLIC membership. JP advised that SHINe might not be in a financial position to renew their subscription for 2010.

JP asked the committee if SHINe should renew its membership with SLIC. The general feeling was that SHINe cannot justify or afford to use 25% of its income for this purpose. DP suggested asking SLIC what formula they use for calculating membership fees. JP advised that there are two organisations who have not renewed their SLIC membership this year.

6. Information Commissioner

JP advised that SHINe are registered with the Information Commissioner. This involves an annual payment (£35 for 2010). It was noted that the committee's knowledge of the history and rationale behind this is very limited.

Action: RR to ask the previous SHINe Chair about the initial rationale behind registering with the Information Commissioner.

7. AGM 2009 – Tracey McKee's question

Action: RR to check the 2009 AGM minutes and George Dougary's reply to Tracey McKee's question.

8. Request from Tracey McKee

JP advised that Tracey McKee had asked if she could use the first page of minutes she wrote while SHINe Secretary as an example of her work for her chartership. JP tabled a copy of the page she wishes to use, suggesting Tracey replace the names with initials. The group had no objection to this.

9. Short Updates

9.1 Treasurer

MT tabled a statement of income and expenditure from 1 April 2009 – 20 February 2010. It was noted that there was a discrepancy of £435.35 (in credit) which was carried forward from

last year. JP suggested getting a second opinion from an accountant for this year to keep us right and give us a 'clean' starting point for 2010-11.

It was noted that the account balance is £2,401.02. The group agreed that study days will no longer be subsidised as they were in the past, however the AGM would continue to be provided to members free of charge.

MT asked for clarification on any ongoing maintenance costs for the website. It was thought this was approximately £600 per year, however this will need to be confirmed by the eSHINe group. MT thought that SHINe should break even if future study days pay for themselves.

There followed a further discussion about the SLIC membership costs.

9.2 Membership

No update.

Action: JP will post a message on the website and to LIS-SHINe explaining that the call for renewals will be later this year as there are possible changes to the pricing structure.

9.3 Union List

LG sent a report prior to the meeting. It was noted that some members continue to have problems accessing the union list. Gordon Dunshire has advised that the problem is not with the database and is likely to be with local IT setups. PM suggested that it might be an issue with older browsers.

Glasgow Caledonian University have removed their listing from the union list.

9.4 CPD (including AGM)

Sandra W reported that this group had met in November. She advised that the Terry Kendrick event on expert searching had been a success with the only drawback being the low temperature in the training room at the Glasgow Royal Infirmary. She advised that 17 people had attended and 12 had returned evaluation forms. In general feedback was positive. Sandra W will email a report of the training day.

Sandra W then tabled a draft programme for the AGM and study day. She advised that 'payments' for speakers varies with one requesting expenses only, another being given a book token, and one requiring their standard non-commercial rate of £110 as they are a self-funding initiative. It was noted that the venue hire is free.

It was agreed to formally invite and thank Alison Bogle at the AGM for the work she did as part of the eSHINe group and the new website. JP might contact Paul Herbert from the eSHINe group in advance of this.

Sandra W questioned whether Grampian Information (GI) attendees should be charged for lunch. It was noted that this is free to SHINe members. It was suggested that GI attendees pay £20 per person to cover catering costs. JP noted that inviting GI members provided a good opportunity for SHINe members to meet people from other sectors.

Action: Sandra W to email report of the training day.

Action: JP to invite Alison to the AGM.

Action: RR to invite Julian Hodgson and Michael Wells to the AGM as newly awarded life members.

Action: RR to send out notification of Hazel Williamson Bursary applications to LIS-SHINe.

Action: RR to send out a call for new committee members to LIS-SHINE

10. AOCB

JP advised that she is happy to continue as Chair for another year, but will review the situation after that.

11. Date of Next Meeting

Wednesday 31 March 2010, 9.45am – 1pm, GRI out of hours room.

Thank you to GRI for their hospitality.