**LIR COMMITTEE**

**MEETING, 28th October 2011**

**North Training Room, Trinity College Library**

**11:00am – 1pm**

**Present**: Greg Sheaf, Rachel Hynes, Peter Reilly, Glenn Wearen, Jamie Ward, Brendan Devlin Siobhan Dunne, Ronan Kennedy, Aidin O’Sullivan, Gillian Kerins, Diarmuid Stokes, Claire O’Brien

Apologies: Philip Cohen

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| **Actions** | **Minutes** |
| * **Brendan** | * Claire O’Brien UCC representative formally welcomed by the Chair. * Minutes of Meeting May 27thapproved |
| **Matters arising** |  |
| * **Greg** | * Greg indicated that he was happy to progress the social media aspect of the website but noted that he does not have a Linkedln account. |
| **LIR Bursary - Clarification** |  |
|  | **Members bursary**   * Agreed the bursary should be open exclusively to both Library Assistants and Librarians from LIR affiliated institutions. * Purpose is to allow individuals attend and report on conferences, events relevant to LIR remit, which their own institutions will not fund.   **Funding for Committee members to attend relevant events**   * It is proposed that funding up to the valueof€500 be made available for committee members to attend events to inform the activities of the committee where necessary * No more than 3 events per year should be attended under this arrangement. |
| **Treasurers Report** |  |
| **Aidin** | * Update on Account Balance * Following up on two unpaid invoices * Agreed keep LIR membership subscription at €180 * Proposal to consider Dublin Business School (DBS) for membership since now providing Masters in Librarianship course * Suggestion offer several free places at seminars workshops for DBS Library Students * Chase up individuals who have not paid for workshops * Query about seminar fee rates |
| **Website Update** |  |
| **Glenn**  **Glenn**  **Brendan**  **Jamie**  **Siobhan**  **Brendan**  **Greg** | * Chair commended all those involved for all the work on moving content to new website. * All committee members encouraged to complete online usability survey relating to LIR website * Workshop should be held on editing new site * Wants more design emphasis on site * Suggested official launch to raise awareness of new site * Usability & Navigation group to be established (Ronan, Siobhan, Jamie, Diarmuid) to provide recommendations about usability navigation and look and feel to be presented to next meeting. * Minutes of meeting should be made available on new site once adapted by committee * While it was deemed appropriate to present non LIR events on the LIR website there should be a clear distinction made between LIR events and non LIR * Suggested section for non LIR events |
| **Workshops- Procedures & Timings** |  |
| **Rachel, Peter, Brendan**  **Brendan**  **Aidin**  **Ronan**  **Siobhan**  **Ronan** | * Review & Feedback on LIR Tech Meet Salon held in September was provided * The value of the teachmeet approach was commended * Aidin agreed to attend a teachmeet event in UK and report back to the committee this to be undertaken under the fee support scheme for Lir committee members. * Net Skills or other provider should be contacted to conduct Teach Meet workshop to familiarise committee members and other interested parties about the teachmeet approach * Agreed 3 -4 workshops should be held annually. * Need to improve planning to identify appropriate times for the running of workshops and seek to run workshops at specific times each year. * LIR committee meetings to be scheduled at specified times as well * Workshops should be advertised on website, so members know in advance and can book events. * Indentify speakers well in advance when planning workshops * Publicity templates will save time in designing posters * Expenses should be provided for speakers at workshops. * Certificate of attendance should be issued to all participants * Agreed all committee members should share duties of organising workshops/seminars * 3 Upcoming Workshops:  1. Webinar run in November 2. Apps for early January 2012 3. Tech Meet repeat session ( Aidin & Greg) |
| **Publicity Material** |  |
| **Brendan**  **Jamie** | * Review prices for 8GB USB sticks (150 in total) Colleagues to send supplier lists to Brendan for action * Order 2,000 folders since won’t date * Roll Up display (2 in total) – Target 3 relevant conferences where to promote LIR, and recruit new members. * Provide LIR information leaflet to conference attendees (What is this about ) |
| **Surveys and Reports** |  |
|  | * Survey subgroup established (Gillian, Jamie Glenn) to discuss survey design for workshops and make recommendations including feasability |
| **Topic for Annual Seminar** | * Provisional theme for annual seminar should be cloud computing. Further ideas may be still considered. Need to clarify themes and strands within the cloud computing umbrella. |
| **Next Meeting** | Date for next meeting To Be Announced. |