**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

|  |  |
| --- | --- |
| **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. |