**LIR COMMITTEE**

**24th October 2017**

**Board Room, Educampus Building, IFSC, Dublin**

**Present**: Peter Fleming, Breeda Herlihy, James Molloy, Peter Reilly, Clíona Ní Shúilleabháin. Jennifer Ball, Elaine Doherty, Glenn Wearen

**Apologies:** Ronan Kennedy, Jerald Cavanagh, Frank Brady, David Kane

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| **Actions** | **Minutes** |
| **1: Minutes (11th Oct.)** | |
|  | Minutes of 11th October approved |
| **2: Alternative Feedback Working Group** | |
|  | * JM demonstrated the free version of “Mentimeter” a discussion on best use of resource for Seminar followed * **Action: JM to liase with treasurer if licensed version is required for purchase. JM to prepare how “Mentimeter” is introduced by speakers to Seminar attendees. To prepare a sample question.** |
| **3. LIR seminar 2017** | |
|  | * **Full LIR Seminar 2017 Task list attached** * **In addition:** * JM clarified speaker name Lee O’Farrell for documentation * **Action:BH to chase title from David Kane** * **Action: BH to post Seminar Programme online** * **Action:PR to send link to Horizon 2017 to LO’F as example of of data produced by libraries** * **Action: PR to chase title for presentation from Lee O’Farrell, David White to chase David White for release, bio, photos** * **Action:PR to send out email to list with link/registration details** * **Action:PR to bring “Speaker Release” forms for Long Room Hub admin on Seminar Day.** * **Action:PF to post Registration details online registration close date of midnight 17 Nov agreed.** * **Action:PF/GW to add “carpentry” FAQ to pack** * **Action: CnS: To circulate date for run through in Long Room Hub to Elaine, Glenn or his nominated Heanet rep.** * **Action:JM to oversee Mentimeter on Seminar Day.** * **Action:JB to create LAI CPD accreditation for seminar pack** * **Action:GW to arrange av unit for Long Room Hub. To contact TCD tech to support wired connection in room on Seminar Day.** * **Action GW; To ask for quote for catering for 70** * **Action ED to chase Brendan Devlin for release, bio, photos.** |
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| 4**.LIR AGM agenda** | |
|  | * Constitutional amendments. Wording for three constitutional amendments discussed. * Action GW: to contact LIR Members library directors with regard to obligations for membership of LIR cttee. * Action: PR to circulate wording of amendments to cttee and to LIR list * Election of officers will be discussed at meeting following AGM. |
| **5: Marking criteria for awarding LIR Bursary** | |
|  | * PR lead a discussion. Three criteria for rating winning applications agreed. Bursary is increased to €800 and winners conference registration to be paid in advance by bursary was agreed. * Action: PR to present agreed new criteria at AGM for voting |
| **7: AOB** | |
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| LIR Seminar 2017 Task List |  |
| Task | Responsible |
| Post Programme online (deadline 26th October) | Breeda |
| Registration goes live (deadline 26th October) \* | Peter Glenn |
| Room run through (10th November/TBC ) | Clíona, Elaine, Glenn |
| Liaising with speakers: release forms, biographies/pics, slides |  |
| Liaising with speakers: release forms, biographies/pics, slides | Chair Peter Reilly |
| LAI CPD certificate | Jennifer, Peter Reilly |
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| Mentimeter online feedback (deadline ) | James |
| Print programmes (deadline ) | Peter Fleming |
| Print delegate list (deadline ) | Peter Fleming |
| Print biographies (deadline ) | Peter Fleming |
| Print “Carpentry” promo/ FAQ |  |
| Close Registration (deadline 17th November, if not before) | Peter Fleming |
| Prepare Name Tags | Elaine Doherty |
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| Bring Folders, pens, pull up Banner | Glenn |
| Prepare packs on seminar day (Start time 08.45) | Glenn & Peter to prep in advance |
| Liaise with caterers | Glenn |
| Tech Assistance/Presenter PC | Glenn, Clíona and LRH |
| Registration Desk | Peter, Cliona, Frank, Jennifer |
| Pull up banner | Glenn |
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| Chairing morning | Peter Reilly |
| Time keeping morning | Elaine |
| Roving mike morning | Glenn |
| Twitter morning | Breeda |
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| ~~Directions/ensuring delegates seated on time (afternoon)~~ |  |
| Chairing afternoon | Ronan |
| Time keeping afternoon | Peter |
| Roving mike afternoon | Cliona |
| Twitter afternoon | David Kane |
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| \* Reg form: set limit and disable form at 100. Message to appear on site: 'Registration is now full. |  |
| If you would like to add your name to our waiting list, please email glenn.wearen@heanet.ie |  |
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