**LIR COMMITTEE**

**Dec 8th 2016**

**HEAnet, Dublin**

**Present**: Jennifer Ball, Frank Brady, Peter Fleming, Breeda Herlihy, James Molloy, Clíona Ní Shúilleabháin, Peter Reilly.

**Apologies:** Jerald Cavanagh, David Kane, Jonathan Richardson, Glenn Wearen

|  |  |
| --- | --- |
| **Actions** | **Minutes** |
| **1: Minutes (Nov 24th)** |
|  | * Minutes of Nov 24th LIR AGM approved
 |
| **2: Reflections on planning and organising of Annual Seminar 2016** |
|  | * Discussion on utility of Google Drive for seminar preparation
* **ACTION: JB to test Google drive**
* The format of the 2016 seminar was considered optimal so this will be maintained for 2017 i.e. 4 speakers before lunch and 3 speakers after lunch. The chair will put out a call for papers once the theme has been agreed and a selection process for speakers will be agreed.
* Jenny Byrne organised the registration process through Drupal for 2016 seminar. PF will take over from Jenny and manage this for 2017
* **Action: PF to liaise with Jenny Byrne and GW to take over registration process**
* There was some confusion around the location and remaining quantities of conference materials. An inventory of this material will be needed.
* **Action: PR to put out a request to current and past committee members to report on any conference materials they may have.** This would include items such as
	+ LIR branded folders
	+ LIR branded pens
	+ LIR banner with the hashtag #LIRheanet
	+ Timesheets
* The task list for seminar preparation needs to be updated with a checklist for speakers to cover the following
	+ Speakers to be sent a request to sign a speaker release form, a request for their bio and slides in advance of the seminar.
	+ Speakers need to be reminded of the duration of their talk and advised to bring their ppt on a USB as a back up
	+ Speakers should be asked if they would be agreeable to their Twitter handle being added to the programme and conference packs etc.
* Seminar interaction could be developed with better use of Twitter. Some suggestions were to give a live display of the twitter feed during the seminar, to give a prize for best tweet, to do a quick survey during the seminar.
* Live streaming wasn’t available for 2016 seminar. This should be investigated for 2017 seminar and whether it is possible to measure the live streaming audience figures.
* **Action: GW to investigate live streaming for 2017 seminar.**
* **Action: GW to confirm that thank you gifts have been sent to the 2016 speakers.**
* Some feedback indicated that there was difficulty with hearing speakers at the back of the room. This may have been during Q&A sessions.
* **Action: Add to task list for seminar day to check mics**
 |
| **3: Feedback from Annual Seminar** |
|  | * Feedback was generally positive
* Some discussion around low response rate to feedback requests and possible solutions.
 |
| **4: Future Workshops** |
|  | * GW will repeat the Browser troubleshooting workshop in CIT in February 2017. The workshop will also encompass the monitoring of e-resources following on feedback from previous workshop. BH will provide assistance with organisation of workshop and on site on the day of the workshop.
* **Action GW & BH**
* Workshop on IT security is the second workshop to be organised for June 2017. Brian Hickey, DBS has been identified as a possible facilitator and Mary Immaculate College as a possible venue. PR to contact Brian Hickey and liaise with GW to identify an alternative speaker if required. An upper limit of €500 for speaker fees for a 2.5 hour workshop was agreed.
* **Action PR & GW**
 |
| **5: Planning 2017 Annual Seminar** |
|  | * Some discussion around possible themes for the Annual Seminar
	+ Systematic Reviews
	+ Digital scholarship. Integrating the digital library and digital campus
* A November date was agreed given the proximity of other Library conferences in April and the timeframe for preparation of a seminar in March.

**Action: CNS to check availability of Trinity Long Room Hub for seminar on 24th November, 2017.** |
| **6: AOB** |
|  | * **Action: PR to remind Ellen Breen to nominate a DCU representative for the committee**
* PR witnessed change of signatory from Jenny Byrne on LIR bank account to PF.
 |