**LIR Committee meeting minutes 13 December 2012**

Venue: MCT conference room, RCSI, Dublin

Present: Brendan Devlin, Gillian Kerins, Siobhan Dunne, Aidin O’Sullivan, Jenny Byrne, Kathryn Walsh, Diarmuid Stokes, Glenn Wearen, Simon Perry.

Apologies: Claire O’Brien, Peter Reilly, Greg Sheaf, Ronan Kennedy.

Minutes of meeting August 21st 2012:

* Minutes of previous meeting were approved.

Welcome incoming members / farewell to outgoing members:

* Brendan extended a warm welcome to the newest members to the LIR committee – Jenny Byrne, Kathryn Walsh, Claire O’ Brien. And also expressed his gratitude and best wishes to outgoing members.

 **Treasurer’s report:**

* LIR Hon. Treasurer (Aidin O’Sullivan) discussed the treasurer’s interim report including expenses, income, current account balance, savings account balance, and some additional notes impacting on the report. A handout with these figures was provided.
* The working balance was noted as 2,500 euro.
* The outstanding payment for annual seminar Dublin City Council cheque noted in the previous meeting minutes has been resolved.
* Brendan suggested the need for developing a policy on expenditure allowance for future LIR seminars and workshops and the need to keep a tight rein on finances
* The success of the recent shared LIR / AGI symposium was noted and how it was a very positive example of effective partnership between both organisations.
* It was agreed that there should be an attempt to spread the costs of the symposium evenly across both LIR and AGI if possible and contingent on this not impacting on the annual seminar or workshops.
* Due to financial constraints, it was advised that different ways of running LIR workshops need to be explored in terms of trying to minimise expenses.
* The many purposes of LIR workshops were emphasised i.e. they feed into the LIR annual seminar, are developmental in practice, topics are trialled in context, and is an opportunity to explore key speakers.
* There was a discussion about sourcing income including several ideas on how to attract non LIR members to become members. Glenn recommended a number of potential organisations that may have an interest in this and also volunteered to look into this. Brendan needs to write a template for a letter outlining why it would benefit such organisations to be an active member of LIR. It was agreed that it is important to promote LIR in this manner e.g. opportunity for CPD, networking etc.
* The issue was raised about whether or not such new members would have a presence on the LIR committee. It was suggested that such new members might form a group who would nominate a member to sit on committee

**Funding for workshops:**

* It was agreed that the above actions could prove successful in terms of attracting new LIR members.
* It was also agreed that it is necessary to market the LIR annual seminar to the full extent possible.

 **Bursary:**

* It was proposed that the LIR bursary be offered every two years unless sponsorship can be acquired. The bursary will therefore not be offered until next year.
* Brendan will pursue the sponsorship idea and noted the importance for LIR to maintain its professional integrity with much care needed to define the boundaries of the sponsors in terms of marketing agendas.

**Report on AGI mobile technologies symposium:**

* Gillian reported on the recent symposium. There were roughly 85 people in attendance (including speakers). Overall, the event received very positive feedback with the standard of speakers being very high.
* Glenn and his colleagues were thanked for their hard work in recording the workshop and also for the quick turnaround with the final products.
* Diarmuid queried if the videos would be available for ipad use and if the videos could be placed on a you tube channel as a short term solution for this. Glenn offered to provide the original media from the recordings for someone to then upload them to you tube.
* It was also noted that the AGI’s contribution to the event was very professional.
* Kathryn was thanked for her help at registration on the day.
* Gillian will circulate an update re the costs of the symposium once she receives the details herself.
* Issues were noted with the venue (The Davenport Hotel) namely the difficulties with the sound system and the lack of wifi access (cost 10 euro for use). However the food was a positive and it is a convenient location for such an event.
* Glenn suggested writing to the venue to alert them to the above issues.
* Brendan proposed an investigation of lecture theatres belonging to LIR Institutions located in Dublin preferably a city for the running of future annual seminars. This would include Trinity, RCSI and DIT, Brendan to explore this as a possible approach for future seminars.

 **Partnerships with other professional bodies formal and informal:**

* Brendan noted that LIR currently have no real connections with American or Australian or Canadian library associations and discussed the merits of having such connections i.e. useful for the recommendations of keynote speakers and keeping abreast of current developments occurring in other regions. Links with CILIP and LAI was also mentioned. In principle such arrangements were considered to be a useful development. Brendan to contact the various organisations to establish an informal association in the first instance preferably with the sections dealing with Higher education.
* He mentioned Australia as being at the forefront of innovation and encouraging such connections. As such, he has contacted an Australian contact about a key note speaker for the annual seminar. A ‘prezi-type’ presentation is envisaged including a short video which connects nicely into some of the main strands of the seminar. Brendan stated the value of including some presentations that are presented in electronic format.
* Gillian suggested that LIR members should be more pro-active in the use of LIR social media (Linked In, Face book, Twitter) if we are to have a successful presence. Siobhan proposed appointing three people every six months to take control of this.

**Upcoming workshops:**

* Jenny presented the latest updates on the development of the upcoming NDLR workshop to take place in early February. It was noted that to date, there has been no response from the NDLR contacts. It was suggested to phone them directly instead of emailing them.
* It was agreed upon that even if NDLR aren’t directly involved in the workshop, that there are plenty of other options available for the workshop. Gillian noted it may be necessary to change the title of the workshop if NDLR aren’t involved e.g. RLO’s.
* It was agreed to host the workshop as a half-day event for no longer than 3 hours, provisional start time of 10.30am.
* Jenny noted that two speakers are confirmed – Sarah-Anne Kennedy and Philip Russell.
* Brendan has provisionally booked a room in DIT for the 7th/9th Feb. As soon as a date is decided, he will need to be contacted. Catering will also be booked for tea/coffee/biscuits.
* Gillian recommended ‘Yvonne Diggins’ and ‘Alan Carbury’ as possible contacts for speakers.
* Glenn offered to provide some training to Claire, Jenny & Kathryn on setting up the online registration. The maximum number of people to accept is 25. Glenn suggested setting up a waiting list on the online registration also to get an idea of how many people are applying. Diarmuid offered a room in UCD that caters for 35 people if we get more than 25 people interested.

**Twitter workshop:**

* Siobhan, Diarmuid and Brendan to work together on this.
* There is no topic set yet, however Brendan suggested that regardless of the topic, there are huge benefits to this workshop and numerous lessons will be learned.
* The above mentioned are to find out which topic to recommend, ideas and suggestions need to be brainstormed and sent to Michelle Dalton.
* Siobhan volunteered to look into upcoming similar events Michelle is doing.
* Gillian queried the log in details for the LIR twitter account – needs to be followed up on with Glenn.

**Annual Seminar:**

* The title for the annual seminar was agreed upon – ‘publishing, partnership and innovation: the imperatives for the 21st century library.
* The publishing and partnership strands are finalised.
* It was agreed to proceed with the idea of a keynote delivered virtually and also to investigate the linking of this with Skype and twitter for the questions and answers section of the innovation strand.
* Brendan requested members communicate with their institutions to see if there would be any potential speakers for the innovation strand.
* A sheet of tasks has been drawn up but may require some reallocation of roles to ensure equity.

**Next Meeting:**

* Date to be confirmed but likely to occur 3rd or 4th week in January.

 **To Do List:**

*Brendan*:

* Creating a policy on expenditure allowance for workshops and seminars.
* Exploring more cost-effective ways to run workshops.
* Writing a letter to send around various different organisations to encourage new LIR memberships.
* Looking into effective marketing strategies for annual seminar.
* Pursuing sponsorship ideas further e.g. contacting Drop box.

*Glenn:*

* Devising a list of potential organisations to contact re LIR membership.
* Providing access to video footage from symposium for uploading onto you tube (accessible for ipad users)
* Following up on training on online registration with 3 volunteers for NDLR workshop.

*Gillian*:

* Forwarding on costs of symposium once received.

*Jenny / Kathryn / Claire:*

* Contacting NDLR directly.
* Setting a date for workshop and confirming this with Brendan to book venue & catering.
* Making contact with suggested recommendations for speakers.
* Receiving training on online registration.

*In general:*

* Writing letter to Davenport Hotel to inform them about the various issues present when hosting the symposium.
* Checking out future venues within participating institutions.
* Drawing up a shortlist of potential organisations / professional bodies for LIR to make connections with Glen to take care of this.
* Appointment of people in charge of LIR social media.
* Idea’s for Twitter workshop to be discussed and sent on to Michelle Dalton.
* Individual LIR members to communicate with institutions on levels of interest in speaking at the annual seminar for innovation strands.