



linking edinburgh libraries

**ELISA Business Committee Meeting
Monday, December 14th 2009**

Present: Iain Young (Heriot-Watt University); Julie Johnstone (Scottish Poetry Library); Ellen Peacock (Institute of Chartered Accountants Scotland); Anne MacKay (Astlie Ainslie Hospital – NES); Jim Thompson (Edinburgh City Libraries & Information Services); Irene McGowan (Edinburgh University Information Services); Wendy Ball (ELISA Development Officer)

Apologies: Janice Mcfarlane (National Library of Scotland); Cleo Jones (Information & Learning Resources – Children & Families);

MEETING NOTES

1. *Welcome and overview of meeting*

- JT welcomed all

2. *Comments on previous notes. Matters arising*

- Notes approved
- JT has not yet recruited volunteer within ECLIS to handle finances
- It has now been established that the other regional co-operative LIS Groups in Scotland are independently constituted. EP also reported the constituted model is used by the Scottish Law Librarians with key duties being undertaken by the Treasurer. The treasurer reckons that there are c. 140 transactions in the year and the work required takes about an hour/ week.

ACTION: Decision on whether ELISA should have a constitution or not will be taken to the Full Committee.

- The TACIT e-mail lists are successfully passed on to the TACIT editor
- Fiona Laing of the NLS has agreed to keep and maintain the ELISA contact database
- Gaps in the communication relay have now been plugged – document attached.
- CJ has met with the Working Group Convenors
- A TACIT editor, Nicola Harrison, has been recruited. EP and IY have volunteered to support Nicola on behalf of the Business Committee. For the year 2010, JJ has offered to supply the Profile copy for January; WB reported that the EAA has offered an article for February; IMcG offered to contribute to the March issue.

ACTION: Relevant people to get in touch with Nicola Harrison

Nicola.Harrison@harleyhaddow.com to liaise about TACIT material.

3. *ELISA strategy: discussion and decision on priorities for the year 2010*

After some discussion the Business Committee drew up the following list of priorities for the year ahead:

Staff Training and Development

- The visits programme is successful and valuable. There is the potential for it to be extended to a wider audience (e.g. health information professionals)
- The annual ELISA Open Forum should be maintained
- One event for chartership candidates per year should be encouraged.
- (Where fees are involved, it would be possible to have a 2-tier system of charging to underline the benefits of ELISA membership).



linking edinburgh libraries

Libraries Advocacy

- The YourEdinburgh platform for the Edinburgh Libraries Guide information will be a useful tool in making a wider group of people more aware of Edinburgh-based library services
- The Edinburgh Library passport scheme should be supported and maintained.
- The ELISA Open Forum could be used to promote Edinburgh libraries by creating a high-profile event.
- Other opportunities for promoting services and helping users should be explored.

Creating a Professional Community

- ELISA provides excellent opportunities for networking. Networking events with ELISA allow individuals to gain expertise, knowledge and confidence and institutions to make savings.
- ELISA can look at the future of the profession by monitoring the match between the skills requirements of modern libraries with the training given to current library students.
- ELISA will focus on building up the membership
- A suggestion was made to follow Scottish Information Network (SIN) pattern of having 5 or 6 networking events throughout the year.
- It was noted that a lot of expertise is embedded in institutions without being recognised as stand alone; if individual experts can be identified, they could provide superb content for future training, or sharing of best practice.

ACTION: JT to draft a strategy based on these discussions, outlining the rationale, describing the content and identifying the constraints and possibilities.

4. Working Group update from ELISA Dev. Off.

- All three Convenors have met with the ELISA Business Committee liaison, Cleo Jones.

ACTION: WB is to send the Convenors any relevant templates, files etc for archiving and handover.

- Staff Development Group met 10th December with the new Convenor, Andrew McDougall from the NLS. They have begun to draw up the programme for 2010. They are also supporting a chartership event .
- The Access Group is developing the passport scheme now available for 16 – 18 year olds. They ask the Business Committee on whether schools in the Lothians outside the city boundaries can be included. They also ask whether funds from the ELISA account can be made available for re-printing the passport materials.

ACTION: The Business Committee felt that this was a decision for the Full Committee and will take it to the next meeting 1st February.

- The Web and e-content Group was due to meet on 17th December. By this time the new version website should be live.
- All Working Groups have been asked to appoint named individuals to update the ELISA website.
- It was noted that some issues such as, the financial model for ELISA, the expenditure of funds, need to be passed to the Full Committee. There was some discussion about voting rights and it was suggested that one subscription = one vote. However, other interested parties would be more than welcome (and should be encouraged) but they could not vote.



linking edinburgh libraries

5. Report on Regional Co-operative Group meeting

- It was noted that the five Regional Co-operative Groups met on 2nd December and that there is good progress in the sharing of information. There are also serious intentions to share information and opportunities on training and on accessibility issues.
- JT and WB reported that there was an offer from the Information Management Department at RGU to unpick elements of the MSc course to offer as bite-sized modules for on the job professional training. SLIC and the Groups are working together with an intention of developing some kind of pilot.

6. AOCB

- WB raised the issue of handing over ELISA records. EP has kindly offered to store the ELISA archives for the time being. WB has undertaken to make the archives as slimline as possible.
- JT thanked WB on behalf of the Business Committee in glowing terms and WB went pink.

7. DONM (include scheduling of Full Committee meetings)

Full Committee meeting – Monday, 1st February 2010 (afternoon) venue and time tbc.