

**RLUK Board Meeting  
27<sup>th</sup> September 2012**

**Oxford University**

**Present:** Janet Peters (JP) (Chair), Chris Banks (CB), Melanie Cheung (MC) (Executive Assistant), Andrew Green (AG), Anne Jarvis (AJ), Sarah Thomas (ST), David Prosser (DP) (Executive Director), Mike Mertens (MM) (Deputy Director)

**Apologies:** Stella Butler, Wayne Connolly, Debby Shorley

**1. Welcome**

JP welcomed MC to RLUK

**2. Minutes**

The Board formally accepted the minutes from the 25<sup>th</sup> February 2012 Board Meeting. It was agreed that copies of Board meeting minutes would be made available online (with any confidential material redacted as necessary) once they had been approved.

**3. Matters Arising**

4.4 It was noted that both Exeter and Queen Mary have accepted the invitation to join RLUK, with Queen Mary deferring entry until 2013-14.

**4. Company Business**

**4.1 Accounts**

The accounts to 2011-12 were received and accepted.

**4.2 Budget**

A revised draft budget for 2012-2013 was tabled, together with a three-year projection of income and outgoings. The projection would see the reserves spent down to approximately £350,000 by the end of 2014-15, although it was noted that this is beyond the end of the current Strategic Plan and therefore spend strategic spend figures included were place-holders.

**ACTION:** MM to transfer £450,000 of reserves to higher interest account.

**4.3 Directors Report**

The Board accepted the draft 2011-12 Directors Report. It was agreed that highlights from the Report should be excerpted to form the basis of a more 'glossy' online annual report.

**ACTION: MC** to produce online Annual Report based on the Directors Report

#### ***4.4 Articles of Association***

The Board discussed a paper on the RLUK Articles of Association. In particular, it was resolved that:

1. The maximum number of Board members should remain at 12.
2. A position of 'Vice-Chair and Chair Elect' should be created. This position would be open to any RLUK member representative (whether currently on the Board or not) and would be elected by the entire membership. After a period of two years the Vice-Chair would become the Chair, serving a maximum term of two years. If the representative elected as Vice-Chair was already serving as a Board member their term as Board member would come to an end and the four year Vice-Chair/Chair cycle would start.

For the first cycle of this scheme only (from the 2013 AGM) it is proposed that the membership elect both the Vice-Chair and the Chair. The Vice-Chair could be chosen from the membership or from the Board, but in the interests of continuity, the Chair would be elected from within the current Board membership. Each would serve for two years, with the Vice-Chair becoming Chair automatically in 2015, when there would be an election for a new Vice-Chair.

3. Clause 34 of the Articles requiring an automatic turnover of one third of the Board each year be removed.

It was agreed that an Extraordinary General Meeting be called to coincide with the RLUK conference to seek the membership's approval for changes in the Articles, and to implement the new position of Vice-Chair from the 2013 AGM.

In addition to changing the Articles as minuted, the general issue of transparency of RLUK Board business was discussed. It was resolved that the Articles and minutes be placed online, together with profiles of the Board members. In addition, the Members' briefings should contain outlines of the topics to be discussed at each Board so as to allow members to pass comments to the Board.

**ACTION: DP** and **MM** to draft new clauses for the Memorandum and Articles of Association in light of the above agreement, seeking legal advice if necessary, and to call an EGM for November. **MC** to place current version of Articles online, together with approved minutes following each meeting. **DP** to include 'forthcoming business' section in relevant Directors' Briefings.

#### ***4.5 Risk Register***

A revised Risk Register was tabled with a traffic light system based on the product of Likelihood of risk and Impact. The Board took the opportunity to review each potential risk.

**ACTION: MM** to revise risk register in light of the Board's comments.

#### ***4.6 Associate Directors Network***

The Board discussed the draft terms of reference for the ADN. It was agreed that with some minor revisions it could be sent to the ADN members as a draft for comment. It was agreed that the ADN should have elected conveners but that in the short term there should not be a position on the Board for an ADN representative, since this might impose an unnecessarily formal structure on the ADN while it was still forming. However, it was agreed that a Board member would be made available for each ADN meeting if a dialogue between the ADN and Board was needed. ADN members will be invited to join strategic strands as appropriate.

**ACTION: DP** to circulate revised terms of reference to the ADN

#### ***4.7 Conference***

The Board received an update on planning for the 2012 conference.

#### ***4.8 Away-day***

It was agreed that an away-day focusing on the type of organisation RLUK should be (if different from what it is) and relations with external partners and potential partners would be helpful. It was agreed that we would look to hold the away-day in London and invite Roger Fielding to facilitate.

**ACTION: Secretariat** to organise away-day

#### ***4.9 2013 Meetings***

Possible locations for the 2013 members' meetings were discussed. St Andrews had expressed an interest in hosting the Autumn meeting and it was agreed that they should be invited to do so. It was also agreed to invite Exeter to host the Spring meeting and AGM.

**ACTION: DP** to liaise with Exeter and St Andrews regarding next year's meetings.

### **5. Strategic Plan**

#### ***5.1 Re-defining the Research Library Model***

A paper on progress was tabled by Mark Brown, who is leading the RRLM strand. The paper contained some specific questions for the Board and it was agreed that a) an RRLM blog should be created and that there was no need for this to be moderated, b) the blog should be monitored so that specific points and questions can be answered, b) any event for the strand should be open to a wider range of participants than just ADN members and d) authors for the short discussion papers should be drawn from the widest pool of talent.

MM reported that the Ithaka survey was proceeding on schedule and the issues raised at the last Board meeting had been resolved. It was agreed to release the Survey on 19th November, after launch at the RLUK Conference

### ***5.2 Collaboration to Reduce Cost and Improve Quality***

JP reported that she is waiting on confirmation from one remaining RLUK member that they can join stage two of the reciprocal access project. Once that is received we can go public with the scheme. It was agreed that this should be made a condition of RLUK membership.

MM reported that the survey as a part of the Linked Data work has received 138 replies. The final report is expected by the end of September.

ST tabled a first draft of the response to the Shared Cataloguing report. A final version is expected by mid-October and it is planned that it will be published together with the original Shared Cataloguing report. It was agreed that this would make a good topic for a breakout session at the conference.

**ACTION: Secretariat** to include in conference programme.

### ***5.3 Ethical Publishing***

DP reported on the reaction from RLUK to the Finch report and the subsequent statement from BIS. DP also reported on a discussion of the implication of the Finch report with the Russell Group.

DP reported that work was almost completed on producing a public version of the 'big deal' evaluation tool developed for ASPI. This should go live in the next month.

DP reported on discussions with the Arcadia Foundation regarding open access in the arts and humanities and the possibility of future work together, and on discussions with ChemSpider on ways in which the UK library community can support this free chemistry resource. A workshop with librarians supporting chemistry had been organised.

### ***5.4 Unique and Distinctive Collections***

AG reported that the UDC group is meeting again with Alison Cullingford to make the final edits on 1 November. It was agreed to extend Alison's contract, which expires on 23 October, until 31st December provided Alison and Bradford University are agreeable.

The OCLC Survey is due out in mid October with an official launch at the November conference. In the meantime, the Hidden Collections report will be published this month.

DP reported that following discussions with the Wolfson Foundation, a proposed meeting has been postponed until next year.

**ACTION: MM** to liaise with Alison and Bradford regarding extending Alison's contract

### ***5.5 Research Data Management***

JP reported on a meeting of the RDM group that had been held in Birmingham. One of the key themes that came from the meeting was the need for collaborative work with other groups beyond the library - so ARMA, RUGIT and UCISA were identified as potential partners. The group noted the success of the event RLUK hosted recently in London for members on sharing experience of data management and it was felt that there was scope for additional meetings, perhaps in more focused subject areas.

MM Reported that the majority of actions from the recent meeting were being pursued, with collaboration with JIBS, DCC and JISC being discussed.

## **6. AOB**

It was noted that King's have given RLUK 6 months notice that they wish to terminate the office lease agreement. Work will begin to evaluate the cost/benefit ratio of having a London base and, if it is decided that it is beneficial, to look for new accommodation in London.

## **7. Date of Next Meeting**

The Board will next meet on 15th February in Leeds 11:00 - 15:30