

**Minutes of the LIHNN Coordinating Committee
Held on 16th September, 2015 (10:00-12:30)
Trust Library, Central Manchester University Hospitals NHS Trust.**

1. Present	Graham Haldane (GH) (chair) Sue Smith (SS) (treasurer) Caroline Timothy (CT) Jo Whitcombe (JMW) Mary Hill (MH) Gil Young (GY)
2. Apologies	Lisa McLaren

NO	MINUTES	ACTION
3	COMMITTEE MEMBERSHIP We still have one vacancy on the committee as no-one one has come forward. We're particularly keen to for someone to represent community/public or mental health sector if possible	GH to repeat request to LIHNN members
4	MINUTES OF THE PREVIOUS MEETING Notes taken by GH at the last meeting taken as a true record.	
5	MATTERS ARISING AND ACTION LOG There is still interest in a practical dashboard session. It would require a location with PC/wifi access. The expansion of HCLU responsibilities & implications for LIHNN was discussed. The possibility of combining the Union List across NW, Y&H and NE has been raised. In principle, the committee is happy for this to go ahead, but feasibility of achieving this would have to be investigated. GY suggested that we need to examine what implications could arise relating to funding streams as a result of expanding membership to Y&H and NE (large amount of funding comes via HENW). This may be best done on LIHNN group by group basis. A survey will be devised and sent out to both LIHNN and Library Managers emails lists. Timeline: <ul style="list-style-type: none"> • <i>Questions to be collated by end of September</i> • <i>Survey to go out in October</i> • <i>Results to be reviewed at next CC meeting</i> • <i>Results presented at Christmas study day.</i> Y&H and NE are still working to determine what they want from their network, what groups currently exist, what may be developed in the future	GY to chase S. Glover GH to take to S.Glover, L. Ferguson & chair of ILL group GH to prompt group chairs to add this item to their agendas. GY to collate questions on Survey Monkey & circulate

	<p>and how any potential collaboration may look going forward. The committee felt that it may be beneficial for LIHNN to undertake the same exercise in order to determine what members feel their LIHNN membership offers.</p> <p>The minutes from the 2015 AGM minutes were reviewed.</p>	To be agreed at next AGM
6	<p>Treasurer's report.</p> <p>SS still chasing some membership payments: Southport & Ormskirk NHS Trust, Liverpool Hope University and Cochrane Oral Health Group remain outstanding. SS has been approached by some organisations that wished to pay for a 2 year subscription but was unsure of how this could be implemented.</p> <p>The committee expressed their thanks to SS for the time and effort taken to set up the e-banking for LIHNN. The process is now complete and is starting to work far more effectively and efficiently.</p>	
7	<p>Membership – leavers & CPD support requests:</p> <p>Leavers: Donna Schofield at UHSM (mid-December) Carnell Bell-Smith at MMHSC (retired Summer, 2015) Margaret Webster at East Lancs (retired July, 2015)</p> <p>The committee agreed CPD funding for Adrienne Mayers to attend a rare book conference. An article in LIHNNKU is anticipated.</p> <p>HLG 2016 will be held in Scarborough on 15th & 16th September – GY asked people to be mindful that early bird bookings may be put out and completed before the end of the financial year.</p>	Vouchers to be arranged by GH.
8	<p>HCLU update.</p> <p>Given by GY:</p> <p>Library Development Fund bids have now closed and have been allocated. HENW bids being finalised by DS. Applicants will hopefully be notified on this matter soon.</p> <p>LQAF validations have started.</p> <p>KfH: 5 working groups & 20 task and finish groups have 25 staff from NW involved.</p> <p>Literature search MOOC will go live on 05.10.2015 – 1 module will be released each week will run over 7 weeks with a consolidation week in the middle. GY will send out information on the course next week (very useful for CPD for all staff, not just those who do regular lit searches)</p>	GY to email LIHNN network re MOOC release date.

	<p>Post for Y&H has been advertised – shortlisting has been done & interviews will be undertaken very shortly.</p>	
9	<p>Group reports.</p> <p>Updates from some special interest groups were given.</p> <p>Quality group – the guidelines survey now complete & the group is working on analysis for future presentation.</p> <p>Greater Manchester – the group is looking at moving towards themed meetings & different venues. The e-resources group was discussed as a support avenue, but not in relation to purchasing. With regard to GMHelp the possibility of extending it across NW, the 3 groups involved have discussed. Cheryl Dagnall is in process of drafting terms for NW access which will be circulated for agreement. GM group ToR checked and updated. Salford Royal gave the group an update on their patron-driven purchasing project.</p> <p>See below for links to latest minutes of group meetings available on the LIHNN website (some minutes are not yet available online).</p> <p><u>CLG.</u> <u>CPD.</u> <u>Cumbria & Lancashire.</u> <u>Cheshire & Merseyside.</u> <u>Trainers.</u></p> <p><i>Key dates coming up:</i></p> <p>26.11.2015: Trainers’ Study Day: Lancaster House hotel with Lisa Jeskins & Jade Kelsey – focus on e-learning and face-to-face learning as means of developing and delivering training sessions.</p> <p>08.10.2015: New starters course.</p> <p>22.09.2015: Library managers meeting in the morning & cilip revalidation session in the afternoon.</p>	
10	<p>Christmas Study Day preparation.</p> <p>The morning keynote was confirmed as Stuart Maconie, (journalist, author & DJ). He is not charging an appearance fee, just expenses for travel from Salford. Therefore, the committee felt that a small gift (e.g. bottle of wine) would be appropriate as a token of appreciation.</p> <p>A draft agenda was reviewed and afternoon gaming activities proposed. Timescales are quite flexible at present.</p>	<p>GH to circulate draft agenda</p>

<p>11</p>	<p>LIHNN Quality Awards, 2015.</p> <p>There was some discussion regarding the utility of the separate categories. It was decided to remove section 2 from the form and add the marking rubric to the application form when circulated.</p> <p>Organisations which are shortlisted may give a presentation on the day or can submit video/audio powerpoint if unable to attend on the day (would need to be submitted in advance to GY).</p> <p>A potential award for best LIHNNK Up article was discussed & agreed. The award for this will be the same design as the Director's Award.</p> <p>Submission deadline confirmed as Friday 30th October, 2015.</p> <p>The quality of the LIHNN logo used on the awards last year was discussed. It was felt that it needed a refresh to ensure a definitive, high-spec logo was used.</p> <p>JMW offered to ask the team at Pennine Acute if they would be able to produce a higher-spec version of the logo which could be used across a range of platforms if the existing version was not suitable.</p>	<p>GH to amend</p> <p>GH to contact A. Craig (LIHNNKUp chair)</p> <p>MH to locate 2014 trophy logo</p> <p>JMW to contact J. Bramwell</p>
<p>12</p>	<p>Helping Hands – review process.</p> <p>The committee was unsure of the actual usage of this resource and felt it would be useful to know usage before undertaking any review. It was agreed to include a question regarding this resource to the more general LIHNN survey which will be sent out (see item matters arising).</p>	<p>GY to obtain any usage stats available.</p>
<p>13</p>	<p>AOB.</p> <p>At the recent Cheshire & Mersey meeting, Stephen Molloy (Liverpool Women's NHS Foundation Trust) raised the question of the previous LIHNN purchase of large promotional banners for library services and whether this would be something that could/should be repeated. GH agreed to ask services if they have any banner stands and if they would be interested in a reworked version. GY suggested that shared promotional powerpoints (for tv screens etc) could also be part of the promotional refresh.</p> <p>GH had meeting with Mark Allen Group in relation to journals being cut from Cinahl (BJN, BJM, J Community Nursing are staying). Feedback from GH and other library managers indicates that the package seems to be very expensive.</p> <p><u>Date of next meeting:</u></p> <p>10:00-15:30. Wednesday, 4th November, 2015. Trust Library, Central Manchester University Hospitals NHS Trust.</p>	<p>GH to collate responses on promo products refresh</p> <p>Please note that this will be a full day meeting to include discussion of awards shortlisting & survey results.</p>

LIHNN Coordinating Committee Minutes 16.09.2015

These minutes are an accurate record of the meeting subject to amendments agreed at the subsequent meeting.