**Present (via MS Teams)**

Heather Steele (Chair) HS

Rebecca Williams RW

Sarah Gardner SG

Maria Simoes MS

Helen Curtis HC

Helen Swales HJS

Jennifer Roberts JR

Craig Abbs CA

Chris Lawton CL

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| **No.** | **Agenda Item** | **Actions** |
| 1. | **Welcome, Introductions and Apologies** |  |
| 2. | **Notes of the Previous Meeting**  The minutes of the last meeting were agreed as an accurate record. |  |
| 3. | **Matters Arising**  The only matter outstanding was the difficulty in trying to interest new members to accept places on the committee. HJS said it may be that people could be unaware what a role on the committee entailed so perhaps in the new year we might describe what was involved prior to a recruitment drive? | **HS to draft new email in 2021** |
| 4. | **Committee Members Update**  Nothing to report |  |
| 5. | **Finance**  CA reported that there were still some payments outstanding from some Trusts in regard to subscription payments |  |
| 6. | **CPD**    Recent activity  CPD rescheduled from 2020 -  1 bursary submitted – and awarded – to Beth Tapster – to CILIP Conference Reimagined – which took place on 19th November  Sarah Gardener – to ask for Northern Lights article – then we will put the link from CPD page on the LKS North website    Still got the following bursaries rolled on from 2020  Daniel Park got the LILAC bursary. 7-9 April  Sarah Massey got the HLG bursary 21 – 23 April    Delivering training virtually course took place on 16th November 2020  20 attendees (including 6 speakers / organisers)  Opened up to the North a week before the event to allow greater uptake – got a couple of bookings that way  13 respondents to feedback = Good feedback    Ideas for future activity  RW – suggested a Randomized Coffee Trial for library assistants / staff bands 2 – 4  HSJ discussed the move to a regional LMS and Discovery Service which will entail all sorts of engagement events and training.  These will probably be organized by HEE but obviously there will be training implications.  Other future CPD topics could include:  Social media – maybe a sharing exercise of who has done what on twitter / facebook / Instagram etc.  Not necessarily “how to do it” training, but “what did you do” / “what has worked the best”  Document delivery and interlibrary loans – how could we do anything on that?  John Blenkinsopp – working through papers – would this be of interest?    Shadowing directory now needs updating – what to be done about that?    Book collection – held at Rotherham – but managed by HEE, but needs to be advertised more widely particularly to new staff. How could this be done? | **SG to chase article**  **JR to put on the website**  **HJS to write up feedback of the working virtually study day.** |
| 7. | **Christmas Study Day**  The virtual study day is due to take place on the 10th December. 30 members of staff are signed up to attend.  As usual the YOHHLNet awards will be announced as part of the day. The committee members were asked to discuss the nominees for the 2020 awards.  CA suggested at Etsy voucher for the winners which he offered to purchase | **CA to but gift vouchers for YOHHLNet award winners** |
| 9 | **Date of next meeting**  **via Teams Tuesday 19/01/2021 10.00am-12.00pm** |  |