**Minutes of the LIHNN Committee**

**Held on 23rd May 2023 Via Teams**

|  |  |
| --- | --- |
| **PRESENT** | **Katie Nicholas – Secretary (KN)****Susan Smith – Interim Chair (SS)****Tracy Owen – Treasurer (TO)****Karen Storms (KS)** **Sinead English (SE)****Gil Young (GY)****Emma Dent (ED)**  |
| **APOLOGIES** | **Siobhan Linsey (SL)****Amanda Balaam (AB)** **James Ryan (JR)** |

|  |  |  |
| --- | --- | --- |
| **NO** | **MINUTES** | **ACTION** |
| 1 | **MINUTES OF THE PREVIOUS MEETING**Approved |  |
| 2 | **MATTERS ARISING AND ACTION LOG**New chair recruitment update – SS confirmed that we received no expressions of interest for a new Chair. SS suggested we flag this again at the AGMAmanda Balaam confirmed she is stepping down from committee. Committee would like to thank Amanda for her support.**LIHNN AGM** SS talked about her links with Liverpool public libraries and their health offer. SS to email her contacts. **done – can close**KN to book8-person room at Liverpool Public Library for committee meeting 14:00-15:00 **done – can close**KN to send out booking form **done – can close**SS to email potential speakers **done – can close** SS confirmed that public library staff weren't able to make the dates but are keen to present at future events SS to issue cards to AGM attendees and reflection session -KN to share attendee list with SS so she can share TO to email LIHNN sub-groups to arranges postcards updates – **done but TO will send a reminder** ED to sort coffee pairing activity for extended break **done – can close**KN to add oversight of sub-groups to next meeting agenda **done – can close**KN to ask GY about planned events for library assistants nationally via NHS England **done – can close**Response from Catherine McClaren "I am not aware of anything specifically aimed a library assistants at the moment. There are sessions that are open to all library staff including library assistants like health literacy training, but no day planned at the moment as far as I am aware"SE to take to CILIP NW meeting and feedback at next LIHNN meeting – SE fed back that she will raise this at their planning day in June and whether CILIP NW have a pan-professional library assistant day - SE to come to back to committee after planning dayKN to add library assistant/ sharing event to agenda **done – can close**KN to add “partnership events” as a standing item **done – can close** | SSKNKNSSSSSSKNTOEDKNKNSEKNKN |
| 3 | **LIHNN AGM 2023**Agenda:**9:30-10:00** Arrival and welcome**10:00-10:15**Intro from Chair (year in review), Treasurer updateUpdate on partnership working (CILIP NW programme and Academic Libraries North)Include new starters buddy scheme **10:15-11:00** Alan Davies – New PG Cert in Clinical Data Science, University of ManchesterThe Clinical Data Science Programme aims to empower healthcare professionals to apply data science to their practice for patients' benefits.**11:00-11:30** Extended Break with random coffee activity for networking with coloured cards**11:30-12:30** Community builder activity**12:30-13:30** Lunch and networkingCommittee discussed if AGM in person if sustainable with the numbers we have booked on. Discussed options to incorporate into Christmas Study Day (e.g. AGM paperwork in advance). TO raised concerns about timing of accounts being ready for Christmas Study Day. SS said we would just need to get approval at the AGM to move the date of future AGMsSE said CILIP NW encouraged attendance at their AGM by badging it as a day study with the AGM includedSS suggested a Spring/ Winter forumGY suggested moving the Christmas study day to Summer Committee suggested we could go out to the network with options to ask what they want then decideTO raised concerns about cost of hosting two events a yearSS said an unconference has been requested by network membersSS to introduce in Chair report at AGM the idea of moving the date next year then also go to the network as whole for feedbackSub-group AGM update – TO sent an email about group updates but only received one response. TO to send a reminder KN to chase newsletter update ED to sort coffee pairing activity – 6 coloured bits of cards and cut upKN to send an email to all event attendees with venue details etc. (include a message to expect an email from SS with a bit of prep work for the community building activity)KN to send ED final numbers of bookings and dietary requirements SS to bring feedback bag for use on the day and KN to capture comments | SSTOKNEDKNKNSS |
| 4 | **OVERSIGHT OF SUB-GROUPS**SS said we need to think about the connection of groups to committee. Group updates would always have been part of the AGM – how do we ensure the groups are engaging with the AGM now there are less of them. Could also change the format of updates e.g. top three things from the yearNeed to ensure there is representation on committee for active groups, or if someone wants to reinstate a group that they now to reach outKN suggested an exercise to see which groups active. Currently active groups:Greater ManchesterCheshire and Mersey Clinical Librarians Searchers and TrainersMental Health LibrariesNorthern Lights newsletterNot sure if active:Cumbria and LancseResourcesPrimary care public care pan northern group Health and Wellbeing group is not continuingKN to send an email to all groups to say we need a volunteer from all active groups to send updates to committee meetings/ be a link person for committee. People could also let us know if groups are no longer active. Include a request for groups to update pages and if they need help contact TOKN to add a new standing item for group updatesTO also suggested we need a way for LIHNN to update sub-groupsKS to try and find out if GM group is still meeting | KNKNKS |
| 5 | **LIBRARY ASSISTANT ACTIVITY OR HUMAN LIBRARY EVENT**SE to feed back after CILIP NW meeting.KS added that a colleague was asked to share their career journey from library assistant to current post, and it was really interesting and helpfulDan Livesey may also be able to give an update on the shared library post at the ChristieSE made the point that we cannot forget about library assistants who are happy to stay in their post but still want professional development opportunities KS also said they have regular training meetings for their library assistants SS wondered if LIHNN need to reinstate a CPD group (already have the buddy system, but group could also consider how we support people in other ways)Where does this sit alongside CILIP NW plans – want to avoid duplication | SE |
| 6 | **PARTNERSHIP WORKING UPDATE (New standing item)**Health and wellbeing event:KN fed back about the Joint Health and Wellbeing event held with Academic Libraries North - had over 40 attendees with speakers from both academic and health libraries. Andrew Cox and John Gale keen to do another similar event but bringing in public libraries and green libraries group. There was also an offer from one of the speakers to talk about Green and Blue spaces. Would be worth connecting with CILIP NW alsoSS said it would be good to encourage people to ask LIHNN for support. Not a problem if its virtual.SS said we need to ensure we strengthen our identity and acknowledge our partnership work KN to link Karen Storms to John and Andrew Wider professionals programme:LIHNN and CILIP NW have jointly been delivering a Wider Professionals Speaker programme to support colleagues with evidence for professional registration. Since February 2023 a 45 minute virtual session has been held on a monthly basis with almost 70 attendees across the sessions to date. Sessions have included:Gemma White – School and academic librariesPaula Younger - Health Literacy (collaborative project with NHS and public libraries)Hong-Anh Nguyen – Working outside your job descriptionClare Pye and Emma Fitzsimmons – KM at United UtilitiesUpcoming sessions:Kira Cox – Social media at the University of Liverpool libraryMartin Kratz – Manchester Poetry library More dates and speakers to follow for 2023 | KN |
| 7 | **LIHNN HANDBOOK**TO could not find a copy of the handbook – agreed it is not worth updating and no one has asked for it.SS said the same information is covered in induction and it would have been really outdated.Most of the information included now available on KLS North website  |  |
| 8 | **DATE & TIME OF NEXT MEETING(S)**Tuesday 6th June 2023 – LIHNN AGM followed by in-person committee meeting 2pm-3pm (committee meeting to be held at Liverpool Central library (room name: Collaborate) booked 2-15:30pmTuesday 4th July 10-11Tuesday 15th August 15:30-16:30Tuesday 5th September 10-11 |  |
| 9 | **AOB**None  |  |