LIBRARIES NI
The Northern Ireland Library Authority

10 December 2009

Minutes of a meeting of the Board of the Authority held in Lisburn City Library on Thursday 10 December 2009 at 2.03 pm.

PRESENT

Dr David Elliott
Alderman Hubert Nicholl
Councillor Mrs Anne Brolly
Mr Pat Carvill
Councillor Charlie Casey
Councillor Sam Cole
Councillor Mrs Roberta Dunlop
Councillor Miss Carla Lockhart
Mr Nigel Macartney
Ms Angela Matthews
Mr Alastair McDowell
Councillor Cathal Mullaghan
Councillor Mrs Evelyne Robinson
Councillor Jim Rodgers
Ms Helen Roulston
Ms Jane Williams

Chairperson
Vice Chairperson

APOLOGIES FOR NON ATTENDANCE

Mr Roger Dixon
Councillor Allan Ewart
Councillor Seamus Shields

IN ATTENDANCE

Chief Executive
Director of Planning & Performance
Director of Service Delivery
Director of Business Support
Assets Manager

Ms Irene Knox
Mrs Anne Connolly
Ms Helen Osborn
Mr Terry Heron
Mr D Miskelly

1. DECLARATION OF INTERESTS

1.1 The Chairperson reminded Members and Officers of the need to declare any actual, potential or perceived conflicts of interest associated with any item on the agenda either now or at the relevant stage during the meeting.
1.2 Councillor J Rodgers and Councillor C Mullaghan, in their respective roles as Councillors on Belfast City Council and members of the Belfast Education and Library Board, declared a potential interest in matters being brought forward to the Board in the minutes of the Services Committee.

2. CHAIRPERSON’S BUSINESS

2.1 On a proposal by Councillor J Rodgers, seconded by Mr A McDowell Members agreed that the Chairperson and Vice Chairperson of the Board should be ex-officio members of the Services and Business Support Committees and that the Chairperson would also be an ex-officio member of the Audit and Risk Committee. Members noted that the Schemes of Delegation for each of the Committees would be amended accordingly.

3. CHIEF EXECUTIVE’S BUSINESS

3.1 Standing Orders

Members present received a copy of the signed and sealed Standing Orders. Copies would be forwarded to those Members who were not present at the meeting.

3.2 Assembly Questions

Members noted the responses given by the Minister to Assembly Questions received from Mr P J Bradley (AQW 3035/10) regarding the location of a new library headquarters and Mr D Bradley (AQ 3193/10) regarding the cost of reprinting the December Events brochure.

3.3 Branch Library Contact List

Members noted the updated staff list of those in charge in each Branch Library

3.4 Correspondence from DCAL

Members noted correspondence from the Director of Culture, DCAL regarding the secondment of Hazel Campbell, Head of Libraries Branch, to the Ulster Scots Agency on a temporary basis. Members noted also that Carol Caves, who had previously been Acting Head of the Libraries Branch in DCAL had recently transferred from DCAL to DETI.
3.5 Governance and Accountability Meeting 8 October 2009

The Chief Executive tabled a copy of the minutes of the Governance and Accountability Meeting held on 8 October and indicated that they would be submitted to the next Audit and Risk Committee in January 2010. Members noted that the next Governance and Accountability meeting would take place on 17 December 2009.

3.6 DCMS: Empower, Inform, Enrich

Members noted the consultation document issued by the Department of Culture, Media and Sport and in particular references in two of the essays to Libraries NI.

3.7 DCMS: A Local Enquiry into the Public Library Service provided by Wirral Metropolitan Council

Members noted the document.

3.8 Correspondence from Permanent Secretary, DCAL

Members noted correspondence from Paul Sweeney, dated 17 November 2009, setting out new processes being implemented by the Department as part of its work in improving and refining sponsorship arrangements.

3.9 Newtownstewart Library

Members were informed that the official re-opening of Newtownstewart Library following extensive refurbishment would be held on Wednesday 20 January 2010 at 11.00 am.

3.10 Christmas / New Year Holiday Arrangements

It was noted that all libraries would be closed from Thursday 24 December – Monday 28 December inclusive and Friday 1 January. All libraries would also close at 4.00pm on 31 December. Mobile library provision would be unavailable 29, 30 and 31 December 2009.

4. MINUTES OF THE BOARD MEETING HELD ON 12 NOVEMBER 2009

LNI 01.12.09

4.1 On a proposal by Alderman H Nicholl, seconded by Councillor Miss C Lockhart, the minutes of the meeting held on 12 November 2009 were agreed as an accurate record.
5. MATTERS ARISING FROM THE MINUTES OF THE BOARD
MEETING HELD ON 12 NOVEMBER 2009 LNI 02.12.09

5.1 Members noted the document which had been circulated detailing actions taken as a result of discussion at, and decisions of, the previous meeting.

5.2 Councillor J Rodgers informed Members that he had spoken to Dr M Brodie, former Sports Editor of the Belfast Telegraph regarding the project “All Our Saturdays” and Dr Brodie had confirmed that he would be delighted to be involved.

6. MINUTES OF THE SERVICES COMMITTEE HELD ON 17 NOVEMBER 2009 LNI 03.12.09

6.1 The Chairperson, Mr N Macartney, presented the minutes of the Services Committee held on 17 November 2009, noting that the meeting had focused on the proposed review of provision in the Greater Belfast Area and that it had been preceded by an opportunity for Members of the Committee to visit some of the libraries listed in the document.

6.2 The Chairperson drew Members’ attention to Item 6 regarding the review of provision within the Greater Belfast Area and referred also to the discussions that had taken place at the workshop that morning when Members had been provided with an opportunity to discuss the paper in detail, receive clarification and determine whether:
   - it provided a clear vision for library services in Greater Belfast on which consultation could take place
   - the difficulties with current provision in the Greater Belfast Area had been clearly defined.

6.3 It was noted that some suggestions had been made at the workshop for minor amendments to the paper and it was agreed that the Chairperson and Vice-Chairperson of the Board and the Chairperson and Vice-Chairperson of the Services Committee would meet with officers after the Board meeting to finalise its contents.

6.4 Members agreed the proposed communication and consultation timetable, noting that the consultation process would include addressing equality issues.

6.5 It was noted that the next meeting of the Services Committee would be held on 19 January 2010 and that it would be preceded by an opportunity for Members to visit some more libraries in the Greater Belfast area. An invitation was extended to all Board Members to join their colleagues on the Services Committee for these visits.
6.5 On a proposal by Mr N Macartney, seconded by Ms J Williams Members agreed to adopt the minutes of the Services Committee held on 17 November 2009 and proceed to consultation on the proposals regarding provision in the Greater Belfast Area.

7. **MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 25 NOVEMBER 2009**

7.1 The Chairperson, Councillor Mrs E Robinson presented the minutes of the Business Support Committee held on 25 November 2009.

7.2 On a proposal by Councillor Mrs E Robinson, seconded by Councillor C Mullaghan, Members agreed to go into committee.

7.3 On a proposal by Councillor Mrs E Robinson, seconded by Councillor C Mullaghan, Members agreed to come out of committee.

7.4 The Chairperson reported that while in committee Members had discussed the proposed closure of the former Library Headquarters building in Ballynahinch and had agreed to adopt the recommendation of the Business Support Committee that consultation should commence in relation to the closure of the former Library Headquarters building in Ballynahinch and that services currently provided from this building should be relocated elsewhere within the Business Area.

7.5 The Chairperson of the Business Support Committee then drew attention to the following items:

**Item 6.4** Finance Report – October 2009 – Recurrent
Members noted the projected underspend at year end and the approval to release funding to meet the Priority 2 issues.

**Item 7.2** Finance Report – October 2009 – Capital
Members noted progress in relation to capital and minor works projects.

**Item 8** Expression of Interest in Voluntary Severance 2009/10
Members noted the number of staff who had expressed an interest in voluntary severance and that NILGOSC had been asked to provide costings associated with early release.

**Item 9** Disposal of Surplus Property – former Ballee Library
Members noted the approval to proceed with the sale of Ballee Library and the recommendation that in future all disposals should progress on the basis of achieving best value.
7.6 On a proposal by Councillor Mrs E Robinson, seconded by Mr N Macartney, Members agreed to adopt the minutes of the meeting.

8. SCHEME OF DELEGATION FOR THE REMUNERATION COMMITTEE LNI 05.12.09

8.1 The Chairperson informed Members that DCAL had commissioned Price Waterhouse Coopers to produce recommendations regarding a Performance Related Pay Scheme for Libraries NI and that he had met with the Senior Consultant on this matter. The Consultants were due to report to DCAL the week commencing 21 December 2009.

8.2 Members noted that the revised Scheme of Delegation for the Remuneration Committee took into account recommendations discussed at the last Board Meeting.

8.3 On a proposal by Mr P Carvill, seconded by Ms H Roulston, Members agreed to approve the Scheme of Delegation for the Remuneration Committee.

9. ANY OTHER NOTIFIED BUSINESS

   There was no other notified business.

10. DATE OF NEXT MEETING

10.1 Members noted that the next Board Meeting would take place on Thursday 11 February 2010 at 10.30 am. It was agreed, subject to availability of a suitable meeting room, that the meeting should be held in the North West.

11. MEMBERS ARRIVAL AND DEPARTURE TIMES

11.1 The meeting ended at 3.01 pm.

11.2 All Members arrived for the commencement of the meeting and remained until it ended.

Signed: [Signature]
Date: 11/02/10