LIBRARIES NI
The Northern Ireland Library Authority
7 July 2011

Minutes of a meeting of the Board of the Authority held on Thursday 7 July 2011 at 10.30 am in Antrim Library

PRESENT

Dr David Elliott Chairperson
Mr Pat Carvill
Mr Roger Dixon
Mr Nigel Macartney
Mr Alastair McDowell
Ms Angela Matthews
Councillor Jim Rodgers
Ms Jane Williams

APOLOGIES FOR NON ATTENDANCE

Councillor Mrs Anne Brolly
Councillor Samuel Cole
Ms Helen Roulston
Councillor Seamus Shields

IN ATTENDANCE

Chief Executive Ms Irene Knox
Director of Library Services Ms Helen Osborn
Director of Business Support Mr Terry Heron
Business Manager Area C Mrs Adrienne Adair
Business Manager Area D Mrs Muriel Todd
Human Resources Manager (for item 2.3) Mrs Mary Walker

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. The Chairperson declared a potential conflict of interest relating to the ElfNI 2 Project and the Belfast Central Library Project and indicated that he would withdraw at relevant stages during the meeting.
2. CHAIRPERSON'S BUSINESS

2.1 Reappointment of Councillor Members of the Board
The Chairperson indicated that Councillor Members, who had been returned in the Local Government Elections, had been invited by the Minister to return to the Board. So far confirmation had been received from the Department that Councillor Mrs Brolly, Councillor Cole, Councillor Rodgers and Councillor Shields had accepted the invitation. Responses were still awaited from the other Councillors. The Chairperson welcomed Councillor Rodgers to the meeting and informed Members that the Chief Executive had contacted the other 3 Councillors who had already accepted the Minister's invitation but they were unable to attend the meeting because of prior commitments.

Culture, Arts and Leisure Committee
2.2 The Chairperson informed Members that the Chairperson of Services Committee, the Chief Executive, the Director of Library Services and he had attended a meeting of the new Culture, Arts and Leisure Committee, held on 30 June, to brief them on the Stage 2 review of library provision.

Remuneration Committee
2.3 On the proposal of Mr Macartney, seconded by Mr McDowell, the Board went into committee.

Officers, with the exception of the HR Manager, withdrew from the meeting.

On the proposal of Mr Macartney, seconded by Mr McDowell, the Board came out of committee.

The Chairperson reported that while in committee he had briefed the Board on a meeting of the Remuneration Committee held that morning.

2.4 Minutes of the Information Systems Committee
The Chairperson indicated that it was his intention to move this item to the end of the agenda.

3. CHIEF EXECUTIVE'S BUSINESS

Assembly Questions
3.1 Attention was drawn to the responses given by the Minister to Assembly Questions during the period 3 June 2011 – 24 June 2011.

Visit by Chairperson of CAL Committee to Belfast Central Library
3.2 Members noted that the Chairperson of the CAL Committee and the Clerk to the CAL Committee had visited Belfast Central Library on 3 June 2011.
Summer Reading Challenge
3.3 Members noted that the Minister had visited Whiterock Library on 8 June to launch the Summer Reading Challenge.

Meeting with the Minister
3.4 The Chief Executive informed members that a meeting had taken place between the Minister and the Senior Management Team on 23 June to discuss the Business Plan 2011/12 and the budget. Other items discussed included the Stage 2 strategic review, Savings Delivery Plans and E2. The Minister had indicated that until such time as a new Programme for Government was available, it was her intention to note the Business Plan.

CAL Committee
3.5 The Chairperson of the Board, Chairperson of the Services Committee, Chief Executive and Director of Library Services met with the Culture, Arts and Leisure Committee on 30 June 2011, in response to their request, to provide a brief on Stage 2 of the Strategic Review. A copy of the submission made to the Committee was distributed to the Board for noting.

Revised Byelaws
3.6 Members noted correspondence, dated 23 June 2011, from Mick Cory, Director of Museums, Sport and Recreation, DCAL, approving the revised Byelaws.

Annual Report and Accounts 2009/10
3.7 Members noted correspondence from the Permanent Secretary approving the 2009/10 Annual Report and Accounts for laying before the Assembly.

Stage 2 Review
3.8 The Chief Executive expressed appreciation of the work carried out by the Chairperson and Vice Chairperson of the Services Committee who had given careful consideration to the process by which the Board might consider and review the information gathered during the consultation process. Members agreed to hold 2 workshops in September to provide all Board Members with the opportunity to consider in detail responses to the consultation process and that decisions would be taken by the Board in October. The Chief Executive agreed to arrange for the campaign groups and other relevant parties to be informed accordingly.

Gifts and Hospitality
3.9 Members were requested to update their Gifts and Hospitality registers for the period April – June 2011. Forms for completion were distributed.
4. **MINUTES OF THE MEETING OF THE BOARD HELD ON 25 MAY 2011**  
(LNI 01.07.11)

4.1 On a proposal by Mr N Macartney, seconded by Ms J Williams, the minutes of the meeting held on 25 May 2011 were adopted.

5. **MATTERS ARISING FROM THE MINUTES OF THE BOARD MEETING HELD ON 25 MAY 2011**  
(LNI 02.07.11)

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

5.2 **Item 5.2: Vandalism**
A copy of the response from the Superintendent of ‘H’ District was distributed for information. Members expressed concern that the response did not address the issue of why CCTV footage of the vandalism incident at Ballymena Regional Administrative Centre was not adequate to allow further action to be taken against the perpetrators. The Chief Executive agreed to follow up on this matter.

5.3 **Item 14: Review of Conflict of Interest**
The Chief Executive reported that, as agreed at the last meeting, she had forwarded a copy of the report to the Permanent Secretary for her attention. Subsequently the Chairperson of Audit and Risk Committee had been invited to a meeting at the Department attended by the Permanent Secretary, the Deputy Permanent Secretary, the Director of Corporate Services and the Head of Libraries and Museums Branch. The Permanent Secretary had indicated that she would be arranging to meeting the Chairperson of the Board to discuss this matter.

The Chief Executive tabled correspondence from the Permanent Secretary, dated 5 July 2011 regarding this matter.

The Chairperson indicated that he had met with the Permanent Secretary and that a follow-up meeting was to be arranged.

5.4 In response to a question from Mr McDowell the Chief Executive indicated that work was progressing to agree Key Performance Indicators to be reported quarterly to the Board. It was anticipated that the report for the first quarter would be available at the next Board meeting. Mr McDowell asked that consideration be given to publishing statistical information on a regular basis on the website.
6. MINUTES OF THE AUDIT AND RISK COMMITTEE HELD ON 18 MAY 2011 (LNI 03.07.11)

6.1 The Chairperson of the Audit and Risk Committee presented the minutes of the meeting held on 18 May 2011 and drew attention, in particular, to the following matters:

- **Item 9: Internal Audit Activity Report**
  Members noted that the Committee had considered 5 internal audit reports, noting that all had received a satisfactory assurance level with the exception of Health, Safety and Welfare, which had received a limited assurance level mainly because of the recent introduction of new fire safety legislation requiring new processes to be put in place.

- **Item 10: Report to Those Charged with Governance – Action Plan**
  The Committee noted that the NIAO was content with the actions being proposed to address the findings in the Report and would expect to see progress during the next audit. The Committee would continue to monitor progress in relation to the actions being taken.

- **Item 12: Quarterly Assurance Statement**
  The Chief Executive had briefed the Committee on the Quarterly Assurance Statement for the period January – March 2011 which had been submitted to DCAL and discussed at the Accountability Meeting held on 22 April 2011.

- **Item 15: Risk Management Strategy**
  Revisions to the Risk Management Strategy to take account of changes of responsibility at Senior Management level had been approved by the Committee.

- **Item 17: Internal Audit Report 2010/11**
  The Committee had noted the Head of Internal Audit’s annual report providing an opinion of the overall adequacy and effectiveness of the organisation’s risk management, control and governance processes.

- **Item 20: Libraries NI Anti-Fraud Policy**
  Revisions to the Anti-Fraud Policy had been considered and approved by the Committee.

- **Item 21: Libraries NI Fraud Response Plan**
  The Committee had agreed to adopt the revised Fraud Response Plan.

6.2 On a proposal by Mr McDowell, seconded by Mr Macartney, the Board adopted the minutes of the Audit and Risk Committee, subject to the amendment of Ms Roulston’s title in paragraph 23.2.
7. **DRAFT ANNUAL REPORT AND ACCOUNTS 2010/11 (LNI 05.07.11)**

7.1 The Director of Business Support presented the draft Annual Report and Accounts 2010/11, noting that the draft had been reviewed by the Audit and Risk Committee on 29 June 2011, to which all Board Members had been invited. He reported that the draft Annual Report and Accounts had been submitted to the Northern Ireland Audit Office (NIAO) on 30 June 2011 and that NIAC auditors had commenced the audit. Members noted that the audit was scheduled for completion by 30 September and that the intention was that the final audited Annual Report and Accounts would be considered by the Business Support Committee on 26 October, with a special Board meeting afterwards to approve them and enable them to be signed by the Chairperson and Chief Executive.

7.2 Mr McDowell confirmed that the Audit and Risk Committee had received a presentation on the Annual Accounts from the Director of Business Support. While recognising that there was a standard template for the production of the Annual Report, he asked that consideration be given in future years to producing a more user-friendly document that could be made available on the Libraries NI website. The Chief Executive agreed to review the format and presentation of the Annual Report for future years. She informed Members that a supplementary document was being produced which would provide a synopsis of the work carried out during the 2010/11 and include photographs and that this would be made available on the website. She tabled a first draft of the document for information, indicating that it had been produced quickly so that copies could be given to the CAL Committee at their meeting of 30 June 2011.

8. **EXPENDITURE REPORT - RECURRENT AND CAPITAL (LNI 06.07.11)**

8.1 The Director of Business Support presented the Expenditure Report – Recurrent and Capital at May 2011 noting that at this early stage in the year the assumption is that the budget will be fully spent.

8.2 Members noted the Expenditure Report.

9. **SAVINGS DELIVERY PLANS (LNI 07.07.11)**

9.1 The Director of Business Support reminded Members that 4 Savings Delivery Plans had been presented to the Board in January 2011. The Plans had been published by DCAL as part of the Northern Ireland Executive's consultation on the proposed Budget 2010 allocations. Following the consultation Libraries NI had received additional funding, reducing the quantum of savings required from £13.819 million to...
£10.285 million. Accordingly the original Savings Delivery Plans had been revised and combined into 3 revised Plans as follows:

- **Premises** – providing for savings of £900k to be achieved from reduced planned maintenance and £556k from closures of libraries in Greater Belfast and elsewhere in Northern Ireland.
- **Staffing** – providing for savings of £1.559 million to be achieved from reduced opening hours and £3.096 million from a recruitment freeze
- **Stock** – providing for savings of £4.174 million to be achieved from reduced stock spend.

9.2 The Chief Executive indicated that, to a degree, the Plans were interlinked and may have to be revised, depending, for example, on the outcome of the Stage 2 review. She reported also that the Plans would be monitored by DCAL and DFP.

9.3 The Director of Business Support drew attention to the relevant tables in the supporting documentation, showing a comparison between the initial and final budget allocations and the impact in real terms on the funding, given the impact of inflation and other unavoidable costs, and responded to Members’ questions.

9.4 Having considered this matter in detail, on a proposal by Mr Dixon, seconded by Mr Macartney, the Board approved the Savings Delivery Plans.

10. **KEY THEMES: POLICIES**

10.1 The Director of Library Services presented revised policies for the four Key Themes (Access to Information; Culture and Creative Development; Heritage and Digitisation; and Support for Learning and Learners) indicating that the Board had approved the initial policies at an early stage in the life of the organisation. The policies had been updated and revised, taking account of experience gained over the past 18 months and to ensure consistency of approach and a clear understanding of what each Theme encompassed.

10.2 Members discussed the policy documents and asked that consideration be given to strengthening the wording to emphasise the positive role that libraries play in relation to each of the Themes. The Director of Business Support agreed to bring revised documents to the Services Committee, taking account of the comments received.

10.3 Members asked also for a presentation on the Key Themes, including the role of Specialist staff in supporting their implementation.
11. SERVICE PLANS/SERVICE RISK REGISTERS (LNI 09.07.11)

11.1 The Director of Library Services presented Service Plans and associated Risk Registers for the Key Themes, Stock and Marketing, indicating that the Plans were aligned to the Business Plan and the Corporate Risk Register.

11.2 Members considered the Service Plans and the Risk Registers and approved them, on a proposal by Mr Macartney, seconded by Mr Carvill.

12. SAFEGUARDING POLICY (LNI 10.07.11)

12.1 The Director of Library Services presented the revised Safeguarding Policy, noting that this policy was an updated version of an earlier policy and took full account of recent guidance relating to safeguarding vulnerable adults.

12.2 In response to a request from Members, the Director of Business Support agreed to provide a report at a future meeting on the Access NI process, including a timeline for completing the vetting process.

12.3 The Director of Library Services explained the process by which internet usage was monitored and the restrictions placed on internet usage by children.

12.4 On a proposal by Mr McDowell, seconded by Mr Dixon, the Board approved the Safeguarding Policy.

13. SOCIAL MEDIA (Web 2.0) POLICY (LNI 11.07.11)

13.1 The Director of Library Services presented the draft Social Media Policy and associated guidelines, indicating the importance of Web 2.0 as a communication vehicle through which Libraries NI could connect with library customers and non-users. Members noted that the policy applied to both library staff and Board Members.

13.2 Members considered the draft policy and on a proposal by Mr Macartney, seconded by Councillor Rodgers, approved the policy, subject to consultation with trades unions.

The Chairperson left the meeting at 12.30pm and Mr Macartney assumed the chair.
14. MINUTES OF THE INFORMATION SYSTEMS COMMITTEE HELD ON 1 JUNE 2011 (LNI 04.07.11)

14.1 On a proposal by Mr R Dixon, seconded by Ms J Williams, the Board went into committee.

14.2 On a proposal by Mr Dixon, seconded by Ms Williams, the Board came out of committee.

14.3 The acting Chairperson reported that while in committee the Board had considered and approved the minutes of the Information Systems Committee, noting that a separate record would be kept of the discussion, because of the “commercial in confidence” nature of the business.

15. REVIEW OF MOBILE LIBRARY SERVICES (LNI 12.07.11)

15.1 The Director of Library Service presented a paper on the proposed review of Mobile Library Services, highlighting the purpose of the review and the methodology to be used. She drew attention, in particular, to paragraph 2.1 of the paper, indicating that the prime purpose of the review was to develop a service strategy for the general mobile library service.

15.2 Members noted the issues that would be addressed during the review and asked that consideration be given also to the relationship between branch and mobile libraries in a particular area; the use of IT on mobile libraries; the frequency of mobile stops; and the perception that mobiles provided a lesser service. At the request of Members, the Director of Library Services agreed to arrange for the production of a condition report on the current fleet for the information of the Board.

15.3 Subject to inclusion of the matters referred to above, on a proposal by Ms Williams, seconded by Mr Dixon, Members approved the approach to the review of Mobile Library Services as set out in the paper.

16. ANY OTHER NOTIFIED BUSINESS

16.1 There was no other notified business.

17. DATE OF NEXT MEETING

17.1 Members agreed dates for future meetings as follows:

- Thursday 8 September 2011, 10.30am, Lisburn City Library: Workshop 1 on Stage 2 Strategic Review
• Wednesday 21 September 2011, 10.30am, Whiterock Library: Workshop 2 on Stage 2 Strategic Review

• Thursday 20 October 2011, 2.00pm (venue to be arranged): Board meeting.

18. MEMBERS ARRIVAL AND DEPARTURE TIMES

18.1 The meeting ended at 12.45pm.

18.2 All Members arrived for the commencement of the meeting and remained until it ended with the exception of the following:

Ms Angela Matthews left at 12:00 noon
Dr David Elliott left at 12.20pm

Signed: [Signature]
Date: 8 September 2011