LIBRARIES NI

The Northern Ireland Library Authority

10 May 2012

Minutes of a meeting of the Board of the Authority held on Thursday 10 May
2012 at 10.30 am in Dungannon Library

PRESENT

Councillor Hubert Nicholl                                          Vice Chairperson (in the chair)
Councillor Mrs Anne Brolly                                          
Mr Pat Carvill                                                     
Councillor Charlie Casey                                             
Councillor Sam Cole                                                   
Mr Roger Dixon                                                       
Councillor Allan Ewart                                                
Councillor Miss Carla Lockhart                                        
Ms Angela Matthews                                                   
Mr Alastair McDowell                                                 
Councillor John O’Kane                                                
Councillor Seamus Shields                                             
Councillor Mrs Marion Smith                                          

APOLOGIES FOR NON ATTENDANCE

Mr Nigel Macartney                                                   Chairperson
Councillor Mrs Evelyne Robinson                                        
Councillor Jim Rodgers                                                
Ms Helen Roulston                                                    
Ms Jane Williams                                                     

IN ATTENDANCE

Chief Executive                                                       Ms Irene Knox
Director of Business Support                                          Mr Terry Heron
Director of Library Services                                         Ms Helen Osborn
Operational Manager                                                   Ms Margaret Bell

1. DECLARATION OF INTERESTS

1.1 The Vice-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. No interests were declared.
2. CHAIRPERSON'S BUSINESS

2.1 The Vice-Chairperson welcomed Members to Dungannon Library and informed them that following the meeting a tour of the library had been arranged.

2.2 In the absence of the Chairperson the Vice-Chairperson, Councillor Nicholl, reported as follows:

- The Chairperson had been informed by DCAL that documentation for the 2011/12 Board Member appraisals would be issued shortly with a deadline for completion in June or July 2012. He added that the Chairperson intended to draft the appraisal reports and send them to fellow Board Members for their comments. If Members wished to meet the Chairperson for a face-to-face discussion, meetings could be arranged. Members noted that DCAL had indicated that appraisals for Councillor O'Kane and Councillor Smith should not be completed for the 2011/12 period given that they had only commenced service on the Board.

- The Board Chairperson had recommended, at the last Board meeting, that the Board should evaluate its effectiveness. The Chairperson would be attending a training session on Board effectiveness on 21 September 2012 and was proposing that the Board holds a workshop at its November meeting to review progress. He further suggested that, in the interim, Members might wish to reflect on how the Board operates and on how best it might arrange the programme for the workshop.

3. CHIEF EXECUTIVE'S BUSINESS

Assembly Questions

3.1 The Chief Executive drew Members’ attention to the Assembly Questions received and the Ministers response given during the period 24 February 2012 – 27 April 2012.

Correspondence from the Minister, dated 22 February 2012, regarding the Draft Media Communications Protocol

3.2 Members noted the letter from the DCAL Minister and were informed that discussions had been ongoing between the Libraries NI Head of Strategic Marketing and Communications and the Department's Press Office about the protocol prior to receipt of this letter. The main issues arising in the letter were as follows:

- On-going liaison with the Department about any media releases which were likely to have a high profile, particularly contentious issues, as was the case with the strategic reviews / opening hours review
- The Minister should be given the opportunity to lead on any key events / announcements (e.g. official openings)
- DCAL's contribution should be recognised through appropriate branding.

The Chief Executive confirmed that Libraries NI had generally been operating the protocols outlined in the letter since its establishment.

Ms A Matthews expressed concern that the protocols outlined were restrictive and could pose problems for Libraries NI, particularly in relation to branding. Councillor S Cole agreed with Ms Matthews.

After a discussion on the matter it was agreed that the Chief Executive, in her response to DCAL, would draw attention to Members' concerns.

Correspondence from DCAL, dated 29 March 2012, regarding Budget 2010 Final Allocations for 2012 – 2015

3.3 Members noted that this letter had been considered at the meeting of the Business Support Committee held on 25 April 2012 together with the draft budget for Libraries NI based on the allocation. It was agreed that further consideration would be given to this correspondence under Item 15: Minutes of the Business Support Committee meeting.

Correspondence from the Permanent Secretary, dated 23 April 2012, regarding Executive Decision on Campaign Advertising

3.4 The Chief Executive informed Members that the Head of Strategic Marketing and Communications had attended a seminar on 2 May 2012 to discuss the Executive's announcement regarding the new protocols in more detail. In summary, the Executive's decision meant that all campaign advertising must be in line with the Programme for Government priorities and have Ministerial and Government Advertising Unit approval.

Key Performance Indicators 2011/12 – Year End Report

3.5 Members noted the Quarter 4 Report on Key Performance Indicators which included a detailed financial breakdown. The Chief Executive drew attention, in particular to the following matters:

- Decrease in physical loans, but downloads of E Books had exceeded the target
- Decrease in computer usage which was thought to be due to fewer migrant workers, who were traditionally heavy users of the public access computers, as well as difficulties with bandwidth which was affecting speed
- 1.89% increase in active members
- 17.8% increase in stock spend, due largely to additional allocations from DCAL towards the end of the financial year
49.13% of requests had been satisfied within 7 days, just short of the target of 50% within 7 days, but the target for requests satisfied within 15 days (70%) and 30 days (85%) had been exceeded with success rates of 78.26% and 88.92% respectively.

Staff Absenteeism had decreased compared to 2010/11 (4.95% compared to 5.48%)

New processes had been put in place in 2011/12 to collate feedback from customers in terms of comments, complaints and compliments so there were no accurate comparative figures for the previous year. However, given the number of transactions in libraries on a daily basis the number of complaints received during the year was relatively small

There had been nearly 5,000 participants in programmes defined as economically valuable (e.g. Business information, employability roadshows)

Over 24,000 people had participated in programmes related to the 4 themes (learning, information, culture, heritage)

The total Advertising Value Equivalent (AVE) of press coverage, since the introduction of the media monitoring service in Quarter 2, was over £800,000

At year end there was an underspend of £400k (unaudited) in the resource budget, due largely to the significant amounts of end of year money allocated to Libraries NI and the fact that 4 people who had applied for voluntary redundancy withdrew at last moment. The underspend in the capital budget was £18k (unaudited).

There had been significant progress made during the year in meeting the prompt payment target with 98% of invoices paid within 30 days in the last quarter and 86% being paid within 10 days

All planned audits had been carried out.

3.6 Mr P Carvill expressed concern regarding the year on year decline in loans and in usage of the public access terminals (PATs) in libraries. The Director of Library Services explained that the number of books being borrowed from libraries was declining across the UK as more and more people accessed information online, as was evidenced by the decrease in the number of non-fiction books, in particular, that are now being borrowed. The use of ebooks, however, is increasing steadily and the use of online reference tools is also increasing. Decrease in PAT usage was due in part to problems with the bandwidth which resulted in users going elsewhere and also to the increase in the number of people who now used smartphones and similar devices to access the internet. Nevertheless usage of PATs remained substantial.

3.7 The Chief Executive drew Members’ attention to a tabled report which had been published earlier in the week by the Carnegie UK Trust (A New Chapter: Public library services in the 21st century). Members
noted that the report recognised the challenges faced by public library services across the UK and Ireland resulting from a range of factors including the impact of new technology and digital services and changes in the needs and expectations of service users. The Chief Executive informed Members that the Carnegie UK Trust intended to use the report as a starting point for discussion with service providers, politicians and community groups about library services into the future and suggested that it would be useful for the Services Committee to consider the report in some detail, followed up, perhaps, by a workshop for all Board Members to share views on the future of library services over the next 5 – 10 years. Members agreed this approach.

3.8 Councillor O’Kane noted that the minutes of the Business Support Committee made reference to a tender for coffee docks and queried whether it was intended to locate coffee docks in all libraries. The Chief Executive indicated that the provision of coffee docks was being rolled out in libraries which had space to accommodate them and that they were being well-received by customers. She noted that during the strategic reviews library users had indicated that libraries were increasingly being recognised as shared social space and community hubs and that provision of facilities such as coffee docks was welcomed.

3.9 Councillor Allan Ewart noted that there had been an increase in the staff absence figures in Quarter 4 and queried whether this might be related to the uncertainty created by the strategic review and the review of opening hours. The Chief Executive indicated that the reviews had impacted on the levels of anxiety among staff, but an increase in absenteeism in Quarter 4, which covered the period from January – March, compared to the rest of the year was not unusual, given that it was the season for colds, flus etc.

Correspondence from the Minister to Chairperson, dated 17 April 2012, regarding the draft Business Plan 2012-13

3.10 Members noted that the Minister was content with the draft Business Plan 2012-13 subject to a change to the date for submission of the Outline Business Case for the Northern Ireland Regional Library (Belfast Central Library). The Chief Executive reported that the meeting with the Minister on 26 March 2012 had been very positive and the Minister had expressed her gratitude for the work carried out by Board Members and staff in finalising the Business Plan.

Library Visits

3.11 The Chief Executive informed Members that the Chairperson and she had visited Creggan, Derry Central, Shantallow, Strathfoyle and Waterside libraries on 27 March 2012 and had been impressed with the enthusiasm and commitment of staff and the range of activities taking place in the libraries.
Annual Conference of the Chartered Institute of Library and Information Professionals, Ireland (CILIP)

3.12 The Chief Executive reported that a number of Board Members had attended the annual conference which had been held on 19 and 20 April 2012. She thanked Adrienne Adair, Assistant Director, Libraries NI, who is currently Chairperson of CILIP Ireland and the conference organizer, for her hard work in making it a success. The Minister had hosted a reception at Parliament Buildings for conference delegates, which had been attended also by Minister Fergus O'Dowd TD. At the reception the Ministers had launched a Scheme whereby membership of a library in the Republic of Ireland allowed access to services in Northern Ireland and vice versa. The Scheme was modelled on a similar Scheme already operating in partnership with library services in England and Wales.

3.13 The Vice Chairperson added his congratulations to all who had been involved in the organisation of the conference, saying that he had found it extremely interesting and informative. He drew attention to the number of exhibitors who had attended and expressed a particular interest in the concept of the “library in a box” which he felt warranted further investigation as a means of providing a library service, for example, in small villages which did not merit a library building or as an alternative, or supplement, to mobile library services.

Official Openings of Refurbished Libraries

3.14 The Chief Executive asked Members to note the following dates for official openings of libraries which had been refurbished:

- Newry City Library       Wednesday 23 May 2012
- Dungannon Library       Wednesday 13 June 2012
- Ormeau Road Library     Wednesday 20 June 2012

4. MINUTES OF THE BOARD MEETING HELD ON 8 MARCH 2012
   LNI 01.05.12

4.1 On a proposal by Councillor C Casey, seconded by Councillor Mrs A Brolly, Members approved the minutes of the Board Meeting held on 8 March 2012.

5. MATTERS ARISING FROM THE MINUTES OF THE BOARD MEETING HELD ON 8 MARCH 2012  LNI 02.03.12

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 5.5: Opening Hours Review**
Members noted that a report had been taken to the Services Committee meeting on 17 April 2012 setting out the new opening hours for every library. The new opening hours would take effect from 6 June 2012. The Chief Executive added that Managers were currently working with staff in relation to changes to timetables to accommodate the new opening hours.

5.3 Councillor C Casey expressed concern about the reduction in opening hours in Crossmaglen Library and asked if it were possible for the Board to reconsider its decision in relation to this matter. He added that the library was in an isolated area and that, since the decision had been taken, there had been an increase in membership and intense lobbying had taken place. The Director of Library Services replied that Crossmaglen library fitted into the category for libraries which would open 18 hours per week but agreed that the points regarding the isolation of Crossmaglen were well made. She added that she had attended a number of meetings with local representatives and had expressed a willingness to work with potential partners to access external funding to seek to keep the library open longer hours, particularly since it was located in a multi-functional building owned by the Council. She expressed disappointment that no partners had been forthcoming as yet but added that Libraries NI remained willing to work with other organisations in the statutory and community sector to seek to address the needs of the community.

5.4 **Item 11: Libraries NI Disposal and Retention Schedule**
Members noted that The Disposal and Retention Schedule had been laid before the Assembly on 6 April 2012.

5.5 **Item 13.3: Strategic Review Stage 2 – Update**
The Chief Executive reported that Moy Library had closed on 31 March 2012 and had been replaced by mobile library provision. The newly refurbished Dungannon Library had re-opened on 5 April 2012. Gilford Library had closed on 21 April 2012 and has been replaced by mobile library provision together with outreach provision in the new Community Centre.

5.6 In relation to the outreach provision which would be provided in Gilford Community Centre following the closure of Gilford Library, Councillor Miss C Lockhart enquired about the provision of computer points to enable laptops to be used. Ms M Bell, Operational Manager, explained that Libraries NI would supply 2 Ipads, securely attached to tables in the Community Centre which would give access to secured sites. Ms Bell added that some technical issues had delayed the installation of the Ipads but it was hoped that the issue would be resolved quickly.
5.7 Item 14.5: Business Plan 2012-13
Mr A McDowell drew attention to a recent news report regarding the issue of human trafficking and asked if a strategic approach was being taken to providing information in all libraries, given the high use made of libraries by members of ethnic minority communities. The Director of Library Services assured Members that this issue was being highlighted as part of the Community Information Policy on a service wide basis.

6. TERM OF OFFICE OF CHAIRPERSONS AND VICE-CHAIRPERSONS LNI 03.05.12

6.1 The Chief Executive presented the discussion paper, highlighting the key issues which needed to be considered and the options being proposed for consideration.

6.2 Following discussion, on a proposal by Councillor C Casey, seconded by Ms A Matthews, Members agreed to adopt Option 3 whereby the Chairpersons and Vice-Chairpersons would be appointed for a period of 2 years or until the expiry of their term of appointment as a Board Member (whichever was the sooner), at which stage, the following protocol would apply:

- If the Chair's post became vacant, the Vice-Chair would be elected as Chair
- If the Vice-Chair's post became vacant, the normal election procedure would be followed, with the position being filled by a Councillor, if the Chairperson was an independent Member and by an independent member if the Chairperson was a Councillor.

6.3 Members agreed that this protocol should apply to all Committees.

7. APPOINTMENTS TO BOARD COMMITTEES LNI 04.05.12

7.1 The Chief Executive reminded Members that two vacancies had occurred on the Business Support Committee as a result of the non-return of two Councillor Members to the Board after the last local government elections. Councillor C Casey and Councillor J Rodgers had agreed to serve on the Committee in a temporary capacity until the new Councillors were appointed. The Chief Executive thanked Councillor Casey and Councillor Rodgers for agreeing to be Members of the Business Support Committee on a temporary basis.

7.2 Councillor Mrs M Smith and Councillor J O’Kane, the newly appointed Members, had indicated that they would be content to serve on the Business Support Committee and on a proposal by Councillor A Brolly, seconded by Ms A Matthews Members agreed to approve
these appointments to the Business Support Committee with immediate effect.

7.3 The Chief Executive reminded Members that a vacancy still existed on the Information Systems Committee and on a proposal by Councillor C Casey, seconded by Councillor Miss C Lockhart, Members agreed to approve the appointment of Ms A Matthews to the Information Systems Committee.

8. LIBRARIES NI DRAFT BUSINESS PLAN 2012-2013 LNI 05.05.12

8.1 Members were reminded of the meeting which the Chairperson and Chief Executive had attended with the DCAL Minister on 26 March 2012 and the subsequent correspondence received. It was noted that one change had been made to the Libraries NI Draft Business Plan 2012/13, relating to the submission date for the completion of the Outline Business Case for Belfast Central Library, since it was last considered by Members.

8.2 On a proposal by Councillor A Ewart, seconded by Mr R Dixon Members agreed to adopt the Libraries NI Draft Business Plan for 2012/13.

9. LIBRARIES NI CORPORATE PLAN 2011 – 2015 LNI 06.05.12

9.1 The Chief Executive drew Members’ attention to the Libraries NI Corporate Plan for 2011 – 2015 and reported that the Plan had been updated to take account of the changes in the Business Plan resulting from the publication of the Programme for Government. It was noted that the Corporate Plan still had to be reviewed by DCAL and that some further changes may be required at that stage.

9.2 On a proposal by Councillor Mrs A Brolly, seconded by Ms A Matthews, Members agreed to adopt the Libraries NI Corporate Plan 2011 – 2015, subject to any amendments required as a result of discussions with DCAL.

10. PRESENTATION ON THE CORPORATE RISK REGISTER LNI 07.05.12

10.1 Members agreed to defer the presentation on the Corporate Risk Register to the next meeting of the Board to be held on Thursday 5 July 2012.
11. MINUTES OF THE AUDIT AND RISK COMMITTEE HELD ON 21 MARCH 2012 LNI 08.05.12

11.1 The Chairperson of the Audit and Risk Committee Mr A McDowell, presented the minutes of the meeting held on 21 March 2012 and drew attention to the undernoted items.

11.2 Item 7: External Quality Assessment
Members noted the report of the External Quality Assessment of Libraries NI’s Internal Audit Arrangements which was carried out by the DCAL Internal Audit Review Team. The report confirmed that internal audit arrangements in Libraries NI were in compliance with Government Internal Audit Standards (GIAS) and in all areas demonstrated higher than desirable minimum operating standards. Members congratulated the Head of Internal Audit, Mr B Doherty and the Auditor, Ms M Killen on providing an excellent internal audit service.

11.3 Item 8: Internal Audit Activity Report (December 2011 – March 2012)
Members noted the report of the audits which had been completed during the period December 2011 – March 2012 and the level of assurance given on each report together with the commitment of Managers to implement the recommendations made.

11.4 Item 11: Internal Audit Strategy 2012 -15
Members noted the update on the revised strategy.

11.5 Item 12: Internal Audit Strategy for Branch Libraries
Members noted that the Head of Internal Audit intended to complete audits of approximately 18 – 20 branches within the 2012/13 financial year.

11.6 Item 13: Internal Audit Plan 2012/13
The update on the Internal Audit Plan 2012/13 was noted.

11.7 Item 14: Internal Audit Charter
Members noted the review of the Internal Audit Charter.

11.8 Item 17.3: Risk Management Report and Review
It was noted that a summary of the Risk Register would be included with the Key Performance Indicator Report at Board meetings on a quarterly basis.

11.9 On a proposal by Councillor S Cole, seconded by Mr A McDowell the Board approved and adopted the minutes of the Audit and Risk Committee including the recommendations contained therein.
12. **MINUTES OF THE INFORMATION SYSTEMS COMMITTEE HELD ON 11 APRIL 2012**

12.1 On a proposal by Councillor C Casey, seconded by Councillor A Ewart, Members agreed to go into committee to consider the minutes of the meeting which are commercial in confidence.

12.2 On a proposal by Councillor C Casey, seconded by Councillor A Ewart, Members agreed to come out of committee.

12.3 The Vice-Chairperson reported that whilst in committee the Board had considered the Minutes of the Information Systems Committee held on 11 April 2012 and received a report from the Chairperson of the Committee, Mr R Dixon, in relation to risks involved in the project and in particular the financial risks.

12.4 On a proposal by Councillor Mrs M Smith, seconded by Councillor Mrs A Brolly, Members approved and adopted the minutes of the Information Systems Committee held on 11 April 2012 including the recommendations contained therein.

12.5 The Chief Executive reminded Members of the confidential nature of the minutes and asked that copies be returned to Officers for secure disposal.

_A separate non-disclosable note of the discussion in committee has been retained for the record._

13. **MINUTES OF THE SERVICES COMMITTEE HELD ON 17 APRIL 2012**

13.1 In the absence of the Chairperson, Ms Jane Williams, the Vice-Chairperson, Councillor Mrs A Brolly, presented the minutes of the meeting held on 17 April 2012 and drew attention to the undernoted items.

13.2 **Item 7: Service Plans and Risk Registers**

Members noted the Committee had approved the 2012/13 Service Plans and Risk Registers for the Key Themes, Marketing, the four Business Areas and Stock. It was noted also that a workshop would be arranged at a future Board meeting to consider some of the strategic marketing issues that underpinned the Service Plans, such as target audiences, and promotion strategies.

13.3 **Item 8: Social Media Policy**

Members noted that the Committee had approved the Social Media Policy.
13.4 **Item 10: Fintona Library Educational Awareness and Training Association (FLEAT)**
Ms H Osborn, Director of Library Services, drew attention to the tabled paper from the Fintona Library Educational Awareness and Training Association (FLEAT). She explained that ambitious proposals had been received from FLEAT and the group was now asking for an extension to the original March deadline in order that they could finalise their proposals in relation to Fintona Library.

13.5 Following discussion, on a proposal by Councillor A Ewart, seconded by Councillor J O’Kane, Members agreed to approve the request to grant an extension to Fintona Library Educational Awareness and Training Association (FLEAT) until mid September 2012.

13.6 On a proposal by Councillor A Ewart, seconded by Mr P Carvill, the Board approved and adopted the minutes of the Services Committee including the recommendations contained therein.

14. **MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 25 APRIL 2012**

14.1 In the absence of the Chairperson, Councillor Mrs E Robinson, the Vice-Chairperson, Mr R Dixon, presented the minutes of the Business Support Committee held on 25 April 2012 and drew attention to the undernoted items.

14.2 **Item 6: Procurement Report**
Members noted the Procurement Report.

14.3 **Item 7: Coleraine Library – Relocation Project**
Members noted the report on the proposed joint project with Coleraine Borough Council to relocate Coleraine Library to the Market Yard Development in the town, which had been initiated by the North Eastern Education and Library Board in 2006 and subsequently developed by Libraries NI when responsibilities transferred in 2009. Despite several revisions to the Business Case and Economic Appraisal DCAL continued to raise significant concerns about the cost of the project and its affordability. Having considered all of the available information the Business Support Committee was recommending to the Board that the development of the Business Case for the relocation of the library to the Market Yard should cease and that an alternative scheme should be developed on the existing site to address deficiencies in the current building.

14.4 Councillor S Cole indicated that he had been in touch with the Chief Executive of Coleraine Council that morning and it was his understanding that the Council’s bid to the Special EU Programmes Body (SEUPB), which had originally been rejected, was now being reconsidered and queried whether this had been taken into account.
The Chief Executive replied that it was her understanding that the Council’s bid to SEUPB was in relation to the Museum element of the project, now redesignated as a Peace and Reconciliation Centre. The bid did not include the Library which would have to be funded in total from capital funding provided by DCAL. Since the Economic Appraisal for the library had not been approved by DCAL and there was very little hope of sufficient capital funding being available in the foreseeable future to progress the library element of the Market Yard Development, the Committee had recommended that the project should cease. The Committee recognized also that the current library was well-situated but would benefit from refurbishment and was recommending that this course of action be taken. Councillor Cole felt that Libraries NI was reneging on an agreement, originally entered into by the North Eastern Education and Library Board to participate in the Market Yard Development and asked the Chief Executive to contact the Chief Executive of Coleraine Borough Council to seek clarification about the SEUPB bid, prior to any decision being taken to withdraw from the Project. Members agreed that the Chief Executive should report back to the next Business Support Committee on this matter.

14.5 Item 8: Armagh Clustering Project
Members noted the report on a proposal from Armagh City Council to locate a public library facility on the site currently occupied by the St Patrick’s Trian Centre and that this was one of the options that had been suggested as a result of the Stage 2 Strategic Review to bring together the current branch library and the Irish and Local Studies Library on a single site. Members agreed that Libraries NI should enter into formal dialogue with the Council to explore, in principle, the potential of the proposed arrangements, noting that an approved business case would be required in due course if the proposal was to proceed.

14.6 Item 9: Finance Reports
Members noted the forecast outturn position in relation to the recurrent and capital budgets at year end.

14.7 Item 10: Savings Delivery Plans
The Director of Business Support drew attention to the 2011/12 progress report on the implementation of the Savings Delivery Plans. He informed Members that, as a result of the actions taken, the forecasted savings in the first year had been achieved. Members noted that the actual savings on premises and staff had exceeded the original planned figure which meant that the planned savings in the stock budget had not been necessary.

14.8 The Director of Business Support drew attention to the revised Savings Delivery Plans 2011/12 – 2014/15 and explained the rationale behind the proposals. Members recognized that the work undertaken in previous years to reduce costs and overheads, together with the
additional resources allocated by the Minister, placed the organization on a stronger footing going forward and meant that Libraries NI would be able to achieve the necessary savings without having to undertake any further significant strategic changes.

14.9 **Item 11: Budgets**

**Capital 2012/13**
The Director of Business Support informed the Board that the capital allocation for 2013/14 was £344,000, severely limiting the number of projects Libraries NI could take forward and complete in-year. As a result of the limited funding 3 planning options had been developed, as set out in the attached paper. Members noted that the Business Support Committee was recommending that the Board adopt Option 2 i.e. one major project and a number of smaller refurbishments. The major work being proposed was Kilkeel Library because the project had already received the necessary approvals, including planning permission in place, and the design was substantially developed. Members noted the risks inherent in this recommendation, given that the project would span two financial years with no certainty of funding in the second year. They noted also the Chief Executive had written to the Department to seek reassurances on the availability of adequate funding in 2013/14 to complete the project and that a response was awaited. The Board agreed the proposed capital spend proposals, subject to receipt of confirmation from DCAL that they were in agreement with Option 2 as detailed. The Director of Business Support agreed to bring the plans for the new library in Kilkeel to the Board when available.

14.10 Councillor Shields expressed concern that, with the exception of Fivemiletown Library, there were no capital projects planned for the western area. The Director of Business Support indicated that the new build library in Lisnaskea was the next priority after Kilkeel and that work was continuing to develop the plans and seek planning permission, so that if additional capital funding became available, the project would be ready to progress to the next stage.

14.11 In response to a question from Mr McDowell, the Director of Business Support indicated that the proposed Planned Maintenance programme 2012/13 would be brought to the next Business Support Committee for consideration.

**Recurrent 2012/13**

14.12 The Director of Business Support drew attention to the detailed proposed recurrent budget spend plan. He explained the process used to prepare the budget and the main assumptions on which it was based and answered questions from Members.

14.13 On a proposal by Councillor Miss C Lockhart, seconded by Mr A McDowell, the Board approved and adopted the minutes of the
Business Support Committee including the recommendations contained therein.

15. REPORT OF THE MEETING OF THE REMUNERATION COMMITTEE HELD ON 21 MARCH 2012

15.1 Officers withdrew from the meeting.

15.2 On the proposal of Mr A McDowell, seconded by Councillor Mrs A Brolly, the Board went into committee.

15.3 On the proposal of Mr A McDowell, seconded by Councillor Mrs A Brolly, the Board came out of committee.

15.4 Officers returned to the meeting.

15.5 The Vice-Chairperson reported that while in committee, Members had received a report on the Remuneration Committee meeting, held on 21 March 2012.

16. SCHEDULE OF BOARD AND COMMITTEE MEETINGS LNI 12.05.12

16.1 Members noted the schedule containing the dates, times and venues of forthcoming Board and Committee meetings from May 2012 to June 2013.

16.2 It was agreed that the Board Meeting due to take place on Thursday 9 May 2013 would be held in Central Library, Derry/Londonderry and that in future Board Meetings would commence at 10.00 am.

17. ANY OTHER NOTIFIED BUSINESS

17.1 The Vice-Chairperson invited Mrs M Bell, Operational Manager, to speak to Members regarding the refurbishment of Dungannon Library and reminded them that a tour of the library had been arranged following the conclusion of the meeting.

17.2 Ms Bell thanked Members for visiting Dungannon Library and informed them that an extensive refurbishment had taken place which had lasted approximately 5 months. The aim of the refurbishment was to modernize and extend the library in order to create an attractive, spacious, bright and modern library facility. Ms Bell added that users to the library had welcomed the changes and were delighted with the results.
17.3 The Vice-Chairperson thanked Ms Bell for her report and congratulated all those concerned in creating such a welcoming modern facility. He added that on behalf of Members he would like to thank the staff of Dungannon Library for accommodating the Board meeting.

18. DATE OF NEXT MEETING

18.1 It was noted that the next meeting of the Board would be held on Thursday 5 July at 10.00 am in Lisburn City Library.

19. MEMBERS ARRIVAL AND DEPARTURE TIMES

19.1 The meeting ended at 12.54 pm.

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

Councillor Miss C Lockhart arrived at 10.47 am
Mr A McDowell arrived at 10.56 am

Mr P Carvill left at 12.24 pm
Councillor C Casey left at 12.29 pm
Councillor S Shields left at 12.36 pm

Signed: [Signature]
Date: 5/7/12