LIBRARIES NI
The Northern Ireland Library Authority

17 October 2013

Minutes of a meeting of the Board of the Authority held on Thursday 17 October 2013 at 10.30 am in Lisburn City Library

PRESENT

Mr Nigel Macartney Chairperson
Councillor Hubert Nicholl Vice-Chairperson
Councillor Mrs Anne Brolly
Councillor Charlie Casey
Councillor Sam Cole
Mr Roger Dixon
Alderman Allan Ewart
Councillor Ms Carla Lockhart
Mr Alastair McDowell
Ms Angela Matthews
Councillor Jim Rodgers
Ms Helen Roulston
Councillor Mrs Marion Smith
Ms Jane Williams

IN ATTENDANCE

Ms Irene Knox Chief Executive
Mr Terry Heron Director of Business Support
Ms Helen Osborn Director of Library Services
Mr Brian Doherty Head of Internal Audit

1. APOLOGIES FOR NON ATTENDANCE

Mr Pat Carvill
Councillor Mrs Evelyne Robinson
Mr Mick Cory Department of Culture, Arts and Leisure

2. DECLARATION OF INTERESTS

2.1 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. No interests were declared.
3. CHAIRPERSON'S BUSINESS

3.1 The Chairperson apologised for the lengthy agenda and the tabled papers explaining that there had been a delay in officers receiving the Provisional Report to those Charged with Governance (RTTCWG) from the Northern Ireland Audit Office (NIAO), resulting in a delay in being able to issue the final draft of the Annual Report and Accounts 2012/13 and associated documents.

3.2 The Chairperson reported that the term of office of three Board Members had been due to finish at the end of September, namely Ms A Matthews, Ms H Roulston and Mr R Dixon. However, DCAL had confirmed that their term of office would be extended until the process for the appointment of new Members had been completed. The Chairperson reported that the Minister had received the report of the appointment panel for new Board Members together with a list of current Board Members of Libraries NI who wished to be reappointed and her decision was awaited. The Chairperson suggested that, in the event that the existing independent Board Members were not reappointed, an event should be held to mark their contribution and to celebrate the success of the Board over the last four years. Further information would follow in due course. He recorded thanks to all the independent Board Members for their hard work and diligence whilst serving on the Board.

4. CHIEF EXECUTIVE'S BUSINESS

Assembly Questions

4.1 The Chief Executive drew attention to the Assembly Questions received, and the Minister's response given, during the period 28 June 2013 – 11 October 2013.

Belfast Central Library

4.2 The Chief Executive reported that the Culture, Arts and Leisure (CAL) Committee had held a meeting in Belfast Central Library on 27 June 2013 and received a presentation from Ms M Bryson, Assistant Director regarding the Library. Following that meeting the CAL Committee agreed to bring a motion to the floor of the Northern Ireland Assembly on 17 September 2013 to support the plans for the redevelopment of the library. The motion was as follows:

That this Assembly recognises the economic, cultural, social and educational benefits that a regional library for Northern Ireland would provide; and urges the Minister of Culture, Arts and Leisure to engage with Executive colleagues and other partners to pursue Belfast Central Library's redevelopment plan to create a regional library as part of the overall 'Library Square' project.

Members noted that work was currently underway on the draft Outline Business Case for Belfast Central Library and it was anticipated that it would
be considered by the Business Support Committee at its meeting to be held on 27 November 2013.

4.3 The Chief Executive reminded Members that celebrations to mark the 125th anniversary of Belfast Central Library had been held on 9 October 2013, at which Mr P May, Interim Permanent Secretary, DCAL had launched a commemorative booklet and a programme of events to mark the anniversary. The Chief Executive thanked Councillor H Nicholl, Vice-Chairperson of the Board for compering the event and Councillor J Rodgers for representing Belfast City Council.

European Heritage Open Days Weekend

4.4 Members noted that Libraries NI had participated in the European Heritage Open Days Weekend by holding events and tours in a number of libraries. The also noted that the Minister of the Environment, Mark H Durkan MLA, had launched the European Heritage Programme in Derry Central Library on Monday 2 September 2013. The Deputy Mayor of Derry City Council, Councillor G Middleton, was also in attendance at the event.

Draperstown Library

4.5 Members noted that the new Draperstown Library, developed in partnership with the Workspace Group and funded through Workspace, SWARD and The Big Lottery was officially opened on 11 September 2013 by the Minister for Agriculture and Rural Development, Michelle O'Neill MLA.

Teenage Health Fair, Lisburn City Library

4.6 The Chief Executive reported that a Teenage Health Fair, developed in partnership with Lisburn City Council, had been held in Lisburn City Library on 9 October 2013. The event had been opened by the Minister of Health, Social Services and Public Safety, Edwin Poots, MLA, and had been attended by over 500 young people from four local post-primary schools in Lisburn. Members noted that thanks were due to Councillor A Ewart for his assistance with this event.

Festival of Words

4.7 The Chief Executive drew attention to the programme of events for Libraries NI’s first Festival of Words which runs throughout October and is a celebration of literature, poetry and storytelling.

Term of Office of Chairpersons and Vice-Chairpersons of Committees

4.8 The Chief Executive reminded Members that in accordance with the Board’s decision in March 2012, the term of office of Chairpersons and Vice Chairpersons of Committees is for a period of two years (or until the expiry of their term of appointment as a Board Member, whichever is the sooner), at which stage the following protocol would apply:

- the Chairperson would be replaced by the Vice Chairperson
- the normal election procedure would be followed for the vacant position of Vice Chairperson
- if the Chairperson is a councillor Member, the Vice Chairperson should be an independent Member and vice versa.

4.9 The positions of Chairperson and Vice Chairperson of the Business Support Committee and Services Committee are due to be rotated in November. At that stage:

- Councillor Mrs E Robinson, Chairperson of Business Support Committee will be replaced by Mr R Dixon
- Ms J Williams, Chairperson of Services Committee will be replaced by Councillor Mrs A Brolly.

4.10 Given that there are currently two vacancies on Services Committee, which presents risks in relation to having a quorum for meetings, Members were asked to consider whether, as an interim measure at least, pending the appointment of new Board Members, they would wish to join Services Committee.

4.11 Ms H Roulston and Mr R Dixon expressed an interest on serving as interim members of the Services Committee.

4.12 On a proposal by Councillor J Rodgers, seconded by Councillor Ms A Brolly it was agreed that Ms H Roulston and Mr R Dixon should become Members of the Services Committee until such time as new Members are appointed.

4.13 Members noted the composition of the Information Systems Committee and the position of Vice Chairperson of that Committee would be reviewed when the other positions have been filled.

**Delivering Tomorrow's Libraries**

4.14 The Chief Executive informed Members that DCAL wished to consult with the Board on the proposed revised Public Library Standards for inclusion in Delivering Tomorrow's Libraries and that it was proposed to invite all Board Members to attend the Services Committee meeting to be held on 19 November 2013 in Lisburn City Library to facilitate this consultation process.

**Register of Interests**

4.15 The Chief Executive asked Members to complete their Declaration of Interests Forms for the year 2013/14 and return them as soon as possible.

**Gifts and Hospitality Registers**

4.16 The Chief Executive asked Members to complete their Gifts and Hospitality Registers for Quarter 2 of the 2013/14 financial year and return them as soon as possible.

**Macmillan Coffee Morning**

4.17 Members noted that 54 locations had participated in the Macmillan World-Wide Coffee Morning to support Macmillan Cancer Support. A total of £8,031.70 had been raised. Members asked that their thanks to all staff involved be recorded in the minutes.
Staff Newsletters

4.18 Members noted the latest editions of the Staff Newsletters: Insight and e2 which had been sent for information.

5. MINUTES OF THE MEETING OF THE BOARD HELD ON 4 JULY 2013
   LNI 01.10.13

5.1 On a proposal by Councillor H Nicholl, seconded by Mr A McDowell Members approved the minutes of the Board Meeting held on 4 July 2013 with the following amendment to be made to paragraph 13.1 (second bullet point):

Delete remainder of bullet point after ‘Members were content...’ and replace with ‘...that in all cases that were applicable the Committee was complying fully with the principles of good practice contained in the checklist and that the Audit and Risk Assurance Committee was operating effectively.’

6. MATTERS ARISING FROM THE MINUTES OF THE BOARD MEETING HELD ON 4 JULY 2013
   LNI 02.07.13

6.1 Members noted the schedule which had been circulated, detailing actions taken as a result of discussions at, and decisions of the Board at the previous meeting. The Chief Executive drew attention, in particular, to the undernoted matters.

Item 3.7: Chairperson’s Business

6.2 Members noted that after the special Board Meeting held on Thursday 22 August 2013 the document regarding Zero Based Budgeting which had been agreed at the meeting had been submitted to DCAL. Subsequently, the Chief Executive, Director of Business Support and Director of Library Services met with Mr M Cory and Ms D Brown from DCAL on 7 October 2013 to review the document. As a result of that meeting the document had been revised, to take account of comments from the DCAL officials. The Chief Executive drew attention to the revisions and answered questions from Members.

6.3 Councillor Mrs A Brolly sought clarification on how Libraries NI was supporting the Minister’s objectives in relation to promoting the Irish language. The Director of Library Services explained that the Libraries NI Culture Team took the lead on Irish language provision, including support for the Liófa initiative. Support included stock being made available in Irish language as well as in other minority languages; support for a number of Irish language reading groups and conversation groups; work undertaken in partnership with Irish Language Officers in a number of local councils; and during 2013 the Summer Reading Challenge was also made available in Irish. She noted that work was also underway to develop role descriptions for volunteers to assist with storytimes, Rhythm and Rhyme sessions and other children’s activities and events in Irish and other minority languages.
6.4 Councillor Miss C Lockhart queried the position regarding the use of volunteers. The Director of Library Services reported that a volunteer policy was in place and a partnership had been established with Volunteer Now. Volunteering was also an important strand in the Health in Mind project. She indicated that work was being taken forward cautiously and sensitively in consultation with staff and the trades unions, to ensure that any concerns regarding the possibility of volunteers supplanting permanent posts were addressed. It was noted that volunteers would be subject to Access NI checks.

6.5 Following discussion, on a proposal from Councillor J Rodgers, seconded by Ms J Williams, the Board approved the revised submission, noting that it would be forwarded to DCAL after the meeting. Members also agreed to delegate authority to the Chief Executive to make any further revisions that might be required and to report accordingly to the Board.

Item 4.15: Belfast Central Library

6.6 The Chief Executive explained that it was expected that the draft Business Case would be completed by the end of October and taken to the next meeting of the Business Support Committee to be held on 27 November 2013. She explained that the Business Case development and approval process was an iterative one, involving ongoing consultation, particularly with DCAL Economists. Even after submission, it would remain in draft and Libraries NI would be working with DCAL to agree a final version, which would subsequently be forwarded to DFP for approval.

Item 10.7 Minutes of the Services Committee held on 18 June 2013

6.7 Members noted that the preferred option in relation to Fintona Library had been notified to stakeholders and that feedback received had been reported to the meeting of the Services Committee held on 17 September 2013 and had been taken into account by the Committee when reaching its recommendations for the Board.

7. MINUTES OF THE SPECIAL MEETING OF THE BOARD HELD ON 22 AUGUST 2013 LNI 03.10.13

7.1 On a proposal by Mr R Dixon, seconded by Ms H Roulston, Members approved the minutes of the Board Meeting held on 22 August 2013.

8. MATTERS ARISING FROM THE MINUTES OF THE SPECIAL BOARD MEETING HELD ON 22 AUGUST 2013 LNI 04.10.13

8.1 Members noted the schedule which had been circulated, detailing actions taken as a result of discussions at, and decisions of the Board at the previous meeting. The Chief Executive drew attention, in particular, to the undernoted matters.
Item 4.5: Expowest: Andersonstown Barracks Development

8.2 Members noted that as agreed the Department of Social Development had been informed that Libraries NI was not in a position to agree to a library being the central component of the Expowest Development and that the Board would be kept informed of all progress regarding this development. Officers confirmed that they had nothing further to report at this stage.

Item 6.1: Training for Board Members

8.3 The Chief Executive reported that four Board Members had expressed an interest in attending the Northern Ireland Public Bodies Conference to be held on 21 October 2013 in The Hilton Hotel, Templepatrick.

9. MANAGEMENT REPORT

9.1 Key Performance Indicators (KPIs) 2013/14: Quarter 1
The Chief Executive presented the Key Performance Indicators (KPIs) for Quarter 1 of the 2013/14 financial year. Members noted the following:

- progress in relation to the implementation of the e2 project
- the work that was underway in Tier 1, 2 & 3 libraries i.e. those libraries identified as serving the top 10% most deprived areas, as measured by the Northern Ireland Multiple Deprivation Measure.
- issues and PAT use are declining, however there has been an increase in programmes and participants and the use of ebooks is increasing
- the target relating to satisfaction of request within specific timescales is unlikely to be met, partly due to the fact that it took some time to put processes and procedures in place with the new stock contract and partly because of the downtime that will be associated with the implementation of e2
- while some improvement was obvious in relation to sickness absence, the targets were challenging
- there were no Priority One internal audit recommendations outstanding longer than the agreed timescale at the end of the quarter.

9.2 In response to a request from Mr A McDowell it was agreed that information on Full Time Equivalent days lost through sickness absence would be appended to future KPI reports.

Finance Report (at September 2013)

9.3 The Director of Business Support presented the Finance Report as at September 2013. He explained that the capital report shows an underspend of £300,000 at the end of September which related to Lisnaskea Library adding that discussions had taken place with DCAL in relation to reprofiling this money to next year.

9.4 Members noted that an additional £400,000 had been allocated in July 2013 for four mobile vehicles. As the procurement of mobile vehicles took a
minimum of 10 months from the time the contract was awarded to completion, only vehicle chassis could be procured in this financial year, with body build taking place in the new financial year. Approval would be sought from DCAL to re-allocate the balance of the funding to procure delivery vans, Homecall vehicles and other minor works.

9.5 Members noted that there was a projected underspend on the recurrent budget of £120,000 as at the end of September 2013. The Director of Business Support confirmed that contingency plans were in place to minimise underspend.

Corporate Risk Register

9.6 The Chief Executive presented the Corporate Risk Register as at October 2013 and reported that two new risks had been added in relation to Corporate Objective 2: Improve the Delivery of Public Library Services as follows:

- inability to progress planned projects to shovel ready stage. Members noted that the Chief Executive would raise this issue at the DCAL Accountability Meeting which is due to take place on Friday 8 November 2013
- Health in Mind targets may not be met due to staff turnover as project end approaches. Members noted that the project had lost two experienced members of staff and work was ongoing to develop an exit strategy.

9.7 Councillor C Casey sought clarification on the work that was underway to increase participation in areas of social need. The Chief Executive reported that, following agreement by DCAL of the Libraries NI Business Plan 2013/14, additional staffing resources had been deployed to the libraries serving the top 10% most deprived areas, in order to increase the amount of outreach and community engagement taking place. While this work was still at an early stage, there were encouraging signs of increased participation in programmes. It was recognised that this type of community work was resource intensive and needed to take place in a sustained manner, in order to build relationships with individuals and communities, many of whom had little prior engagement with libraries.

Quarterly Assurance Statement: Quarter 2 (July – September 2013)

9.8 The Chief Executive presented the Quarterly Assurance Statement (QAS) for the period July to September 2013 and informed Members that it had been scrutinised by the Audit and Risk Assurance Committee at its meeting the previous day. She drew attention to a number of amendments, resulting primarily from the recommendations in the Report to those Charged with Governance.

9.9 On a proposal by Mr A McDowell, seconded by Ms H Roulston, having exercised its challenge function and received the required assurances from the Accounting Officer, the Libraries NI Board was content to approve the Quarterly Assurance Statement for the period ending 30 September 2013.
10. APPROVAL OF ANNUAL REPORT AND ACCOUNTS 2012/13

10.1 The Chief Executive referred to the tabled copy of the Draft Annual Report and Accounts 2012/13, noting that they had been revised in light of the Provisional Report to those Charged with Governance, received a few days prior to the meeting.

10.2 The Chief Executive and the Director of Business Support drew attention to the changes made to the draft Annual Report and Accounts. In particular attention was drawn to changes relating to Stock Assets, resulting from the recommendations in the Provisional Report to those Charged with Governance. Members were reminded that the Annual Accounts had been qualified since the establishment of Libraries NI in relation to Stock Assets because the completeness and accuracy of the valuations inherited from the Education and Library Boards could not be confirmed.

10.3 Attention was drawn to the tabled report on work that had been undertaken to seek to address the outstanding issues regarding the valuation of Stock Assets. The Director of Business Support reminded Members that the Board had agreed a new accounting policy in relation to Stock Assets and that the capitalisation limit had been set at £1,000. He added that 720 items that fell within the remit of the Policy had been identified and valued at £6.171 million, compared to a 2006/07 value of £4.262 million, resulting in a prior year adjustment and a derecognition of £8.604 million of previously recognised assets. However the NIAO, as a result of the audit of the 2012/13 Accounts was of the opinion that the balance of items written off contained potentially valuable items and had concluded that the capitalisation threshold in the Libraries NI accounting policy was not appropriate.

10.4 The Chief Executive reported that officers would be meeting with the NIAO at the earliest opportunity to discuss a way forward in relation to the valuation of Stock Assets and that a report would be brought to the next Audit and Risk Assurance Committee.

10.5 Members expressed disappointment, that despite the efforts made by officers to seek to resolve outstanding issues, inherited from the Education and Library Boards associated with the valuation of this material, the Accounts remained qualified. On a proposal by Ms A Matthews, seconded by Councillor Mrs A Brolly Members agreed that the Chairperson should write to the Northern Ireland Audit Office expressing the Board’s disappointment and seeking to ensure that there would be positive engagement from the NIAO to find a mutually agreed way forward.

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10.6 The Chief Executive reminded Members that the Provisional Report to those Charged with Governance 2012/13 had also been reviewed at the Audit and Risk Assurance Committee meeting held the previous day.
10.7 She drew attention to the recommendations, noting in particular the two Priority One findings ie Heritage Assets and Amounts due from library borrowers.

Audit and Risk Assurance Committee Annual Report 2012/13

10.8 Councillor J Rodgers, Chairperson of the Audit and Risk Assurance Committee presented the Audit and Risk Assurance Committee’s Annual Report, explaining the additions that had been made since the initial draft was presented in July 2013. He drew attention to the Committee’s opinion on the adequacy and effectiveness of arrangements for internal control.

10.9 Members expressed their appreciation of the hard work of all staff involved in the preparation, development and completion of the Annual Report and Accounts 2012/13.

10.10 Having considered the Annual Report and Accounts 2012/13, the Provisional Report to those Charged with Governance and the Audit and Risk Assurance Committee’s Annual Report, on a proposal by Mr A McDowell, seconded by Mr R Dixon, Members approved the Annual Report and Accounts 2012/13 and in doing so authorised the Chairperson and the Chief Executive to sign them.

11. BOARD OPERATING FRAMEWORK LNI 07.10.13

11.1 The Chief Executive reported that one of the requirements in the revised Corporate Governance Code was that all public sector organisations should have an agreed Board Operating Framework, documenting the Board’s role and responsibilities and including a formal schedule of matters retained by the Board for decision. She drew attention to the draft Framework, highlighting key areas. Members noted a change to paragraph 5.18.23 on page 18 of the document regarding the Chief Executive’s delegation limit for capital. This should be £200,000 and not £100,000 as stated in the document.

11.2 Following discussion, on a proposal by the Vice-Chairperson of the Board Councillor H Nicholl, seconded by Ms M Smith, the Board approved the Board Operating Framework subject to the amendment noted above.

12. MINUTES OF THE SERVICES COMMITTEE HELD ON 17 SEPTEMBER 2013 LNI 08.10.13

12.1 The Chairperson of the Services Committee, Ms J Williams presented the minutes of the meeting of the Services Committee held on 17 September 2013 and drew attention, in particular, to the undernoted items.

Item 7: Strategic Review Stage Two

12.2 Members noted the update on the Implementation of the Stage Two Review Action Plan in respect of the ten libraries which had been considered for
closures. Members noted the review process and the extensive consultation which had taken place. The Board considered and approved the recommendations of the Committee as follows:

Carnlough Library
12.2.1 Carnlough Library should remain open, providing the Council carries out the improvements to the building as planned. Levels of use should be monitored in line with the monitoring applied to all libraries. Councillor H Nicholl indicated that in a conversation with some Larne Councillors he had been informed that the Council would not be able to commit to the funding needed to refurbish the building at present. Officers agreed to contact Larne Council to seek clarification.

Draperstown Library
12.2.2 The Board welcomed the partnership with Workspace and the success to date of the new library since it opened in April 2013. Levels of use should be monitored in line with the monitoring applied to all libraries.

Fintona Library
12.2.3 Fintona Library should remain open and the preferred option of improving the current building, taking account of the suggestion made by FLEAT should be implemented. Levels of use should be monitored in line with the monitoring applied to all libraries.

Killyleagh Library
12.2.4 Killyleagh Library should remain open to allow Killyleagh Development Association to take forward its proposals and the situation should be reviewed in October 2014.

Greystone Library
12.2.5 The Board’s concern regarding levels of use in Greystone should be brought to the attention of all stakeholders, including the local community. Progress should be reviewed in 12 months.

Kells and Connor Library
12.2.6 Kells and Connor Library should remain open. Levels of use should be monitored in line with the monitoring applied to all libraries.

Richhill
12.2.7 Richhill Library should remain open. Levels of use should be monitored in line with the monitoring applied to all libraries.

12.3 Members noted updates in respect of other libraries included in the Stage 2 Strategic Review as follows:

Armagh
12.3.1 Officers have been working closely with Armagh City Council Officers on the proposed clustering of services on the site currently occupied by St Patrick’s Trian, but on the understanding that Board and DCAL approval of the
Business Case is required before Libraries NI could commit to the proposed partnership.

Gilford Library
12.3.2 Since Gilford Library closed in April 2013 alternative provision had been made available in the new Gilford Community Centre and a mobile library calls regularly with an average of 59 customer visits and 95 issues per month. Activities have been arranged which relate to the Centre’s customer base and promotional activities undertaken but other than Rhythm and Rhyme attendance at events is low.

Moneymore Library
12.3.3 Since Moneymore Library closed in October 2011 weekly mobile provision has been in place but use is low with an average of 26 customer visits and 57 issues per month. The staff in Cookstown Library are aware that some users from Moneymore are now using Cookstown as their home branch.

Moy Library
12.3.4 Moy Library closed in March 2013 and since then fortnightly mobile provision has been in place. It was determined that no further outreach activities should take place in Moy at this stage as so many users are now using Dungannon Library. Members noted that the adult reading group which met in Moy Library before its closure now meets in the local church hall and a member sources and orders books for their monthly meetings through Dungannon Library.

Item 8: Newsplan
12.4 Members noted the proposal for Mr R Dixon to represent the interests of Libraries NI at two Newsplan meetings in London at which important decisions about priorities and funding would be taken.

Item 9: Service Plan Progress Reports and Risk Registers
12.5 Members noted the progress reports and risk registers to the end of June 2013 for the business areas, key themes, stock and marketing.

Item 10: EBooks Presentation
12.6 Members noted that Mr S Beattie, Stock Manager had given an informative presentation to the Committee on eBooks and their increasing popularity for lenders.

Item 11: International Digitisation Conference
12.7 Members noted the report of the Director of Library Services on the Digitisation Conference which she had attended on 17 June 2013 in Dublin.

12.8 The Chairperson of the Services Committee reported that at the next meeting of the Committee to be held on 19 November 2013 a representative from DCAL would be attending to discuss Delivering Tomorrows Libraries and all Board Members would be invited to attend.
12.9 On a proposal by Ms J Williams, Chairperson of the Services Committee, seconded by Councillor Ms A Brolly, Members approved and adopted the minutes of the Services Committee held on 17 September 2013 including the recommendations contained therein.

12.10 The Chairperson on behalf of Members and Officers thanked Ms J Williams for her commitment to the work of the Services Committee, initially as its Vice Chairperson and latterly as Chairperson.

13. **MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 19 SEPTEMBER 2013**

13.1 In the absence of the Chairperson Councillor Mrs E Robinson, the Vice-Chairperson Mr R Dixon, presented the minutes of the meeting of the Business Support Committee held on 19 September 2013, and drew attention to the undernoted items.

**Item 6.4: Tender Report on Lisnaskea Library**

13.2 Members noted that approval had been sought from DCAL for the award of the contract for the new Lisnaskea Library.

**Item 7: Additional Allocations**

13.3 Members noted the difficulties presented by the allocation of additional capital funding for specific projects during the year, given the time it takes to complete procurement processes and the action being proposed in relation to seeking DCAL approval for the re-allocation of elements of this funding to other projects.

**Item 9: Capital Priorities**

13.4 Members noted that, at the debate in the Northern Ireland Assembly, the Minister had supported in principle, proposals for the refurbishment of Belfast Central Library but that any final decision would depend on a robust Business Case.

**Item 10: Update on Armagh Clustering Project**

13.5 It was noted that a Business Case had been submitted to DCAL requesting approval to house the Armagh City Library and the Irish and Local Studies Library in one location, the St Patrick’s Trian Centre in Armagh.

**Item 11: Disposal of Surplus Properties – Status Update Report**

13.6 Members noted the update on progress on the disposal of surplus properties.

**Item 12: Absence Management Reports**

13.7 Members noted the update on the Absence Management Report and the procedures being put in place to manage absence including the provision of additional resources in the Human Resource Department.
Item 13: Annual Equality Report

13.8 Members noted the report on how Libraries NI obtains monitoring information regarding library users.

13.9 On a suggestion by Ms A Matthews Members agreed that the words ‘low paid’ should be removed from paragraph 5.2 on page 2.

13.10 On a proposal by the Vice-Chairperson of the Committee Mr R Dixon, seconded by Ms A Matthews, the Board approved and adopted the minutes of the Business Support Committee held on 19 September 2013, including any recommendations contained therein.

13.11 The Chairperson on behalf of Members and Officers thanked Councillor Ms E Robinson for her commitment to, and support for, the work of the Business Support Committee as its Chairperson since the beginning.

14. MINUTES OF THE INFORMATION SYSTEMS COMMITTEE HELD ON 19 SEPTEMBER 2013 LNI 10.10.13

14.1 The Chairperson of the Information Systems Committee, Ms J Williams presented the minutes of the meeting of the Information Systems Committee held on 19 September 2013 and drew attention, in particular, to the undernoted items.

Item 7.3: Project Schedule

14.2 Members noted that the word ‘sequential’ should be sequentially.

Item 8: Risk Management

14.3 Members noted that a cautious approach had been taken with the Risk Register and that Members of the Information Systems Committee had agreed with this approach.

Item 9: E2 Budget

14.4 Members noted the update on the e2 Budget

Item 10.3 OGC Gateway 4 – Risk Potential Assessment

14.5 Members noted that the year ‘2013’ should be changed to 2014 in this paragraph.

14.6 On a proposal by the Chairperson of the Committee Ms J Williams, seconded by Mr R Dixon, the Board approved and adopted the minutes of the Information Systems Committee held on 19 September 2013, including any recommendations contained therein.
15. MINUTES OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 27 JUNE 2013

15.1 The Chairperson of the Audit and Risk Assurance Committee, Councillor J Rodgers presented the minutes of the meeting of the Audit and Risk Assurance Committee held on 27 June 2013 and drew attention, in particular, to the undernoted items.

Item 7: Internal Audit Activity Report
15.2 Members noted that six audits had been completed since the last meeting of the Audit and Risk Assurance Committee in April 2013 and all had received a satisfactory level of assurance with no Priority One recommendations.

Item 8: Outstanding Audit Recommendations
15.3 Members noted that three recommendations were outstanding more than four months from the originally agreed implementation date, but that none of these was a Priority One recommendation.

Item 9: Internal Audit Annual Report 2012/13
15.4 It was noted that the Head of Internal Audit had indicated that sufficient work had been completed for him to provide a ‘Satisfactory’ level of assurance to the Accounting Officer on the overall adequacy and effectiveness of Libraries NI’s risk management, control and governance processes.

Item 10: Audit and Risk Assurance Committee Draft Annual Report 2012/13
15.5 Members noted that this report would now be completed.

15.6 Members noted the update and the progress as previously reported under item 10 above.

Item 12: Internal Audit Plan Timetable 2013/14
15.7 Members noted the update regarding the Internal Audit Plan Timetable for 2013/14.

Item 13: Risk Management Report and Review
15.8 Members noted that as requested the definitions of risk appetite had been included in the October 2013 Corporate Risk Registers.

Item 14: Libraries NI Risk Management Strategy
15.9 Members noted the revised Libraries NI Risk Management Strategy which was recommended to the Board for approval.

Item 15: Schedule of Mission Critical Projects
15.10 Members noted the update on the Schedule of Mission Critical Projects and that work was progressing on the Business Case for Belfast Central Library, with a view to submitting it to DCAL in the early autumn.
Item 16: Post Project Evaluations (PPEs)

15.11 Members noted the progress on completion of the PPEs and that it had been recommended by the Audit and Risk Assurance Committee (ARAC) that an update on outstanding PPEs should be provided at the next meeting of the Committee and that a progress report should also be provided at the next meeting on the implementation of recommendations and lessons learned from the project Assurance Audit on page 2.

15.12 On a proposal by the Chairperson of the Committee, Councillor J Rodgers, seconded by the Vice-Chairperson Ms H Roulston, the Board approved and adopted the minutes of the Audit and Risk Assurance Committee held on 27 June 2013 including any recommendations contained therein.

16. MINUTES OF A SPECIAL MEETING OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 4 JULY 2013

LNI 12.10.13

16.1 The Chairperson of the Audit and Risk Assurance Committee, Councillor J Rodgers presented the minutes of the special meeting of the Audit and Risk Assurance Committee held on 4 July 2013 and drew attention, in particular, to the undernoted items.

16.2 Item 5: Quarterly Assurance Statement for Quarter 1 of 2013/14 (Period Ended 30 June 2013)

Members noted the Chief Executive’s report on the Quarterly Assurance Statement for Quarter 1 of 2013/14 and having reviewed the QAS, questioned the Chief Executive and received the necessary assurances the Committee had been content to recommend it to the Board for approval.

16.3 On a proposal by the Chairperson of the Committee, Councillor J Rodgers, seconded by Mr A McDowell, the Board approved and adopted the minutes of the special meeting of the Audit and Risk Assurance Committee held on 4 July 2013 including any recommendations contained therein.

17. SCHEDULE OF MEETINGS NOVEMBER 2013 – APRIL 2014

LNI 13.10.13

17.1 Members noted the Schedule of Board and Committee Meetings covering the period November 2013 to April 2014 which were required in order to meet the timescale set by DCAL for submission of the Quarterly Assurance Statement.

18. FUTURE PRESENTATIONS FOR THE BOARD

LNI 14.10.13

18.1 The Chief Executive reminded Members that one of the actions arising from the Board’s review of its effectiveness was that regular presentations should be made to the Board to raise awareness and understanding of the breadth
of work in which Libraries NI is engaged. A timetable for future presentations was proposed for agreement by the Board.

18.2 On a suggestion by Mr A McDowell, the Chairperson agreed to consider in conjunction with the Chief Executive if a presentation on options for the Business Case relating to Belfast Central Library could be brought to the December 2013 Board Meeting.

18.3 On a proposal by Mr A McDowell, seconded by Ms J Williams Members agreed to approve the Schedule of Future Presentations to Board Meetings.

19. **ANY OTHER NOTIFIED BUSINESS**

19.1 There was no other notified business.

20. **DATE OF NEXT MEETING**

20.1 The next scheduled Board Meeting would take place on Thursday 12 December 2013 at 10.30 am in Antrim Library.

21. **MEMBERS ARRIVAL AND DEPARTURE TIMES**

21.1 The meeting ended at 1.04 pm.

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

   Councillor A Ewart arrived at 10.39 am
   Councillor Ms C Lockhart arrived at 10.53 am
   Ms A Matthews arrived at 11.14 am

   Councillor A Ewart left at 12.19 pm
   Councillor C Casey left at 12.32 pm
   Councillor Mrs M Smith left at 12.42 pm
   Councillor Ms C Lockhart left at 12.48 pm
   Councillor H Nicholl left at 12.49 pm

Signed: [Signature]
Date: 12th December 2013