LIBRARIES NI
The Northern Ireland Library Authority
Minutes of a meeting of the Board of the Authority held on
Thursday 12 October 2017 at 10:30 am in Lisburn City Library

PRESENT
Professor Bernard Cullen
Alderman Thomas Burns
Alderman Tom Campbell
Mrs Deirdre Kenny
Councillor Donal Lyons
Councillor Cathal Mallaghan
Ms Angela Matthews
Mr Alastair McDowell
Councillor Seán McGuigan
Alderman Marion Smith
Dr Margaret Ward
Councillor Billy Webb
Ms Jane Williams

Chairperson

IN ATTENDANCE
Ms Helen Osborn
Mr Desi Miskelly
Mr Brian Doherty
Ms Adrienne Adair
Mrs Daniele Delahunt

Acting Chief Executive
Director of Business Support
Head of Internal Audit
Assistant Director
Board Room Apprentice

1. APOLOGIES FOR NON ATTENDANCE

Councillor Dr Janet Gray
Alderman William Leatham
Alderman Stephen Martin
Mr Harry Reid

2. MEMBERS’ DECLARATION OF POTENTIAL CONFLICT OF INTEREST

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 informed Members that he had received a letter from Ms P McAuley, Director of ALB Transformation Programme, Department for Communities, noting that work was continuing on the review of the Department’s Arms' Length Bodies.

3.2 The Chairperson reminded those Members who had not yet returned their Appraisal Forms to the Chief Executive’s Unit, to do so at their earliest convenience.

3.3 Members were reminded that the Board Effectiveness Review was due to commence at the next meeting to be held on 14 December 2017 and as part of this process the Chairperson asked Members for suggestions of ways in which he might carry out his role more effectively.

4. **ACTING CHIEF EXECUTIVE’S BUSINESS**

4.1 The Acting Chief Executive reminded Members that Book Week NI a joint initiative between BBC Northern Ireland and Libraries NI was currently taking place.

4.2 The Chairperson informed Members that he had been impressed with the coverage of Book Week and in particular the interview by Mr J Symington a member of staff who had been interviewed on ‘Blás’, Radio Ulster’s Irish Language magazine show.

4.3 The Acting Chief Executive drew attention to other events which had taken place as follows:

- Get Online week, 2 – 8 October 2017. Libraries NI hosted a programme of events to show how the internet can make life easier, cheaper, healthier and more fun.
- Community Relations and Cultural Awareness Week 18 – 24 September 2017. The theme for this year’s week is ‘Safe space, shared place’.

4.4 The Acting Chief Executive reported that work was on-going in relation to the Public Sector Shared Services Programme noting that extensive questionnaires had been completed by Business Support Staff.

4.5 At the meeting of the Business Support Committee held on 28 September 2017 Committee Members had expressed an interest in the ‘Virtual Library Service’ and had requested more information on the scope of services available. The Acting Chief Executive asked if all Members would be
interested in a demonstration of the service and on agreement, confirmed that a demonstration for all Members would be arranged.

5. MINUTES OF THE MEETING OF THE BOARD HELD ON 6 JULY 2017
   LNI 01.10.17

5.1 On a proposal by Alderman T Burns, seconded by Councillor S McGuigan, the minutes of the Board Meeting held on 6 July 2017 were approved.

6. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE BOARD HELD ON 6 JULY 2017
   LNI 02.10.17

6.1 The Acting Chief Executive drew attention to the circulated paper detailing action taken as a result of discussions at, and decisions of, the Board at the previous meeting, noting in particular, the matters set out below, not already addressed elsewhere on the agenda or in the minutes.

   Item 4.10: Acting Chief Executive’s Business, Leadership Development Plan
   Members noted that arrangements were in place for staff to attend future Board and Committee meetings as part of their personal development.

   Item 6.5: Matters Arising from the Minutes of the Meeting of the Board held on 13 April 2017, Item 11 Board and Committee Effectiveness Review
   Members noted that the Board Effectiveness Review Action Plan 2016/17 had been completed and the process for the Board Effectiveness Review 2017/18 would commence at the December Board Meeting.

   Item 10.3: e2 Final Business Case Addendum
   It was noted that the addendum to the e2 Final Business Case had been submitted to the Department for Communities (DfC) on 10 July 2017. The Department has now advised that Libraries NI can commence discussions with the e2 Service provider with a view to developing a cost model for the contract extension. Members would be kept informed of progress.

   Item 18.17: Minutes of the Audit and Risk Assurance Committee held on 21 June 2017, Date of Next Meeting
   Members noted that this item had been completed and the meeting of the Audit and Risk Assurance Committee had been held on 11 October 2017 and would be dealt with at Item 12 on the Agenda.

7. MINUTES OF THE BOARD PLANNING MEETING HELD ON 14 SEPTEMBER 2017
   LNI 03.10.17

7.1 On a proposal by Dr M Ward, seconded by Mr A McDowell, the minutes of the Board Planning Meeting held on 14 September 2017 were approved.
8. MATTERS ARISING FROM THE BOARD PLANNING MEETING HELD ON 14 SEPTEMBER 2017

8.1 The Acting Chief Executive drew attention to the circulated paper detailing action taken as a result of discussions at, and decisions of, the Board at the previous meeting, noting in particular, the matters set out below, not already addressed elsewhere on the agenda or in the minutes.

Item 4.1: Planning for 2018/19

8.2 Members noted the DfC Business Plan 2017/18 and that it contained three actions which had particular relevance to Libraries NI: i.e. development of an Action Plan in relation to Cultural Participation, development of a Disability Action Plan for Government and development of a Strategy in relation to Poverty.

8.3 In response to a question noting that the Belfast Central Library Project had not been included in the Department’s draft Business Plan 2017/18 the Acting Chief Executive explained that projects which had received a certain level of approval had been included in the plan and unfortunately that excluded the Belfast Central Library Redevelopment Project. She confirmed however, that Officers continued to raise this issue with the Department at every opportunity including at a recent meeting with the Department’s Infrastructure, Planning and Delivery Services (IPDS) on Monday 9 October 2017.

Item 4.5: Planning for 2018/19

8.4 Members noted that the Senior Management Team would bring a Business Planning document to the next meeting of the Board to be held on 14 December 2017.

9. LIBRARIES NI ANNUAL REPORT AND ACCOUNTS 2016/17

Provisional Report to Those Charged with Governance 206/17

9.1 The Acting Chief Executive presented the Provisional Report to Those Charged with Governance 2016/17 noting that the qualification in respect of Heritage Assets had now been removed and that the Northern Ireland Audit Office (NIAO) was content that a programme was in place for future valuations of heritage assets. She reported that she was pleased to inform the Board that no significant regularity, propriety or losses issues had been identified during the audit. She drew Members’ attention to Section 2 of the document - Audit Findings - which contained a number of Priority Two and Three recommendations, noting that no Priority One issues had been identified.

9.2 The Chairperson informed Members that prior to the meeting of the Audit and Risk Assurance Committee held on 11 October 2017, the annual bilateral meeting had been held with representatives from the Northern Ireland
Audit Office (NIAO) to discuss risk, control and governance, adding that the meeting had been very positive.

Audit and Risk Assurance Committee Annual Report 2016/17

9.3 The Chairperson of the Audit and Risk Assurance Committee, Councillor S McGuigan presented the Audit and Risk Assurance Committee's Annual Report 2016/17. Members noted the Committee's assurance, based on its work during the year, as to the adequacy and effectiveness of risk management and other governance and control issues. Members noted also the Head of Internal Audit's assurance, contained in his report, which was included as an appendix.

Annual Report and Accounts 2016/17

9.4 The Acting Chief Executive drew Members' attention to some drafting changes made to the Annual Report 2016/17, and in particular to the Governance Statement, since the draft was last reviewed by the Board.

9.5 The Finance Manager, Mrs R McNamee presented the Annual Accounts 2016/17 highlighting a number of minor amendments which had been made since the Accounts were last seen by Members. The Finance Manager reported that a number of revaluations had been carried out during the year in respect of pension liability, heritage assets and premises resulting in a very up to date balance sheet. She confirmed that Libraries NI had remained within budget during the year, for both resource and capital budgets.

9.6 The Acting Chief Executive informed Members that the NIAO may require further changes to be made to the Annual Report and Accounts 2016/17 and asked Members to delegate authority to herself as Accounting Officer and the Chairperson of the Board to approve such amendments.

9.7 Having considered the Provisional Report to Those Charged with Governance and the Audit and Risk Assurance Committee's Annual Report, on a proposal by Councillor S McGuigan seconded by Alderman M Smith the Libraries NI Annual Report and Accounts 2016/17 were approved for signature by the Acting Chief Executive and the Chairperson of the Board.

9.8 On a proposal by Alderman T Campbell, seconded by Ms J Williams, the Board delegated authority to the Acting Chief Executive as Accounting Officer and Chairperson of the Board to approve minor amendments to the document.

9.9 Members expressed their appreciation of the work undertaken by staff, particularly in the Finance and Internal Audit sections, which had contributed significantly to the satisfactory outcome of the audit.
Letter of Representation

9.10 The Acting Chief Executive referred to the Letter of Representation noting that there was one addition this year, which had not been included in previous years, which referred to Contingent Liabilities. She reminded Members that as Accounting Officer she is required to submit a Letter of Representation when the signed Annual Report and Accounts were being sent to the Comptroller and Auditor General for certification.

9.11 Members noted the Letter of Representation.

10. LIBRARIES NI: STATISTICAL BULLETIN, PARTICIPATION IN CORE AND REGULAR LIBRARY ACTIVITIES IN NORTHERN IRELAND 2016/17 ANNUAL REPORT  LNI 06.10.17

10.1 The Acting Chief Executive drew attention to the Libraries NI: Statistical Bulletin, Participation in Core and Regular Library Activities in Northern Ireland 2016/17, noting that this is the fifth year in which official statistics have been published and that the statistics comply with the Code of Practice for Official Statistics.

10.2 Members noted that the statistics showed that a total of 413,076 participants engaged in 29,196 core and regular activity sessions run by Libraries NI in 2016/17. This equates to a 21% increase in participation and a 29% increase in the number of activity sessions since 2015/16. Much of this increase is due to the introduction of three new regular activity types in 2016/17 (i.e. Creative Writing, Mindful Colouring, Tea and Newspapers). However, when these three new activities are excluded from the 2016/17 figures to leave 380,022 participants and 24,279 sessions respectively for a direct comparison with 2015/16, there remain an 11% increase in participation and a 7% increase in the number of sessions.

10.3 Members were pleased to note the Report and the increase in library programmes during the 2016/17 year given the financial situation and commended all staff for their hard work in promoting the service.

11. MANAGEMENT REPORT  LNI 07.10.17

11.1 The Acting Chief Executive and the Director of Business Support briefed the Board on the Management Report.

Key Performance Indicators (KPIs) 2017/18 Quarter 1: April to June 2017  LNI 07.10.17 (i)

11.2 The Acting Chief Executive drew attention to the KPI Report for Quarter 1 (April to June 2017) noting that, at this early stage, the majority of targets were on schedule for achievement. She drew attention to the targets for sickness absence noting that this issue had been discussed in detail at the meeting of the Business Support Committee held on 28 September 2017
and that managers were continuing to monitor the situation and to implement policies and procedures as appropriate.

11.3 Mrs D Kenny congratulated Internal Audit on having completed 33% of the Internal Audit Plan in the first quarter of the year and she also commended the Finance Unit for having exceeded the target for the payment of invoices within 10 days.

11.4 Members noted the report.

Finance Report: August 2017

11.5 The Director of Business Support presented the Finance Reports for Capital and Recurrent spend to August 2017 which had been reviewed by the Business Support Committee at its meeting held on 28 September 2017. Members noted that both capital and recurrent spend were on target to be fully spent at year end.

11.6 The Director of Business Support drew attention to the Capital Report and informed Members that he had been in formal discussions with the Department regarding the outstanding monies for purchase of two Delivery Vehicles. He also reported that DfC had accepted £600,000 surrender in respect of the Coleraine Library project due to the delay in the commencement of the project and that they would transfer the money into the 2017/18 year to cover the tail of the project. Members noted that the Out of Hours Libraries project had progressed to the delivery phase and a projected shortfall of £69,000 had been identified. A bid would be submitted to the Department to secure additional funding for this project.

11.7 The Director of Business Support then drew attention to the Recurrent Report noting that the financial year had commenced with a stringent approach to spend pending clarification of allocations, resulting in a minor underspend. He reminded Members that additional allocations had been received in August in respect of Stock and Planned Maintenance which had been offset against savings plans. The Director of Business Support confirmed that work is currently underway to review budgets across the organisation and to identify measures to address the underspend prior to year-end.

11.8 Members noted the report.

Corporate Risk Register

11.9 The Director of Business Support drew attention to the Corporate Risk Register which had been reviewed by the Audit and Risk Assurance Committee at its meeting held on 11 October 2017 highlighting in particular the following changes:

- Risk 1: Participation and Relevance – Members noted that the target spend for stock in Public Library Standard (PLS) 7 is £2.25 per capita. The revised budgeted spend in 2017/18 is £1.68 per capita
• Risk 6: Planning – the continued political uncertainty and lack of firm budget information means that planning is taking place in a vacuum. Other factors such as the Review of Arms’ Length Bodies (ALBs) and the Public Sector Shared Services Programme impacts on Libraries NI’s ability to plan effectively in the long-term.

• Risk 8: Business Continuity – lean staffing levels, including a reduced Senior Management Team have had an impact on the organisation. A Business Continuity Plan is in place. The term of office for six Board Members is due to end in February 2018. This issue has been raised with the Department including at the Accountability Meeting held on 10 October 2017.

11.10 Councillor S McGuigan, Chairperson of the Audit and Risk Assurance Committee confirmed that the Corporate Risk Register had been considered by Members of the Audit and Risk Assurance Committee at the meeting of the Committee held on 11 October 2017. Members had been content to recommend the document to the Board for approval.

11.11 On a proposal by Councillor C Mallaghan, seconded by Councillor B Webb, the Board approved and adopted the Corporate Risk Register as at September 2017.

Bi-Annual Assurance Statement (April to September 2017)

11.12 The Acting Chief Executive drew attention to the tabled copy of the Bi-Annual Assurance Statement for the period ended 30 September 2017 noting that a few amendments had been made to the document since being forwarded to Members. She confirmed that the Statement had been scrutinised by Members of the Audit and Risk Assurance Committee at its meeting held on 11 October 2017.

11.13 The Acting Chief Executive drew attention in particular to Section 3: Risk Management which outlined the risks currently identified within the organisation and new risks which had been identified. She also reported on those sections of the Statement which had been recorded as ‘Working towards Compliance’ and explained the issues behind the selection of this option and, where applicable, actions being taken to remedy the situation.

11.14 Members noted that a copy of the draft Assurance Statement had been forwarded to DfC for inclusion in papers for the Accountability Meeting which had taken place on 10 October 2017. Following discussion and review at today’s Board Meeting a signed version of the Statement, incorporating any changes agreed by Members, would be forwarded to DfC.

11.15 Councillor S McGuigan, Chairperson of the Audit and Risk Assurance Committee confirmed that the Bi-Annual Assurance Statement for the period 1 April – 30 September 2017 had been scrutinised by Members of the Audit and Risk Assurance Committee at the meeting of the Committee held on 11 October 2017. Members had been content to recommend the document to the Board for approval.
11.16 On a proposal by Councillor C Mallaghan, seconded by Councillor B Webb, having exercised its challenge function and received the required assurances from the Accounting Officer, the Board was content to approve the Bi-Annual Assurance Statement for the period ended 30 September 2017.

12. REPORT OF THE MEETING OF THE AUDIT AND RISK ASSURANCE COMMITTEE HELD ON 11 OCTOBER 2017

12.1 The Chairperson of the Audit and Risk Assurance Committee, Councillor S McGuigan reminded Members that a meeting of the Committee had taken place on 11 October 2017, the formal minutes of which would be available at the next Board Meeting to be held on 14 December 2017. Councillor McGuigan gave a brief report of items discussed as follows:

- prior to the Committee meeting the annual bi-lateral meeting had been held with representatives from the NIAO to discuss risk, control and governance, reporting that the meeting had been very positive
- the Committee had noted the Provisional Report to those Charged with Governance
- the Audit and Risk Assurance Committee’s Annual Report 2016/17 had been considered and recommended to the Board for approval
- the Committee had considered and recommended to the Board that the Libraries NI Annual Report and Accounts 2016/17 should be submitted for certification
- the Committee had noted the Letter of Representation
- the Acting Chief Executive’s Bi-Annual Assurance Statement for the period ended 30 September 2017 had been reviewed and, following amendment, the Committee had been content to recommend it to the Board
- 14 Internal Audit Reports had been considered by the Committee including a review audit of Contracted Hours which in 2016 had received a limited level of assurance. All recommendations from the previous audit had now been implemented and only one Priority Three recommendation had been made. The review audit had received a ‘satisfactory’ level of assurance
- at the last scheduled meeting of the Audit and Risk Assurance Committee held on 21 June 2017, 42 recommendations remained outstanding, of these 37 had now been cleared, leaving 5 to be resolved. None was a Priority One recommendation. Four recommendations were marked ‘amber’ i.e. the originally agreed implementation date had not yet been reached (or is within 4 months) and implementation of the recommendation is on-going
- to date 21 audits listed on the Internal Audit Annual Plan 2017/18 had been completed and, if the rate of progress continues, new
proposals for additions to the Plan would be brought to the next meeting of the Committee

- the Corporate Risk Register for the period to September 2017 had been reviewed and the Committee had been content to recommend it to the Board
- the Committee had considered the revised Gifts and Hospitality Policy and Guidance and had recommended it to the Board for approval.

12.2 Members noted the report.

13. MINUTES OF THE SERVICES COMMITTEE HELD ON 14 SEPTEMBER 2017

LNI 08.10.17

13.1 As the Chairperson of the Committee, Councillor Dr J Gray had been unable to attend the Board Meeting, the Vice-Chairperson Dr M Ward presented the minutes of the Services Committee held on 14 September 2017 for approval and drew attention, in particular to the undernoted items.

Item 7: Managing Unacceptable Behaviour Policy

13.2 The Committee had considered the Managing Unacceptable Behaviour Policy and agreed, subject to an amendment, to recommend it to the Board for approval.

Item 8: Volunteer Policy

13.3 The Committee had considered the revised Volunteer Policy and agreed, subject to an amendment, to recommend it to the Board for approval.

Item 9: Updated Service Plan

13.4 The Committee had considered and agreed the Service Plan 2017/18.

Item 10: Public Views on Libraries

13.5 The Committee had received a report, ‘Public Views of Libraries’ from Ms T Ward, Assistant Director. This report was requested in response to an action in the Board Effectiveness Review Action Plan to consider the information available in relation to the views of the public, especially non-members. Committee Members had found the report very informative and had noted that all research showed that the satisfaction rate of users was high.

Item 11: Out of Hours Service Progress Report

13.6 Committee Members had received an update on progress in relation to the Out of Hours initiative noting that the pilot site had changed from Saintfield Library to Whitehead Library.

13.7 On a proposal by the Vice-Chairperson of the Committee, Dr M Ward, seconded by Ms J Williams, the Board approved and adopted the minutes of the Services Committee held on 14 September 2017.
13.8 On a proposal by the Vice-Chairperson of the Committee, Dr M Ward, seconded by Ms J Williams, the Board approved and adopted the Managing Unacceptable Behaviour Policy.

13.9 On a proposal by the Vice-Chairperson of the Committee, Dr M Ward, seconded by Ms D Kenny, the Board approved and adopted the revised Volunteer Policy.

14. MINUTES OF THE BUSINESS SUPPORT COMMITTEE HELD ON 28 SEPTEMBER 2017

14.1 The Chairperson of the Business Support Committee, Alderman M Smith, presented the minutes of the meeting held on 28 September 2017 and drew attention, in particular to the undernoted items which had not been dealt with elsewhere on the agenda for the Board Meeting.

Item 7: e2 Replacement Plan – Update Report

14.2 An update had been received from The Head of ICU/ICT on the progress made to date and future actions in relation to the e2 replacement plan.

Item 8: e3 Strategic Outline Case – Draft

14.3 The Committee had considered the Draft Strategic Outline Business Case for the replacement IT provision, e3 and had been content to recommend it to the Board for approval.

Item 9: Updated Draft Business Support Service Plan 2017/18

14.4 The Committee had considered and approved the updated Draft Business Support Service Plan 2017/18 which had been revised to align with the revised Business Plan approved by the Board in July 2017.

14.5 A progress report on the Business Support Business Plan targets would be brought to the Business Support Committee Meeting in November 2017.


14.6 The Committee had considered the Annual Progress Report 2016/17 – Statutory Equality and Good Relations Duties and had been content to recommend it to the Board for approval.

Item 11: Environmental Policy Review

14.7 It was noted that the Committee had considered the reviewed Environmental Policy and had recommended it to the Board for approval.

Item 12: Capability Policy and Procedures

14.8 The Committee had considered the Capability Policy and Procedures and had been content to recommend them to the Board for approval.
Item 13: Revised Career Break Policy and Procedures
14.9 The Committee had considered the Revised Career Break Policy and Procedures and recommended them to the Board for approval.

Item 14: Revised Parental Leave Policy and Procedures
14.10 It was noted that the Committee had considered the Revised Parental Leave Policy and Procedures and had been content to recommend them to the Board for approval.

Item 16: Finance Reports
14.11 This item had been discussed previously at Agenda Item 11 on the Board Agenda.

Item 17: Procurement Reports
14.12 The Committee had received a report regarding procurements for the period 16 May 2017 to 15 September 2017 and a report on Tenders/Single Tender Actions over £1,000 for the same period.

14.13 It was noted that the Committee had received a report from the Finance Manager on the use of the Government Procurement Card and it had been concluded that it does not currently offer significant benefits for Libraries NI and should not be introduced at this time.

Item 19: Sickness Absence Report to August 2017
14.14 The Committee had received a report from the Deputy Human Resources Manager on the sickness absence report for the first eight months of the monitoring period. It was noted that the overall sickness absence had increased over the monitoring period and in response additional focus had been placed on managers to maintain contact with staff who are off work due to sickness. Committee Members had discussed in detail the on-going issues around sickness absence and had requested that further information be provided at the next meeting of the Committee to be held on 30 November 2017.

Item 20: Report on the Use of the Common Seal
14.15 It was noted that the Common Seal of the Northern Ireland Library Authority had been applied on one occasion in the period between May and September 2017.

Item 21: Public and Employers Liability Experience
14.16 The Committee had received a report detailing the nature and underlying cause of public and employers liability claims experienced by Libraries NI.

Item 22: Report on Options for a Paperless Meetings Approach
14.17 The Committee had received a report on the Options for a Paperless Meetings Approach and after discussion had agreed to take forward 'Option 3 – the hybrid approach'.
14.18 On a proposal by the Chairperson of the Committee, Alderman M Smith, seconded by the Vice-Chairperson of the Committee Mr A McDowell, the Board approved and adopted the minutes of the Business Support Committee held on 28 September 2017.

14.19 On a proposal by the Chairperson of the Committee, Alderman M Smith, seconded by Councillor B Webb, the Board approved and adopted the e3 Strategic Outline Case.

14.20 On a proposal by the Chairperson of the Committee, Alderman M Smith, seconded by Mrs D Kenny the Board approved and adopted the Annual Progress Report 2016/17 – Statutory Equality and Good Relations Duties.

14.21 On a proposal by the Chairperson of the Committee, Alderman M Smith, seconded by Councillor B Webb, the Board approved and adopted the Environmental Policy.

14.22 On a proposal by the Chairperson of the Committee, Alderman M Smith, seconded by Alderman T Campbell, the Board approved and adopted the Capability Policy.

14.23 On a proposal by the Chairperson of the Committee, Alderman M Smith, seconded by the Vice-Chairperson of the Committee Mr A McDowell, the Board approved and adopted the revised Career Break Policy.

14.24 On a proposal by the Chairperson of the Committee, Alderman M Smith, seconded by Ms A Matthews, the Board approved and adopted the revised Parental Leave Policy.

15. **ANY OTHER NOTIFIED BUSINESS**

15.1 The Chairperson informed Members that he was pleased to announce that Mr James (Jim) O'Hagan had been appointed as the new Chief Executive of Libraries NI. Mr O'Hagan is currently the Director of Finance and Corporate Services at the Southern Regional College, following a career in the NI Civil Service, and is expected to take up his new post at the earliest opportunity. It was hoped that Mr O'Hagan would be able to attend the next Board Meeting.

15.2 The Chairperson thanked those involved in the recruitment process: i.e. Alderman M Smith and Mrs D Kenny and also Mr F Devitt from the Department for Communities.

15.3 Members asked that their appreciation be noted of the work undertaken by the Acting Chief Executive, the Director of Business Support and the Assistant Directors during the recruitment period for the new Chief Executive.
15.4 On a proposal by the Chairperson of the Board, Professor B Cullen, seconded by Mr A McDowell, the Board approved and adopted the appointment of Mr J O'Hagan as the new Chief Executive of Libraries NI.

16. **DATE OF NEXT MEETING**

16.1 Members noted that the next scheduled meeting of the Board would take place on Thursday 14 December 2017 at 10.30 am in Lisburn City Library.

17. **MEMBERS ARRIVAL AND DEPARTURE TIMES**

17.1 The meeting ended at 12 noon.

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

Councillor D Lyons arrived at 10.40 am
Ms A Matthews arrived at 11.35 am
Councillor S McGuigan left at 11.45 am

Signed: [Signature]

Date: 14/12/2017