

HLISD Service Board**Minutes of the meeting held by WebEx on 24th Sept 2015**

Present: Richard Osborn (RO) - chair Julie Ryder (JR) David Law (DL)
Jenny Toller (JT) – minutes

1. Apologies: Gary Birkenhead (GB)

2. Minutes of the meeting held on 18th Feb

The minutes were agreed to be an accurate record.

Matters arising

Postcode search on the HLISD home page – no longer working so is now hidden.

Google rankings and CHILL website – the CHILL website is not yet available.

PIF website – there doesn't appear to be a link to HLISD.

UHMLG – engagement problems persist. **Action: JR and RO**

UK Nations meeting – RO confirmed that he promoted HLISD at the meeting on 23rd March. There is another meeting on 28th Sept in Scotland. RO is not attending but will mention HLISD again to delegates.

Action: RO

HLISD logo on the HLISD website looks small – JR continues to seek a replacement. **Action: JR**

The *Contact Us* webpage now prompts users to contact their library via a library specific contact page.

NICE *My Resources* webpage – RO has asked NICE if HLISD can be included but is not hopeful.

Group editor for East of England – now identified.

Adding people not linked to a library service – for further discussion. **Action: JR and RO**

Terms of Reference – RO has updated to include accountability as agreed.

Leaflets were included in the pack for the UHMLG Spring Forum on 6th March 2015. However leaflets did not make it to the PIF conference in July.

News alerts functionality – JR and DL are continuing to work on this with a view to promoting.

Athens org IDs – RO contacted NARAG to query if the codes were useful in HLISD and generally it was agreed that they weren't. So the field is to be hidden in HLISD. **Action: JR**

Co-ordinating editor's guide – this is now on the wiki, and Board members have local copies. It will need to be updated periodically. The summary document has also now been completed.

HLISD wiki at <http://www.libraryservices.nhs.uk/wiki/> - RO will continue to liaise with Linda Ferguson regarding placing documents on the wiki and/or LKSL website. The Feb minutes and the ToR can now be loaded. **Action: RO**

ILL codes to include network names – JR included this in her last email to group editors.

Networks now obsolete to be removed – JR included this in her last email to group editors.

Finance – JR confirmed that she has been paid but that there is no written contract.

RO will check if the WHIS invoice for 2015-16 has been paid. He explained that WHIS are currently going through organisational changes. **Action: RO**

Record Last Updated field - this field is now named 'Last verified'.

Thanks to group editors - this has been sent out by JR.

3. Board membership

GB will be continuing as a Board member.

RO will contact Michelle Dutton who is expected back from maternity leave. **Action: RO**

RO will contact Brendan Leen (Rol) to query his membership of the Board. **Action: RO**

A contact from Wales will be sought. **Action: JR**
DL is now the HLG rep.

4. Report from Co-ordinating Editor

JR's report was reviewed. JR explained that owing to time constraints and the differing pattern of reporting requirements she had written a short report on this occasion.

It was agreed that it would be helpful for the directory to include as many staff names as possible. JR to ask editors. **Action: JR**

5. Report from HLG Committee

DL reported that HLG require a 3-5 year business plan for HLISD. This should include potential income streams. DL can obtain a template for this plan. **Action: DL.**

There was a discussion around income generation and possible extension to Europe. JR pointed out that as we don't have the full database code we are not best placed to extend/sell the database or data. It was agreed that in order to expand HLISD it would need to be redeveloped from scratch. This might be an objective to achieve by the 10th anniversary in July 2016. JR to ask WHIS about development costs. **Action: JR**

It was noted that partnership with EAHIL could fund this development. DL will discuss with Helene Goring. **Action: DL**

We looked briefly at Marshall Breeding's directory <http://librarytechnology.org/libraries/>

6. Survey to assess value of HLISD

It was agreed that results of a survey would inform the business plan. JR to put together some draft questions and circulate. **Action: JR**

A link will be put in the Dec HLG newsletter.

DL will clarify what the HLG VLE is. This is accessible to all HLG members. **Action: DL**

7. Technical update

Nothing to report.

8. Finance and SLA

RO explained that we need to pay WHIS for website hosting, although there is money in the budget.

JR explained that HLG are playing for 7 optional hours per month, which she is using. She also explained that HLG will cover meeting and travel costs.

9. HLISD RAID (Risks, Assumptions, Issues and Dependencies) log

JR and DL will review and recirculate. **Action: JR and DL**

10. Date of next meeting

The next meeting will be face-to-face sometime in the last two weeks of January. RO will canvass for dates.

Action: RO