

**JIBS User Group Committee Meeting – Monday 21 April 2008,
at Open University Milton Keynes**

Minutes - DRAFT

1.	Apologies for absence: Leo Appleton
2.	<p>Minutes of the last meeting (31 Jan) and Matters arising</p> <p>Minutes approved</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • Warm thanks to LJH recorded, for her work as Chair and Secretary • Committee meeting dates – April & July meetings arranged via Meetomatic • Website/Blog – contributors to be reinvited • Mailing lists – JB has identified concealed subscribers to LIS-JIBS-USERS • Ebsco-copyright issues for coursepack use. LJH to pursue via LAWG – SC to follow up [Action: SC] • ADAT issues – Marion to pursue with JISC Collections [Action: Marion T] • WoS: RefWorks issues have been raised by RH
3.	<p>Chair's report (SC)</p> <ul style="list-style-type: none"> • Warm welcome to new committee members • Thanks recorded to Mark for work on the Walk In meeting • AGM date and meeting topic to be planned • collectively, Committee to work on JIBS Administration Manual [Action: ALL] • Treasurer – volunteer sought • Reports from representatives [JISC Working Groups; Enhancement Groups; Liaison Groups] – it's recommended that in future reports should be submitted up to one week ahead of Committee meetings, to allow email discussion beforehand, leaving only key issues should be discussed at meetings • Shibboleth/ATHENS – query from Stirling to be followed up [Action: SC] • JIBS roles – Committee should be seeking new areas of activity [for further discussion at July meeting]
4.	<p>Treasurer's report (IM)</p> <ul style="list-style-type: none"> • Barclay's bank account is still active; but this account is to be closed. IM to follow up with LJH [Action: IM] • Some institutions are still using the Barclay's account – IM to follow up [Action: IM] • Signatories for current account to be updated to include RH & SC • Membership renewals – 81 [85 last year] • Shadow Treasurer: June Hedges agreed to take this role. • Annual audit: outstanding action, FB to follow this up with AB • Chair to write to AB to formally thank him for taking this on [Action: SC]
5.	<p>Progress on plans for Walk-in access meeting (May) (SC/MC/JS/MR/all)</p> <ul style="list-style-type: none"> • List of speakers to be finalised • John Smith to chair panel discussion • Publicity to be circulated asap • Catering costs – MR to confirm rates [Action: MR] • Speakers to submit presentations 2 days ahead of the meeting • Event free to JIBS members, £50 to non-members • DW handling bookings
6.	<p>November post-AGM meeting topic</p> <ul style="list-style-type: none"> • IM/LJH to progress this jointly • SC to follow up with LJH [Action: SC] • topics for future meetings: Bibliometrics/REF, possibly for Spring '09

7.	<p>JIBS Web site & Blog group report (CR/MR)</p> <ul style="list-style-type: none"> the counter has been set up since March 20, with 146 visits logged, c.60% via search engines. In time work can be done to evaluate key words CR will update Blog membership, as required, and handle any queries [Action: CR] Documentation needed on the posting of content/reports to the closed area, e.g. confidential reports Public reports – work on loading new content is in hand JIBS Blog to be an agenda item for the next meeting
8.	<p>Publicity and Marketing group report (FB/MC)</p> <ul style="list-style-type: none"> existing flyer and logo have been reviewed quotes sought from 3 potential suppliers, brief to be prepared temporary flyer to be provided for workshop, while new flyer is redesigned and content redrafted range of stationery items to be agreed
9.	<p>Mailing lists and membership report (JB)</p> <ul style="list-style-type: none"> 26 on Committee mailing list. 326 on lis-jibs-users JB/IM to work on targeting publicity to non-members, with help from DW [Action: JB/IM/DW]
10.	<p>JIBS liaison activity (moved from 6, and changed from “JISC working groups”)</p> <ul style="list-style-type: none"> LGS to clarify SCONUL/JIBS relationship
11.	<p>a) Reports from enhancement groups</p> <ul style="list-style-type: none"> BSOL (RH) EBSCO (MR) <i>Sarah Thompson, Ebsco EG chair, to be made JIBS Advisor</i> Intute (SC) <i>Martin Gill, Intute Enhancement Group chair to be made JIBS Advisor</i> MDL (for LH) Ovid (AS) Scopus (MT) WoS (for GH) <p>b) Discussion of Enhancement Group “gaps”</p> <ul style="list-style-type: none"> JIBS representation on MIMAS Board confirmed discussion of gaps to be deferred to next Committee meeting
12.	<p>Reports from JISC Working Groups</p> <ul style="list-style-type: none"> E-books (JS) – report to be circulated [Action: JS] Geospatial (JB) - <i>Geospatial Working Group documents circulated by Joan Bird too late for Jan meeting</i> Images - <i>Linda Purdy query about Visual and Sound Materials Portal Demonstrator Project</i> [held over] Journals (LS) – still to attend Library Advisory Working Group (for LH)
13.	<p>AOB - deferred</p> <ul style="list-style-type: none"> -JISC Personalisation project (OU not now becoming a case study site); Leo to email Chrissie Turkington of JISC regional support centre (RSC) north-west, to see if s/he is interested in these issues – has he done this? - Institutional licences and foreign newspapers(Marion)
14.	<p>Next meetings: 8th July, University of York.</p>