

JIBS User Group Committee Meeting – 6 April 2009
Open University Library, Milton Keynes

Minutes

1. Present: Roger Hines (Deputy Chair). Joan Bird, Fiona Bowtell, James Caudwell, June Hedges, Andria McGrath, Maureen Richardson, Adrian Smith, John Smith, Liz Stevenson, Liz West. Apologies: Sue Cumberpatch, Mark Clowes, Elizabeth McHugh, Ian Mayfield
2. **Minutes of the last meeting (January 2009) and Matters arising**
 - Minutes approved**Matters arising [not on main agenda]**
 - Googledocs: shared space for record-keeping. Problematic as it is not possible to share folders, only documents. A shared space for editing is still needed [Action JH]
 - Collaborative project with Springer – carried forward [Action IM/LH]
 - Sheffield survey circulated, but for information only, not for publication
 - JIBS prize for research – ongoing [Action RH/JH]
 - RIN Project – survey results will appear in the project report, due in May
3. **Chair's report**
 - Welcome to new committee members – Liz West and James Caudwell
 - SC has confirmed that she will complete her 3-year term as chair, but will then stand down
 - RH will not stand as Chair, and seeks a new deputy following the November AGM
 - Committee members are asked to consider nominations for the role of deputy [Action: ALL]
4. **Treasurer's report**
 - Bank balances remain healthy. Membership payments for 2009 are still coming in, with some still trying to pay to the Barclay's account
5. **Committee membership and roles**
 - Intute – this group has not met for some time, but Intute are keen that this work continues. The role of Chair is vacant, and there are further vacancies on the group. JC wishes to join, and JS was accepted as the new Chair.
 - Scopus Group – new members are sought – 2 nominations were agreed [Action: RH]
 - Disability Advisor – should the Committee seek a volunteer e.g. from CLAUD?
6. **Administration Manual**
 - No update – to be followed up before the next meeting
7. **JIBS Website and Blog**
 - The handover to MC is now complete – please send updates and reports to him, indicating whether they are for publication, or for the restricted area
 - Enhancement group reports – these are currently out of date, members are asked to check and send updates. [Action: All]
 - It was agreed that the Chair of each group should submit a brief draft report for publication, ahead of formal minutes being approved. The Chair's report should also be shared with the relevant company/organisation. Ideally reports should be written no later than 2 weeks of the meeting [Action: All]
 - Redesign of the website: MC will be meeting with SG to take this forward. The branding images have been provided. CLAUD has provided useful feedback on accessibility issues, which will be factored in to the development work.
 - MC also seeks feedback and comments on the site from Committee members, and will email about this. [Action: MC]

7. **Shibboleth survey**

- Survey closed at the end of March, with 44 responses. These vary in length and detail. A report and summary of the responses will be drafted [**Action: JH**]
- The summary will also be passed to EDINA [**Action: FB**]
- FB to ask EDINA if there is scope to work with JIBS on possible future enhancements [**Action: FB**]

8. **Virtual meetings**

The Committee discussed the proposal that face to face meetings are reduced and replaced by virtual meetings via Webex or similar. Not all members would have ready access to private space for the time needed for meeting. It was agreed that this could be useful for short discussion on a specific topic, but would not be an adequate substitute for the meetings, particularly as most meetings regularly include external visitors who also value the opportunity to meet with the committee.

8. **Workshops**

June

- Programme agreed
- Venue – SOAS, with space for breakout discussion groups
- Publicity has been circulated
- Numbers – there is capacity for 60-80
- JH is to confirm requirements for delegate packs [**Action JH/FB**]
- IM is chairing, and has volunteers for the breakout groups. Those helping will travel the night before, if necessary. Committee members should notify JH if accommodation is required

November

- There was extensive discussion about possible topics for the November workshop, which should also include the JIBS AGM. The joint workshop with RIN is not possible, they are planning their own events following the publication of their report in May
- Locations: Newcastle/Salford/Manchester
- Topic - A&I Debate – is there a future?
- Timing 10-4
- A conference call should be arranged, once SC has returned [**Action: RH**]

9. Meeting with CLAUD & JISC Collections [separate report]

10. Next meeting: 1 July 2009, Leeds University Library