

Annual General Meeting of the LAI Health Sciences Libraries Group, at the Bridge House Hotel, Tullamore at 1:30pm on Friday 12th November 2004.

Minutes of the Meeting:

1. Delegates from all parts of the country were warmly welcomed by Bernard Barrett, HSLG Chairperson
2. Minutes of last meeting (HSLG/AGM/02-03), previously circulated, were noted. There were no non-agenda matters arising.
3. Secretary's Report

Tim Collins, recording secretary, reported that in addition to two Strategic Planning workshops held in the Royal College of Surgeons in Ireland and in the Bridge House Hotel, Tullamore, the committee met seven times in venues hosted by committee members in Dublin (3), Cork (1), Limerick (2) and Tullamore (1). Attendance was as follows:

NAME	MEETINGS/WORKSHOPS	PERCENTAGE ATTENDANCE
Bernard Barrett	9	100%
Rosarii Buttimer	5	55%
Timothy Collins	9	100%
Louise Farragher	8	88%
Sue Faulkner	8	88%
Brian Galvin	8	88%
Jean Harrison	2	22%
Muriel Haire	5	55%
Aoife Lawton	8	88%
Ciara McCaffrey	7	77%
Fiona McCarthy	8	88%
Maire McClarnon	8	88%
Emma Quinn	7	77%
Penny Wiggle	7	77%

4. Treasurer's Report

Rosarii Buttimer, group treasurer, gave an overview of the groups account for the previous year. She noted the contribution of the conference to the group's income, but also stressed that there had been more expenditure in the past year, as a result of committee members attending conferences on behalf of the group. This was necessary for the group to respond to invitations it had received to network with groups such as the UK Health Libraries Group, and take part in a number of consultation exercises. Funds had also been spent on establishing the CPD programme, although to date, this had operated on a cost recovery basis only. Echoing remarks made by the chairperson earlier in the year, Rosarii stressed the need for more thought and planning to be devoted to the way in which the group both accrued and spent its income. This would be vital in future years.

5. Chairperson's Report

Bernard Barrett reported on what had been an extremely proactive and successful year for the current committee. His report gave an overview of what had been achieved during the past year, and subsequently called on the committee officers themselves, to report in more detail.

As was the case in 2003, the committee met every two months.

The committee works as a team. It's not just at committee meetings that work happens. An enormous amount happens between meetings, and committee members are in contact with each other on a fairly regular basis. We are aware that you elect us to work on your behalf, and therefore, we have for the first time this year, provided some statistics as to the percentage of meetings attended by each committee member.

One of the first decisions of the new committee, was to look at the mandate we received from last years conference, to put in place many more opportunities for continuing professional development.

As part of this exercise, we reviewed some of the groupings and structures that existed within the committee. One of the things we found, was that we had a variety of groups, be they sub-committees, working parties and steering groups all reporting to us. These have now been streamlined into Working Groups, the purpose of which is to invite the participation of as many of you as possible.

We currently have two working groups

The continuing professional development working group, the existence of which is in direct response to last year's conference.

A web site working group which has been researching our needs and requirements, regarding the creation of a dynamic, HSLG administered and driven web site

Each of these working groups have very clear and specific, TOR, which define exactly what they are empowered to do.

Leading up to these last two days, there has been a great deal of preparation and learning involved. We have been extremely fortunate to have had the advice and tutelage of Shane Godbolt, from the NHS Clinical Governance Support Facility, who has hosted two training days for us. Shane has put in an enormous amount of time and work, particularly on this conference, so I'd like to publicly record my thanks for all she has done, and to say how much we look forward to continuing to work with her.

We created a number of new committee officer posts this year. Maire McClarnon, very kindly agreed to take on the post of International Liaison Officer.

We've devoted considerable effort into attempting to raise the profile of our group, the benefits of which are that

- we can learn from the experience of others,
- be a part of the research process, and
- contribute to an international debate on Health Science Librarianship.

Some of the work which committee members have undertaken includes

- Louise Farragher attending and speaking at the Annual Joint CILIP / LAI conference held in Wicklow in April.
- We have also been forging closer links with the CILIP Health Libraries Group, in the UK. As part of that process, two of us attended a meeting of a Health Executive Advisory Group, convened by the HLG, the purpose of which was to take a forward look at the issues that will affect Health Science Librarians in the foreseeable future.

6. Reports from Committee Officers and Working Group Leaders

i. Communications Officer

The Communications Officer informed delegates of her work for the committee in the previous year including:

- Two issues of Hint: Health Information, News & Thinking were published in the previous year. Both issues were made available in both a HTML and pdf format. It was distributed electronically and made available on the LAI website. Delegates were reminded of the need for ongoing contributions to the newsletter from the group and informed us that Co-Editor, Emma Quinn would be on leave in 2005.
- A 'breakout session' with Health Librarians in Northern Ireland Represented by HLG/Cilip was organised for the HLG Belfast conference.
- The work of Health Librarians was promoted at the LAI/Cilip Conference in Wicklow in 2004. The Communications Officer gave a presentation on the subject of 'e-Health Libraries' which included the 'Nurse 2 Nurse' website, Idaal, and the National Documentation Centre on Drug Use (HRB)
- The Communications Officer has commenced research into 'branding & corporate identity' issues. We hope to develop specific branding for the HSLG in the incoming year.

ii. International Liaison Officer

The International Liaison Officer informed delegates of her work for the committee in the previous year including:

- Working to raise the international profile of HSLG
- Identifying relevant bodies to develop links with, such as: HLG (UK), EAHIL (Europe), Canada, Australia and New Zealand

- Ensuring HSLG representation at events which are of value to the group
i.e. HLG Conference, HSLG Stand, Joint Session
- Identify what international activities HSLG members are involved in
- Encouraging members to participate in international networks and events
- Promoting awareness of international health information trends and activities among HLG members
- Disseminating details of new developments / publications from other groups
- Inviting colleagues from other professional bodies to attend and contribute to the HSLG conference

iii. Cochrane Library Officer

The Cochrane Library Officer informed delegates of her work for the committee in the previous year including:

- A Cochrane Colloquium in 2004
- Systematic Review Training
- Introduction to Cochrane Seminars
- Training for Librarians
- Introduction to the new Wiley Interface & website:
www.thecochranelibrary.com
- Future Developments include
 - HSLG Training
 - Promoting Cochrane in Ireland
 - Introduction to Cochrane in DCU in February 2005
 - Training for librarians
 - Development of a panel of trainers
 - A Colloquium for 2006

iv. Continuing Professional Development Working Group

The Continuing Professional Development Working Group leader provided an overview of CPD and informed delegates of the activities of the CPDWG in the previous year:

- CPDWG – Introduction & FAQ
 - How the CPDWG can help you
 - How you can help us
 - What is CPD & why choose CPD?
 - How do I do a Professional Development Plan?
 - What counts as CPD?

- Courses offered on 2004
 - Cochrane Library for Health Science Librarians x 2 (November, Dublin; September, Limerick)
 - Managing Electronic Resources (September, Dublin)
 - Train the trainer with OVID (May, Dublin)
 - Advanced Internet Searching for Health Science Libraries (March, Dublin.)

v. Web Site Working Group

The Web Site Working Group leader provided an overview of WSWG and informed delegates of the activities of the WSWG in the previous and coming year:

- WSWG Goal: Enable the HSLG to establish an effective, attractive and useful web presence
 - Terms of reference
 - Work of WSWG
 - Developing the website
 - Requirements for website development
 - What will New Web Site Contain?
 - How is New Web Site to be Used and Managed
 - Possible Future Developments
 - WSWG – New Terms of Reference

5. Adoption of Policies and Procedures for the Group

The previously circulated Policies and Procedures document was discussed. After a vigorous debate, no decision was reached on whether to formally adopt the document. It was decided to allow time for further discussion and response, and that this would be facilitated through the group's newsletter HINT and mailing list.

6. Adoption of Strategic Plan for 2005-2008 for the Group

Following on from the conference of the last two days, Bernard Barrett summarised some of the inputs from conference attendees and highlighted what the next steps in the planning process would be; namely over the course of the next twelve months, the establishment of planning groups, who would discuss and articulate objectives for each of the seven goals discussed during the conference. The intention would be to have the essential elements of the plan discerned by the 2005 AGM.

7. Election of Committee for 2004-2005

The election of the committee for 2004-2005 then commenced. Based on the nominations received by recording secretary Tim Collins, the following were deemed elected: Bernard Barrett, Rosarii Buttimer, Louise Farragher, Sue Faulkner, Brian Galvin, Muriel Haire, Jean Harrison, Aoife Lawton, Ciara McCaffrey, Fiona McCarthy, Marie McClarnon, David Mockler, Anne M O'Byrne, Dympna Sheils, and Penny Wiggle. It was noted that Tim Collins did not go forward for re-election. The outgoing chair, Bernard Barrett thanked Tim for his

many years of work with the committee. It was then agreed that the incoming committee would meet as soon as is convenient to elect officers.

8. Any Other Business

There being no other business, the AGM ended at 3.10pm.

Due to the fact that Tim Collins did not go forward for re-election as recording secretary during this meeting, the minutes were recorded by Louise Farragher, outgoing Communications Officer and a member of the incoming committee.

Compiled by: Louise Farragher (HRB)