



Annual General Meeting of the LAI Health Sciences Libraries Group, at the Dublin Dental Hospital, Thursday 22nd September 2005.

Minutes of the Meeting

1. Welcome

Delegates from all parts of the country were warmly welcomed by Bernard Barrett, HSLG Chairperson, who thanked Anne O'Byrne for the use of Dublin Dental Hospital Facilities

2. Minutes of Annual General Meeting held on Friday November 12th 2004

Minutes of last meeting (HSLG/AGM/11-04), previously circulated, were noted. There were no non-agenda matters arising.

3. Presentation of Annual Report for 2004 / 2005

3.1 Due to the Annual Report only being made available at the Annual General Meeting, requests were made from the floor, for the Chairperson to verbally summarise the main points of the report. This included the Chairpersons report for the year, within which he referred to the second edition of Standards for Health Care Libraries, to be launched later in the day.

3.2 The chair has been a member of the LAI Executive Board for the last three years, and gave an account of the work undertaken by the board and of the usefulness to the group of having a committee member on the board – it did give us an opportunity to make our voice heard and influence the development of policy. Additionally, the chair informed the group that a part time development officer had been recruited and had expressed the wish to meet with all of the LAI groups.

3.3 In the course of this last year, the LAI has re-launched the scheme of Associateship of the LAI and the Executive Board has asked the Chair to bring this to the attention of HSLG members.

3.4 As part of the report, the Chair called on a number of the Committee Officers to summarise the work they had undertaken within the last year.

- International Liaison Officer: In the absence of Maire McClarnon, the Chair gave an account of the work she has undertaken for the group within the last year. This included the fostering of links with a number of international health science library groups, such as the CILIP Health Libraries Group in the UK, EAHIL and MLA.
- Communications Officer: Louise Farragher described the work that had been undertaken with regard to the continued development of our own website, the new

discussion list and the publication schedule for HINT in the coming months. Some problems existed with regard to the discussion list in respect of attachments.

- Cochrane Library Liaison Officer: In the absence of Ciara McCaffrey, the Chair presented a report from her summarising the activities associated with her post over the last year. These included being available as a “resource” to anyone within the group wanting to maximise the use of the Cochrane Library as a resource, providing CPD courses where needed, and developing the liaison between the Health Research Board, UK Cochrane Centre and the HSLG.

- 3.5 Niamh Lucey, who had led the Standards Steering Group, described the work undertaken over the course of the last few years to research and produce the second edition of the Standards for Irish Health Care Libraries, and publicly thanked the members of the Steering Group for their time, guidance and professionalism
- 3.6 The Chair gave an overview of the planning undertaken so far for the 2006 Annual Conference, which was for the first time to be held in February. Noting comments that had been made by participants from the last conference, the intention was to make the event a highly participative event. The intention was to focus on the themes of Open Access and Knowledge Management. The chair also noted the intention to look for a new venue for the conference, having used the Bridge House Hotel at Tullamore for the last three years.
- 3.7 The Chair made mention of the upcoming CILIP Health Libraries Group conference to be held in July 2006 in Eastbourne, UK. A number of the HSLG members had attended the last HLG conference in Belfast in 2004. The chair has been invited to deliver one of the keynote addresses at Eastbourne.
- 3.8 The CILIP Health Libraries Group, have been working to produce an online edition of the HLG membership directory, and we have been invited to participate in this. Brian Galvin, Website Working Group Leader, gave an overview of this project to date, and of how the advantages of our participation in the project.

4. Treasurers Report

The group noted that Rosarii Buttimer had resigned as group treasurer, due to promotion within UCC, and that Sue Faulkner had been standing in for the interim.

5. Case Studies

- 5.1 **Web Site:** Louise Farragher delivered a presentation and chaired a discussion about the website. She appealed to group members to contribute content for the site. After discussion, the group agreed the website looked very impressive
- 5.2 **CPD:** Aoife Lawton advised the group as to the function of the CPDWG. She then outlined the format of WG meetings and some of their recent achievements. The AFM also noted the need for trainers from within the HSLG to deliver training courses for the upcoming year.

6. HSLG Strategic Plan

The Chair gave a presentation illustrating how the committee and group members who have volunteered to become involved with the plan, were systematically working through each goal and its associated objectives. A template had been developed which listed the objectives for each goal, who was acting as coordinator for the goal, together with projected timeframe,

overlap with other goals and committee work areas, as well as outcome measures, which would enable us to know when goals had been successfully achieved.

7. HSLG Policies & Procedures

- 7.1 The Chair gave an overview of the need for such a document. As the work of the group developed and expanded, it was important to ensure that clear operating procedures were in place, to ensure that whatever work was done was achieved in a planned and co-ordinated way, and also to have a tool which could act as an arbiter in the event of problems and disputes. The document which had previously been circulated to and voted upon by HSLG members had been based on research of similar documents used by other international health library groups. The document did not in many instances change existing practice within the group. It did however codify it, and make the process open and transparent to all for the first time. The document had been publicised to all group members via an article in HINT (Vol 3, Issue 1) in May 2005. The document had also been distributed to all HSLG members.
- 7.2 Because of the importance of the document, it had been decided by the committee to conduct a ballot of all HSLG members (who were also LAI members) to formally ratify the document. The ballot had been administered during August, a few weeks prior to this AGM, and had been administered under the supervision of the LAI Secretary, Catherine Watters – who had also acted as the returning officer for the Ballot. The ballot papers were counted and officially certified by the LAI on September 2nd 2005.
- 7.3 The result of the ballot was for acceptance of the document, there being 28 for, 1 against and 1 spoilt ballot paper.
- 7.4 There was some concern from the floor about the timing of the ballot, because August is traditionally seen as a holiday period. One member also stated they believed by not voting in the ballot, they were effectively casting a “no” vote.
- 7.5 There was also criticism from the floor surrounding the manner in which the result of the ballot was presented and communicated to the membership at the AGM. In light of the results of the ballot, as certified by the LAI, the policies and procedures document is accepted. Acknowledging the concerns voiced from the floor, both the Chair, and committee member Sue Faulkner, who had led the work on developing the document, stressed that they were quite open to amendments and additions being made to the document in future years.

8. Election of Committee for 2005 – 2007

In line with the above policies and procedures, and having been duly proposed and seconded, the following were elected to the committee to serve a two year term

Bernard Barrett	Directorate of Mental Health, HSE West, Limerick
Louise Farragher	National Drug Documentation Centre, Dublin
Jane Farrelly	Portiuncula Hospital, Ballinasloe, Co. Galway
Sue Faulkner	Sisters of Charity of Jesus and Mary, Monasterevin
Brian Galvin	National Drug Documentation Centre, Dublin
Aoife Lawton	Regional LIS, HSE Dublin Mid-Leinster
Ciara McCaffrey	University of Limerick
David Mockler	Trinity College, Dublin
Donal O’Sullivan	Tralee Institute of Technology
Penny Wiggle	Adelaide and Meath Hospital

(Kate Kelly and Fiona McCarthy were co-opted onto the committee in the later part of 2005)

9. Any Other Business

- 9.1 The Chair on behalf of the group thanked Maire McClarnon for her work on the committee
- 9.2 An expression of thanks was given from the floor to all who co-operated in the Irish Health Care Libraries Document Supply Scheme and to Muriel Haire for operating the scheme.
- 9.3 There being no other business, the meeting closed at 13.00pm