

## Minutes of the Board of the National Library of Ireland

Thursday 2 June 2022 at 11:00

Venue: Boardroom, National Library of Ireland,  
4 Kildare Street, Dublin 2, D02 A322

<b>Board</b>	<p><b>Present:</b> Eoin McVey, Chairperson Dr Marie Bourke Prof Maeve Conrick (via video conferencing) John Grenham Dr Conor Kostick (via video conferencing) Prof Ciarán Ó hÓgartaigh (via video conferencing) (Items 6-12) Prof Kalpana Shankar (via video conferencing) Caitriona Sharkey (via video conferencing) Jennifer Taaffe (via video conferencing)</p>
	<p><b>Apologies:</b> Lisa Grimm Lorelei Harris</p>
<b>Staff</b>	<p><b>In attendance:</b> Katherine McSharry, Acting Director (Items 1-11) Susan O'Donnell, Acting Secretary (1-11)</p> <p>Eoghan Ó Carragáin, Head of Digital Collections (6-7.3) Kathleen Ruane, Head of Finance and CRO (8.1)</p>
<p>Note: (Items 1-11) denotes attendance for the inclusive sections of the minutes. All other Board/staff members were present/in attendance for the full duration of the meeting.</p>	

### 1. Interests and procedural matters

The Chairperson confirmed that the meeting was quorate. In response to the Chairperson's enquiry, the Board had no conflicts of interest to declare and adopted the meeting agenda.

**The Board confirmed they were quorate; adopted the meeting agenda; and had no conflicts of interest to declare.**

Note: All papers were circulated in advance of the Board meeting unless otherwise stated.

## **2. Minutes**

### **2.1 Review of minutes of the Board meeting of 10 February 2022 and their publication**

**The Board approved one additional redaction to the minutes of the Board meeting of 10 February 2022, and the publication of those minutes with redactions as appropriate.**

### **2.2 Draft minutes of the Board meeting of 7 April 2022 and their publication**

**The Board approved the draft minutes of the Board meeting of 7 April 2022, and the publication of the approved minutes with one redaction as appropriate.**

## **3. Matters arising**

The Acting Director provided the Board with a brief overview of the matters arising action table. The following actions were considered in more detail:

Action 19.3.2: The Acting Director noted that the procurement of a supplier to conduct the external review of the effectiveness of the Board is under way, with an aim of completing the review by the end of Q3 and presenting a report to the Board at its October meeting.

This work is led by the Board Secretary, and Board member Jennifer Taaffe has agreed to sit on the Evaluation Committee for potential service providers.

It is estimated that the External Review service provider will be selected in June; Board and Committee members are likely to be contacted in August and September; and the Report provided to the Board at its October meeting.

**The Board agreed for their contact details to be circulated to the service provider of the External Review of the Effectiveness of the Board.**

Action 20.2.5: The Acting Director noted that Board minutes for 2021 are published online, and Board minutes for 10 February 2022 and 7 April 2022 approved at this meeting will be published online in the coming days. This item will then be closed.

Action 2021.2.2: With regard to governance of the Capital Development Programme, the Acting Director will meet the Head of Estates and Head of Finance in the next week to discuss the recently revised Memorandum of Understanding and an update will be provided to the Board at its next meeting in August.

Action 2021.5.1: With regard to measures for Board to further develop its oversight and effectiveness, the Acting Director proposed to close this item due to the upcoming External Review of Board Effectiveness.

**The Board agreed to close Action 2021.5.1, 'The Board to consider what measures would be appropriate to further develop its oversight and effectiveness', in light of the planned External Review of the Effectiveness of the Board.**

Action 2022.1.1: The Acting Director noted that this item on the recruitment of the previous Director was now closed.

Action 2022.1.2: The Acting Director noted that this item on the selection of a UK-based book supplier to the National Library of Ireland (NLI) was now closed.

**The Board noted the matters arising action table.**

#### **4. Acting Director's report**

The Acting Director briefed the Board as follows:

- Capital Development Project: The next phase of documentation required to progress the cost approvals in respect of the capital development project has been received from DTCAGSM. Subject to DTCAGSM approval, the NLI will be tendering in June for the economic consultancy services required to complete the documentation.

In response to a query from Board, the Acting Director advised that the tender process is prioritised and as such is planned for completion in September 2022.

- HR: Recruitment is underway for posts in Exhibitions, Learning and Programming, and in Digital Collections. Sanctions for almost all posts have now been approved by DTCAGSM and sanction is expected shortly for the consequential vacancy in the role of Acting Head of Exhibitions, Learning & Programming.
- Covid-19 Operations: From 3 May, evening opening for research in the main, microfilm and manuscripts reading rooms was reintroduced. Readers can continue to use the reading rooms until 7pm each Tuesday and Wednesday evening. From 28 May, weekend opening of the main building on Kildare Street was reintroduced, from 9.30am-5pm, Saturday and Sunday.
- Reveal - 3.5 Develop our communications across multiple platforms, including a new fully bilingual website, to reveal all the National Library has to offer:

The project to create a new, bilingual and fully accessible website for the National Library will be ongoing through Q3, with a soft launch planned for October 2022.

- Engage - 4.1 Make everyone feel welcome and included in the National Library:

A new Lego model of the National Library, developed over five years, is now on display in the front hall, conveying an immediate sense of informal welcome to all visitors. Hundreds of visitors have attended in recent days, and significant media coverage and social media attention has been received.

- Collect - 1.5 Continue to collect the nation's published and historical record, adding e-legal deposit materials, and the entire Irish web domain if legislation allows:

In response to a query from the Board on making a listing of NLI acquisitions available to the public, the Acting Director advised that it is planned to publish long-form pieces on the collections, including acquisitions, on the News and Information section of the new website.

**The Board approved the suggested new format for the Acting Director's Report to Board, based on the key objectives from**

**Strategy 2022-2026, highlighting in particular the listing of new acquisitions.**

**The Board noted the Acting Director's report.**

## **5. Strategy Dissemination Update**

**The Board noted the update on the launch of the NLI Strategy 2022-2026 including approach, timeline and outreach.**

**The Board acknowledged the contribution of former Director, Dr Sandra Collins, Board members and Library staff to the development of the new Strategy.**

## **6. Presentation: Introduction to Digital Collections**

The Head of Digital Collections, Eoghan Ó Carragáin, delivered a presentation to the Board introducing the Digital Collections department. The Head of Digital Collections advised that the department has an organisation-wide remit to grow, manage and preserve the NLI's digital collections and to develop the NLI's underpinning systems and core technical infrastructure.

The presentation provided an overview of the department's multi-disciplinary team and its five work strands: ICT Infrastructure and Operations, Digital Library Systems, Digitisation Programme, Web Archiving Programme, and Born Digital Archives.

In 2022, Digital Collections plan to work on core technical infrastructure and systems, including WIFI Replacement and a third-party cybersecurity review. Plans for 2022 included a new Web Archiving Procurement Framework, engagement with key stakeholders on Web Archiving legislation, and continuing the development of core Digital Library Systems. The rate of Digitisation has been excellent to date given current resourcing levels, and, in line with the Strategy 2022-2026 objective to further consolidate and then scale up digitisation work, Steering and Operations Groups have been established.

In response to a query from the Board on the leadership grade in ICT Infrastructure & Operations, the Head of Digital Collections

advised that the role of HEO has been filled recently, and an AK1 role could be considered in future planning.

In response to a query from the Board on Born Digital Pilot projects and the role of data in the NLI, the Head of Digital Collections noted a recent increase in project requests to the NLI, and a general push for FAIR access to public data.

In response to a query from Board in relation to copyright legislation, the Head of Digital Collections noted that the department are working on an engagement strategy for stakeholders to advance the long-standing strategic objective of the NLI to secure a legal mandate to harvest the full .ie domain on a regular basis.

With regard to access to the catalogues, the Head of Digital Collections noted that there will be a 'Stories' section in the new website where the NLI can highlight specific acquisitions and items in the national collections.

The Head of Digital Collections advised that the NLI has developed a core digitisation process which delivers a very reliable and high throughput rate of diverse material. Additional means of scaling up the rate of digitisation beyond this core process are being considered, including through partnerships.

The Head of Digital Collections advised that work is progressing well with regard to acquiring a collection of digital photographs.

### **The Board noted the presentation introducing Digital Collections delivered by the Head of Digital Collections.**

The presentation was to be circulated to the Board after the meeting.

## **7. Business cases**

### **7.1 Digital Collections: Tender for WIFI Replacement**

The Head of Digital Collections noted that the current NLI WIFI infrastructure was installed in 2011. It is recommended that the NLI now implement a new WIFI offering.

The Board agreed to allow the NLI to issue a supplementary request for tender (SRFT) under OGP Network Solutions Framework (ITC013F) to procure the necessary equipment to connect to the Government Network Solution and the annual maintenance requirement associated with the equipment. [REDACTED]

[REDACTED]

## 7.2 Digital Collections: Tender for Web Archiving Framework

The Board agreed to the issuing of an invitation to tender, by EU Open procedure, to allow the NLI to establish a single party Web Archiving Services Framework for a period of four years commencing in October 2022 [REDACTED]

[REDACTED]

The Board noted that as this will be a Single Party Framework and contracts will be placed for a period of one year, with terms to be agreed annually on a project basis. Business cases for each project will be submitted for Board approval in accordance with normal approval limits.

[REDACTED]

## 7.3 Digital Collections: Tender for Digitisation Services

The Board approved the NLI to issue a request for a Mini-Tender to procure digitisation operators for 2022 from the 2018 Digitisation Framework with the option to extend contract to 2023. [REDACTED]

[REDACTED]

## 7.4 Special Collections: Tender for Collections Management Framework

**The Board approved the NLI to issue an invitation to tender, via OJEU public procedures, under for appointment to an NLI Framework for Collection Management Services for a four-year period 2022-2026.**

[REDACTED]

### **7.5 Website: Tender for Translation Services**

The Acting Director noted that this request for tender seeks to procure translation services for the entire organisation for one year, with the possibility to renew for one further year if required.

In response to a query from the Board, the Acting Director confirmed that translation to other languages has been considered. The NLI intends to use the national framework for translation services once established, which will also include, and will be drawn down from the existing framework.

**The Board noted that high-accuracy automatic translation services, coupled with in-person quality assurance reviews, should be considered when preparing the next request for tender for Translation Services.**

**The Board recommended that translation to other languages is considered when preparing the next request for tender for Translation Services.**

**The Board approved the NLI to proceed to open a national request for tender for translations services. The request for tender is for a period of one year with option to renew annually for a further one year.**

## **8. Corporate Affairs**

### **8.1 Finance: Management accounts for year to 31 March 2022**



The Head of Finance and Chief Risk Officer (CRO) presented the Q1 2022 Management Accounts for approval.

The Head of Finance and CRO noted that both income and expenditure are tracking closely to budget. The Head of Finance and CRO noted that the timing of receipt of recruitment sanctions would have an impact on the NLI's ability to fully utilise the current pay allocation for 2022. However, almost all sanctions were now received and the final sanction was expected soon.

The Chairperson of the Audit and Risk Committee (ARC) advised that the Committee had discussed this matter at its meeting of 18 May 2022, and noted that no further action was necessary as almost all sanctions had been received since the May meeting of the ARC.

In response to queries from the Board, the Acting Director noted it is expected that roles would be filled within one to six months; and the Head of Finance and CRO noted that the projected underspend would be available for Board review at its next meeting.

The Head of Finance and CRO advised that a new contract has been agreed to cover an extension of maternity leave for the HEO Finance to October 2022.

**The Board approved the draft management accounts for the year to 31 March 2022.**

## **8.2 Estates: NLI Safety Statement**

The Acting Director noted that the NLI Safety Statement and Policy is presented to Board for approval annually by the Estates Department.

The principal updates to the Safety Statement in 2022 included:

- Update of names and roles;
- Information on COVID-19 is updated to reflect the easing of restrictions during the past year;
- A section is added to inform on the fire suppression system in the archive at the National Photographic Archive;

- Health and safety aspects of the Blended Work Policy;
- A section added relating to Exhibitions, Filming & Events, including the State Claims Agency insurance cover and insurance required of 3rd Party organisations working on events; and
- The new Staff Wellness Room and guidelines.

**The Board approved the comprehensive updated NLI Safety Statement, the Safety Policy and the Register of Responsibilities as assigned in the Safety Statement.**

## **9. Board committees**

### **9.1 Audit and Risk Committee: Report of 18 May 2022 and minutes of 23 March 2022**

The Chairperson of the Audit and Risk Committee (ARC) briefed the Board on the Committee meeting of 18 May 2022.

The Chairperson of the ARC advised that the Committee discussed the timing of recruitment sanctions and noted that this matter had been addressed by the Board at Item 8.1 above.

The ARC also considered the categorisation of consultancy costs; the commencement of the Internal Audit of Collections; and planned to review the Draft 2 Financial Statements at its July meeting.

The Chairperson of the ARC thanked Teresa Harrington for her valued ongoing contribution to the work of the Committee.

**The Board noted the Committee Chairperson's report on the Audit and Risk Committee meeting of 18 May 2022, and the approved minutes of the Audit and Risk Committee meeting of 23 March 2022.**

### **9.2 Committee on Genealogy and Heraldry**

The Chairperson of the Committee on Genealogy and Heraldry noted that the next meeting is scheduled for June, and the Head of Digital Collections will present.

The Chairperson noted that a Sub-Committee on Genealogy may be established.

**The Board noted that the two Board Committee members of the Committee were not available for the next meeting.**

**The Board noted the report from the Chairperson of the Committee on Genealogy and Heraldry.**

### **9.3 Readers' Advisory Committee: Report of 26 April 2022**

**The Board noted that, as the Committee Chairperson sent apologies, the report on the Readers' Advisory Committee meeting of 26 April was deferred.**

### **10. Next Board meeting: Thursday 4 August 2022, 11:00**

**The Board noted that its next meeting will take place on Thursday, 4 August 2022 at 11:00.**

### **11. Any Other Business**

#### **11.1 Media updates for NLI Board**

**The Board agreed that their contact details could be circulated to the suppliers of Onclusive media updates.**

Board members noted some difficulties in accessing the service, and were asked to report same to the Director's Office.

### **12. Time Alone**

The Chairperson updated the Board on the recruitment of a new Director.

**The Chairperson closed the meeting.**