

Minutes of the Board of the National Library of Ireland

Thursday 5 August 2021 at 11:00

Video Conferencing

Board	Present: Eoin McVey, Chairperson Dr Marie Bourke Prof Maeve Conrick Dr Conor Kostick Katherine McSharry Jennifer Taaffe
Staff	In attendance: Dr Sandra Collins, Director Susan O'Donnell, Acting Secretary Colette O'Flaherty, Keeper of Special Collections (5.1 only) Kathleen Ruane, Head of Finance and CRO (7.1.1-7.1.2 only)
Note: (5.1-7.1.2) 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.	

1. Designate a Chairperson of the meeting and other procedural matters

Eoin McVey was appointed Chairperson of the Board of the National Library of Ireland by Catherine Martin, T.D., Minister for Tourism, Culture, Arts, Gaeltacht, Sport and Media, effective from 29 July 2021.

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 warmly welcomed the appointment of Eoin McVey as Chairperson of the Board. The Board confirmed they were quorate; adopted the meeting agenda; and they had no conflicts of interest to declare.

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

2. Draft minutes of the Board meeting of 3 June 2021

3. Matters arising

The Director, taking items 2 and 3 of the Agenda together, advised that review of the draft minutes of the Board meeting of 3 June 2021 and review of the matters arising action table is deferred until the Secretary of the Board returns from sick leave.

The Board conveyed best wishes to the Secretary of the Board.

The Board noted that review of the draft minutes of the Board meeting of 3 June 2021 and the matters arising action table is deferred.

4. Director's report

The Director provided the Board with a verbal briefing and presentation as follows:

- Update on new Board member appointments by Catherine Martin, T.D., Minister for Tourism, Culture, Arts, Gaeltacht, Sport and Media. The Director will write to welcome new Board members and an induction session will be arranged in early September. The Board Strategy workshop will be rescheduled so that new Board members can participate. The next Board meeting is planned for October.

- Major Changes at Executive and Risk Mitigation:

The Director advised that a number of changes at Executive level have arisen with potential negative impact on operations; however, several risk mitigation steps have been put in place to address this as follows:

- Head of Digital Collections

The NLI Head of Digital Collections retired in July and the ICT Executive Officer resigned in May. The Head of Digital

Collections is responsible for all the ICT functions and library and repository systems, in addition to digital collecting and the digitisation studios. This created an immediate and critical need for ICT support. The Head of Human Resources is currently managing the Digital Collections team.

The following actions were taken to mitigate risk: the Executive prioritised the recruitment of the new Head of Digital Collections. A request to the Department to expedite the recruitment of this role was promptly approved given the critical nature of this role; a temporary Acting ICT Higher Executive Officer with experience was appointed and the recruitment of the ICT Executive Officer was progressed; an existing ICT support contract was extended for an additional potential 30 drawdown days of senior ICT support.

- Head of Exhibitions, Learning and Programming

The former Head of Exhibitions, Learning and Programming resigned and departed in July. This role is responsible for a wide portfolio of public engagement, online and across multiple sites. In addition, a significant portion of the workload is to design, deliver and animate the redeveloped West Wing where it is planned to develop three floors of new exhibition space, new café and shop, and new learning and seminar spaces.

Katherine McSharry has agreed to move to this role, retaining Deputy Director, on a full-time and permanent basis in August. The Deputy Director is ideally suited given experience as project director on the design and delivery of the Seamus Heaney: Listen Now Again exhibition; NLI lead for the delivery of the Museum of Literature Ireland; and as Head of the former Outreach Department.

- Head of Development

The Deputy Director vacated this role in July and moved to Exhibitions, Learning and Programming. The Head of Development is responsible for public communications, advertising and marketing, public affairs and media engagement, development of the new website, design, fund raising and development. This role is critical to the

management of the reputation of and public awareness of the Library.

Eoin McCarney has returned from his career break and has taken up the role on a temporary basis until January 2022. He will then return to the role of Head of Published Collections. Additional expertise in media relations is provided on an ongoing basis by a services contact with DHR Communications. This contract will be extended on an interim, non-competitive basis until the new Head of Development is in place to run a new procurement.

- Corporate Governance Higher Executive Officer

Orla Sweeney is Secretary to the Board and Executive; Data Protection Officer; responsible for GDPR; Freedom of Information requests; compliance; and monitoring feedback and is currently on sick leave. Susan O'Donnell has agreed to be Acting Secretary for the Board and Executive. The Director is also taking on additional responsibilities in the area of Corporate Governance.

The Director addressed a number of queries from the Board concerning the timeline for the appointment of the Head of the Development role; whether the recruitment can be expedited; the need for continued progress on the development of the new website.

The Board noted staffing changes could be attributed to the impact of Covid-19 and may also be experienced across many cultural institutions.

The Board conveyed thanks to the former Head of Digital Collections and the former Head of Exhibitions, Learning and Programming for their valued contributions to the Library.

The Board warmly welcomed the appointment of the Chairperson and new members of the Board. The Board noted the Director's report, and the ICT Briefing note for July 2021, and approved the mitigation steps put in place.

5. Policies for Approval

5.1 Collection Development Policy & Guidelines

The Keeper of Special Collections, Colette O’Flaherty, provided an update to the Board on the revised draft Collection Development Policy, with draft Guidelines; revised timeline for completion of this programme of work; and the revised External Consultation list.

The Board welcomed the extensive work reflected in the draft Collection Development Guidelines.

In response to a query from the Board on the timeline for review, the Keeper of Special Collections confirmed the Policy and Guidelines would be reviewed regularly.

The Board approved the Collection Development Policy Guidelines which accompanied version (2021.4) of the Collection Development Policy. The Board noted the revised timeline for completion of this programme of work, as amended in line with the Board’s decision of 8 April. The Board noted the revised External Consultation list.

Upon request of the Chairperson, the Acting Secretary agreed to send hard copies of the final Collection Development Policy and Guidelines to the Board when it is approved.

5.2 ICT Acceptable Usage Policy

The Director noted that the ICT Acceptable Usage Policy was brought to the Board for review. All staff are expected to comply with the Policy. The Policy is reviewed every four years.

The Board approved the ICT Acceptable Usage Policy.

6. Business Cases

6.1 Digital Collections: Selective Web Archiving

The Board provided approval for the Executive to renew the contract with Internet Archive (IA) for selective web archiving for a period of 1 year from 14 September 2021 under the terms of the existing single party Web Archiving

Services Framework Agreement with IA for the provision of Selective Web Archiving (Lot 1).

6.2 Estates: NLI Contract Cleaning Services

The Board provided approval for the Executive to issue a tender for Contract Cleaning Services.

7. Corporate affairs

7.1 Finance

7.1.1 Management accounts for year to 31 May 2021

The Board noted that the Audit and Risk Committee has reviewed the draft management accounts for May 2021 on email and all recommendations have been implemented.

The Board approved the draft management accounts for May 2021.

7.1.2 NLI Bank Mandate

The Board provided approval for the Executive to update the NLI Bank Mandate to include the following changes:

- i. remove the former Head of Digital Collection and include the Head of Human Resources in the new mandate;**
- ii. include the Director as the authorised user for 365 phone and digital banking access.**

8. Next Board meeting: Thursday 7 October 2021, 11 am

The Board noted that its next meeting will take place on 7 October 2021.

9. AOB

9.1 Exhibitions, Learning & Programming: Contract for Seamus Heaney film

Katherine McSharry, in her capacity as Deputy Director and Head of Exhibitions, Learning and Programming, sought approval for the NLI to proceed to contract with bigO Creative Ltd for services to produce a film, in collaboration with the Department of Foreign Affairs (DFA), on the subject of Seamus Heaney (following prior Board approval to proceed to tender for this project).

The Board provided approval for the Executive to proceed to contract with bigO Creative Limited for services to produce a film, in collaboration with the Department of Foreign Affairs (DFA), on the subject of Seamus Heaney,

The Chairperson closed the meeting.