

**MINUTES OF BOARD OF NATIONAL LIBRARY OF IRELAND**

**Thursday 17 October 2019 at 11:00**

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

	<b>Present</b>
<b>Board In person</b>	Paul Shovlin, Chairman; Dr Ciara Breathnach; Bob Collins; Prof Maeve Conrick; James Dorgan; Jack Keyes; Dr Conor Kostick; Eoin McVey (1-10); Katherine McSharry (2-14); Susan Philips.
<b>Board By videoconferencing.ie</b>	Prof Susan Schreibman.
<b>Apologies</b>	Jennifer Taaffe.
	<b>In attendance</b>
<b>Staff</b>	Dr Sandra Collins, Director (1-14); Orla Sweeney, Secretary (2-14); Ger Wilson, Head of Digital Collections (8); Colette O'Flaherty, Chief Herald of Ireland and Keeper of Special Collections (9.2-10)
Note: Instances where (1-14) etc. are noted are inclusive and corresponds to the minutes (not the agenda).	

[REDACTED]

[REDACTED]

[REDACTED]

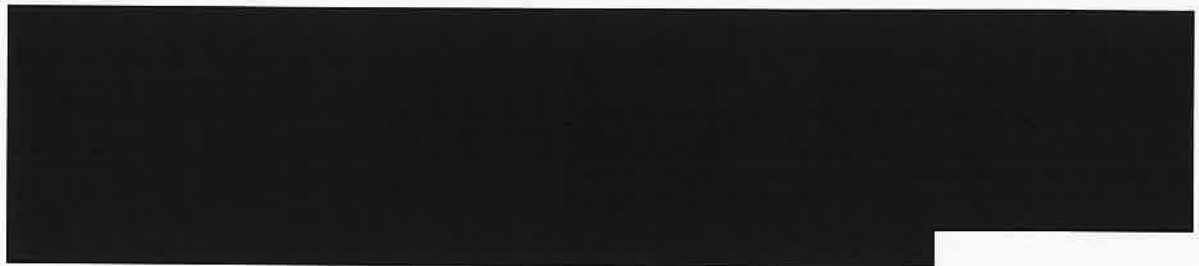
**2. Declarations of interests and procedural matters (agenda item 1)**

The Chairman confirmed that the meeting was quorate and noted the apologies of Jennifer Taaffe. In response to the Chairman's enquiry, the Board had no interests to declare.

All papers had been circulated in advance of the Board meeting unless otherwise stated.

**The Board adopted the agenda.**

**3. Draft minutes of the Board meeting of 19 September 2019 and their publication (agenda item 2)**

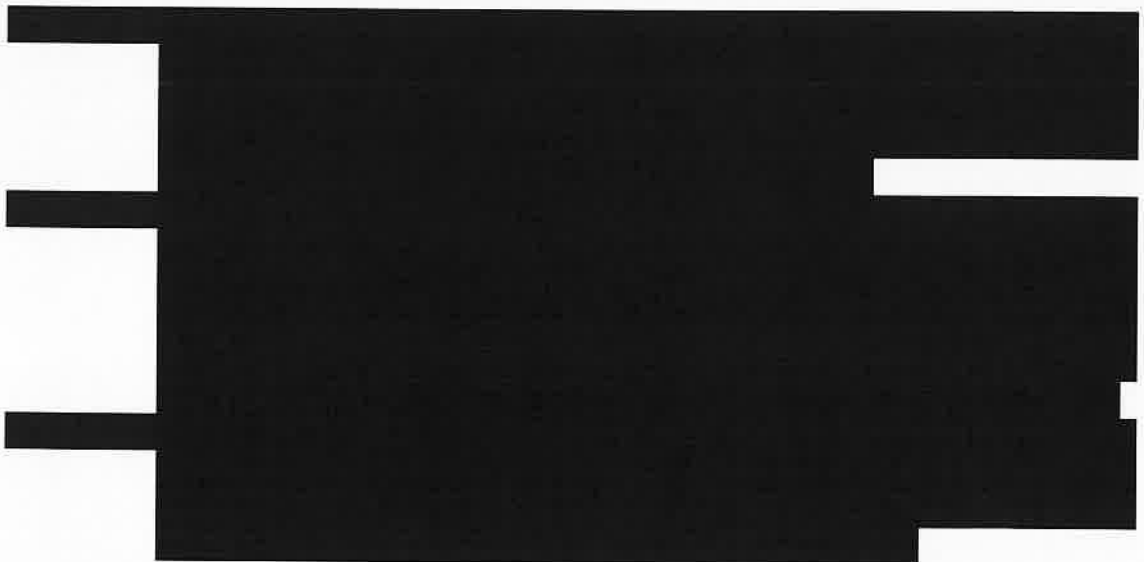


**The Board approved the minutes of the Board meeting of 19 September subject to amendment and the publication of the said minutes with redaction as appropriate.**

**4. Matters arising (agenda items 3)**

**4.1 Action table**

The following open actions were addressed in detail:



**The Board noted the matter's arising action table.**

#### **4.2 External review of the effectiveness of the Board: Board Improvement Plan**

The Secretary outlined the updates as detailed in the Plan. The Board requested that section 6 of the Plan be amended in line with 19.5.5 of the action table under matter's arising.

**The Board noted the updated Board Improvement Plan.**

#### **4.3 Board session on library science: Special Collections**

In line with the paper, the Secretary outlined a proposed Board session on library science concerning Special Collections.

**The Board approved the draft outline of the Board session on library science concerning Special Collections and agreed that the session should be delivered to the Board in addition to its first meeting of 2020.**

### **5. Director's Report (agenda item 4)**

The Director briefed the Board on the event which took place on 16 October 2019 to announce that author Marian Keyes donated a digital archive to the NLI and is partnering with the NLI on a pilot project to explore the ways in which digital materials are acquired, catalogued and made available to the public. The Director also outlined the background to the pilot project. The Director answered queries from the Board concerning the digital materials donated and how the range of materials will be made publically available.

The Board strongly welcomed the project and commended staff involved in the digital pilot project and the event.

**The Board noted the Director's Report.**

### **6. Development Office Report (agenda item 5)**

Katherine McSharry in her role as Deputy Director and Head of Development provided the Board with the following report:

- 6.1 MoLI: International publicity surrounding the opening; key stakeholders visits to MoLI; and an international collaborative opportunity that is being explored.

6.2 Seamus Heaney Listen Now Again: [REDACTED]

[REDACTED] In October 2019, Ms McSharry will visit the exhibition's curator at Emory University and give a talk, followed by a visit with the Director to the Irish Arts Centre, New York to mark the opening, in partnership with the NLI, of the 'Seamus Heaney: Manuscripts' exhibition.

6.3 Publicity: The announcement of the digital pilot project as noted by the Director previously.

6.4 Recruitment: A second round of interviews for the Development Executive will take place on 18 October 2019.

Ms McSharry responded to queries from the Board concerning recruitment for the Marketing Executive Officer post and the option to modify elements of the exhibitions in MoLI to include the works of additional writers such as those from Northern Ireland.

**The Board noted the Development Office's Report.**

## 7. Corporate Affairs (agenda item 6)

The Director presented the following items:

[REDACTED]

### 7.2 Risk management (agenda item 6.3)

The Risk Register is due to be submitted to the Board at its meeting of 13 December 2019.

**The Board noted the briefing in relation to Risk Management.**

## 8. Procurement: Book Scanner (agenda item 7)

Ger Wilson, Head of Digital Collections presented a paper entitled 'Procurement: Book Scanner'. Ms Wilson outlined the tender award criteria in more detail and responded to the Board's queries on this matter. The Director advised the Board that the DCHG's Digitisation Scheme has enabled the purchase of the book scanner.

**The Board provided approval for the NLI to proceed to contract with Microbox for a book scanner [REDACTED]**

## **9. Office of the Chief Herald**

### **9.1 Office of the Chief Herald staffing levels (non-agenda)**

The Board and the Director discussed the Office of the Chief Herald with a particular focus on its staffing levels which at present includes the Chief Herald and Assistant Keeper I both of whom are also assigned to Special Collections.

**The Board requested the Director to consider staffing levels in the Office of the Chief Herald in the context of the Funding Enhancement & Revenue Generation Opportunities report commissioned by the NLI.**

### **9.2 Procurement: Office of the Chief Herald Services Framework 2020-2023 (agenda item 8)**

Colette O'Flaherty, Chief Herald of Ireland, presented the paper entitled 'Procurement: Office of the Chief Herald Services Framework 2020-2023'.

**The Board provided approval for the NLI to issue an invitation to tender to establish a framework of suppliers for specialist heraldic services for a period of 4 years.**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## **11. Board Matters (agenda items 10)**

### **11.1 Permission to amend the Board meeting date to 13 December 2019**

The Director outlined the rationale for the reschedule request.

**The Board provided its approval for the Board meeting to be rescheduled to Friday 13 December 2019.**

### **11.2 Board meeting schedule 2020**

**The Board noted the paper entitled 'Board Matters: Board meeting schedule 2020'.**

### **11.3 Authorisation of Board Seal**

**The Board provided its approval in line with the paper entitled 'Board Matter's: Authorisation of Board Seal. Consequently, the Deputy Director is authorised by the Board as an additional appropriate officer of the Board to authenticate by their signature the seal of the Board as provided for in section 25(2) of the National Cultural Institutions Act, 1997.**

## **12. Board Committee' Reports (agenda items 11)**

### **12.1 Committee on Genealogy and Heraldry**

In the absence of the Chairperson of the Committee on Genealogy and Heraldry, a member of the Committee briefed the Board on the Committee meeting of 25 September 2019.

**The Board noted the approved minutes of the Committee on Genealogy and Heraldry's meeting of 29 April 2019 and the briefing of the Committee's meeting of 25 September 2019.**

### **12.2 Readers' Advisory Committee**

The Chairperson of the Readers' Advisory Committee informed the Board that the Committee is scheduled to meet on 25 October 2019.

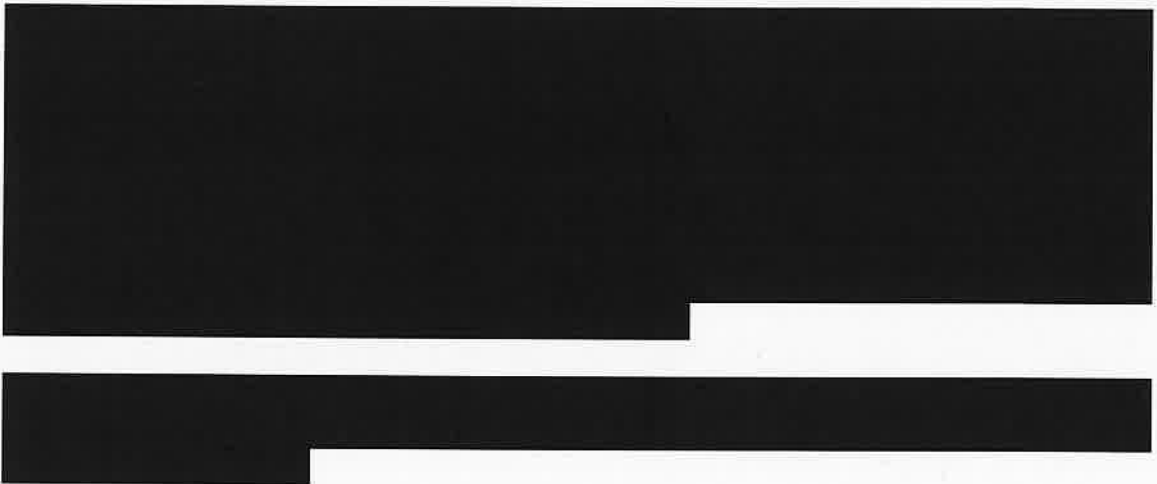
**The Board noted Readers' Advisory Committee briefing.**

**12.3 Audit and Risk Committee**

In the absence of the Chairperson of the Audit and Risk Committee, the Chairman advised the Board that the Committee Chairperson had no further update to that provided at the previous Board meeting. A member of the Committee notified the Board that the Committee is scheduled to meet on 28 November 2019.

**The Board noted the Audit and Risk Committee briefing.**

**13. AOB (agenda item 12)**



**14. Next meeting (agenda item 13)**

**The Board noted that the next meeting of the Board is scheduled to take place on Thursday 21 November 2019 at 11.00am.**

**The Chairman closed the meeting.**