



DRAFT MINUTES OF BOARD OF NATIONAL LIBRARY OF IRELAND

Friday 13 December 2019 at 11:00

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

	Present
Board In person	Paul Shovlin, Chairman; Dr Ciara Breathnach; Bob Collins; James Dorgan; Jack Keyes; Dr Conor Kostick; Eoin McVey; Katherine McSharry; Jennifer Taaffe (2-10).
Board By videoconferencing	Prof Susan Schreibman.
Apologies	Prof Maeve Conrick; Susan Philips.
	In attendance
Staff In person	Dr Sandra Collins, Director; Orla Sweeney, Secretary; Ciara Kerrigan, Assistant Keeper I in the Office of the Chief Herald (5).
	
Note: (1-10) denotes attendance for the inclusive sections of the minutes and not agenda items.	

1. Declarations of interests and procedural matters

The Chairman confirmed that the meeting was quorate and noted the apologies of Prof Maeve Conrick and Susan Philips. 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.

2. Draft minutes of the Board meeting of 21 November 2019 and their publication



[REDACTED]

With reference to section 4.4 of the draft minutes, the Board agreed that, in the interests of clarity, the section should conclude upon the following text: '...Director confirmed that contractors had been paid.'

With reference to section 13, the Board agreed that the last point of this section should be amended in line with the Board's view as follows: 'A view was also expressed that to attract suitable Board members and academics, fees to Board members should be reinstated.'

The Board endorsed the amendment of the approved minutes of the Board meeting of 17 October 2019. The Board approved the draft minutes of the Board meeting of 21 November 2019 subject to the said amendments and the publication of approved minutes with redaction as appropriate.

3. Matters arising

3.1 Action table

The Secretary outlined the status of each action as outlined in the table. The following actions were considered in more detail as follows:

19.2.2 In order to record the conclusion of the action, the Secretary offered to circulate to each Committee Chair a paper to enable the Chairs to record that the Committee has implemented each of the recommended improvements put forward in the report on the Effectiveness of the Board and the Board Committees. The Committee Chairs agreed to submit the completed papers to the Board during Q1 2020.

19.6.1 Upon the Director's advice the Board noted that the Department of Culture, Heritage and the Gaeltacht (DCHG) had provided approval for the NLI to carry-forward funds into 2020 to cover NLI payroll and other expenditure for the first two months of 2020. This action is now closed.

19.7.1

[REDACTED] This action is now closed.

19.7.2 The Director advised that staffing levels in the Office of the Chief Herald (OCH) would remain unchanged in 2020 and the Executive recommended that the NLI proceed to establish a framework agreement to deliver specialist services to the OCH up to 2023 (see 5 below).

The Director responded to queries from the Board concerning the statutory remit of the OCH; the recent OCH applicants; the process that may be undertaken should OCH applicant fees need to be altered; and staff costs. The Chairperson of the Committee on Genealogy and Heraldry commented that the Committee considers OCH resources on an ongoing basis; however, the Chairperson was aware that there was no additional funding available for the OCH. A Board member, who is also a member of the said Committee, noted their regret that staffing levels in the OCH would not be increased. The Chairman noted that he sympathised with the views of the Executive and the Committee on this matter; and he agreed with the Director that staffing levels in the OCH would remain unchanged. This action is now closed.

The Board noted the matter's arising action table.

3.2 External review of the effectiveness of the Board: Board Improvement Plan

The Secretary outlined the updates as detailed in the plan.

The Secretary advised that she would circulate to the Board papers presented as part of the final DCHG Corporate Governance workshop held on 26 November last.

The Secretary notified the Board that the Chairman's annual meeting with DCHG is scheduled to take place on 17 December 2019. On foot of a query from the Board, the Chairman provided an overview of the agenda for the meeting. The Chairman requested the Board to submit any further considerations concerning the NLI Board 2020 (with reference to the previous Stateboards.ie booklet for the appointment of NLI Board members) and the present Board members' interest in seeking reappointment to the next Board before 17 December 2019.

The Board noted the updated Board Improvement Plan.

4. Director's Report

The Director circulated three papers at the Board meeting on each of the following matters:

4.1 HR, Finance and NLI Strategy

In addition to the paper, the Director noted with appreciation the assistance of two Board members who sat on the interview panels for the Head of Published Collections and Head of HR.

The Board acknowledged:

- The Director's significant workload arising from the temporary assumption of the Head of HR and Head of Finance responsibilities.
- The success of the Seamus Heaney Listen Now Again exhibition. The Board noted their appreciation to the Director, Deputy Director/Head of Development and the Exhibition Manager.
- The deferments of preparing Budget 2020 until the financial statements 2019 are completed.
- The postponement of the preparatory work on the next NLI strategy until the Director's workload moderates.

The Director addressed queries from the Board on the Head of Finance's retirement and the Seamus Heaney Listen Now Again exhibition.

4.2 NLI Capital Development Project: Reimagining the NLI

In addition to the paper, the Director briefed the Board on the rationale for the timings of the NLI's drawdowns of project funds to date; and advised that a service level agreement for phase 2 of the project will be submitted to the Board when finished. On foot of queries from the Board concerning off-site storage, the Director outlined the procurement of the preceding and present service provider, contract costs and duration of contract.

4.3 NLI Payroll 2019

In addition to the paper, the Director advised the Board of immediate to short term recruitment plans. The Director addressed queries from the Board concerning the recruitment plan specifically and recruitment practices in general.

The Board noted the Director's Report on HR, Finance and NLI Strategy; NLI Capital Development Project: Reimagining the NLI;

and NLI Payroll 2019. The Board noted the paper entitled 'Recruitment Progress Report'.

5. Procurement: Office of the Chief Herald Services Framework 2020-2023 (agenda item 7)

Ciara Kerrigan, Assistant Keeper I in Office of the Chief Herald, presented the paper entitled 'Procurement: Office of the Chief Herald Services Framework 2020-2023'. Ms Kerrigan addressed queries from the Board concerning the cost of producing a grant of arms and the applicant's fee. The Board discussed the applicant's fee.

The Board provided approval for the NLI to proceed to contract with Donal Burke, Micheál Ó Comáin, Philip Mackey and William Lutton for specialist services for the Office of the Chief Herald for a four year period commencing 1 January 2020.

6. Corporate Affairs

[REDACTED]

[REDACTED]

[REDACTED]

6.3 Recruitment Progress Report

See section 4 above.

6.4 Risk Management

The Board noted that risk management was considered by the Audit & Risk Committee.

7. 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:

- 7.1 Engagement: The Seamus Heaney Listen Now Again exhibition hosted a Business to Arts members' event on 21 November 2019. The NLI Festive Evening took place on 5 December 2019. The Board viewed the NLI's 2019 promotional video.
- 7.2 MoLI: President Higgins undertook a private visit to MoLI on 10 December 2019.
- 7.3 Philanthropy: A grant application for funding is to be submitted to a philanthropic body.
- 7.4 Recruitment: The Development Executive will commence their post on 8 January 2020. The Marketing Executive interviews are scheduled.

Ms McSharry noted her appreciation to the Board and Director for their support in the establishment of the Development Office and advised that a development plan will be drafted. The Board voiced its support for Ms McSharry.

The Board noted the Development Office's Report.

The Director briefed the Board on her communications with President Higgins concerning his personal archive which he donated to the NLI in 2012.

The Board agreed that President Higgins' archive should ideally be catalogued prior to the conclusion of the present Board's term in September 2020, and the Board should receive regular updates on the project's progress.

8. Board Committee' Reports

8.1 Readers' Advisory Committee

The Chairperson of the Readers' Advisory Committee informed the Board that the Committee met directly preceding the Board meeting. As part of the meeting, the Head of Estates provided

a presentation on the Reimagining the NLI: Building Programme and the Head of Exhibitions, Learning and Programming reported on NLI activities. The next meeting of the Committee is scheduled to take place on 5 March 2020.

The Board noted the briefing on the Readers Advisorys' Committee meeting of 13 December 2019 and the date of the next Committee meeting.

8.2 Audit and Risk Committee (agenda item 8.3)

The Chairperson of the Audit and Risk Committee informed the Board that the Committee met on 28 November 2019. As part of the meeting, the Committee met individually with the Comptroller and Auditor General [REDACTED]

The Board noted the briefing on the Audit and Risk Committee meeting of 28 November 2019; and the approved minutes of the Committee meeting of 3 September 2019.

8.3 Committee on Genealogy and Heraldry (agenda item 8.2)

The Chairperson of the Committee on Genealogy and Heraldry briefed the Board on the meeting of the Committee on 27 November 2019.

The Board noted the briefing on the Genealogy and Heraldry Committee meeting of 27 November 2019; and the approved minutes of the Committee meeting of 25 September 2019.

The Chairman acknowledged with appreciation the work undertaken by the Committee Chairpersons and members.

9. AOB

The Board congratulated Bob Collins on this appointment to the Board of the Irish Traditional Music Archive.

The Board acknowledged the completion of the renovation works of foyer of the NLI's administration building.

10. Next meeting

The Board noted that the next meeting of the Board is scheduled to take place on Thursday 20 February 2020 at 11.00am.

The Chairman closed the meeting.