

MINUTES OF BOARD OF NATIONAL LIBRARY OF IRELAND

Thursday 25 June 2020 at 11:00

Video conferencing

Board	<p>Present: Paul Shovlin, Chairman; Dr Ciara Breathnach; Bob Collins (3.1-10); Prof Maeve Conrick; James Dorgan; Jack Keyes; Dr Conor Kostick; Katherine McSharry; Eoin McVey; Susan Philips; Jennifer Taaffe.</p> <p>Apologies: Prof Susan Schreibman.</p>
Staff	<p>In attendance: Dr Sandra Collins, Director; Orla Sweeney, Secretary.</p>
<p>Note: (1-10) denotes attendance for the inclusive sections of the minutes.</p>	

1. Declarations of interests and procedural matters

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

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

The Board adopted the agenda.

2. Draft minutes of the Board meeting of 27 May 2020 and their publication

The Board approved the draft minutes of the Board meeting of 27 May 2020 without amendment and the publication of approved minutes without redaction.

3. Matters arising

3.1 Action table

The Director noted the status of each action as detailed in the table. The following actions were considered in more detail as follows:

Action 19.2.2: The Director advised the Board that the Board Secretary will contact each Chair of the Board's Committees in July/August 2020 concerning the paper to be submitted to the Board on the implementation of the recommended improvements detailed in the report on the effectiveness of the Board and its Committees.

Action 20.1.2: The Director notified the Board that the Head of Finance will undertake a payroll analysis during July-August 2020. The Director addressed queries from the Board concerning the implications of the insufficient annual grant pension allocation on the NLI's annual grant payroll. The Board and the Director discussed the matter. The Director informed the Board that a paper outlining the financial implications would be submitted to the Board should the pension allocation as part of the NLI annual's grant 2021 continue to fall short of the NLI's pension liability.

The Board noted the matter's arising action table.

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

The Secretary informed the Board that its Improvement Plan had been updated following the Board meeting of 27 May 2020.

The Board noted the updated Board Improvement Plan.

4. COVID-19 Planning

4.1 Director's Report

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

- The Government announcement of 5 June 2020, concerning the acceleration of the Roadmap for Reopening Society and Business, will result in the NLI reopening its buildings and onsite services on 29 June 2020.
- The amendment from the original date of 20 July 2020 means the Executive has had to greatly accelerate its efforts for the reopening which has been challenging as the NLI's services are underpinned by human contact, so every service has had to be reviewed and revised in line with public health guidelines. The NLI's COVID-19 Response Plan: Reopening of Buildings and Onsite Services is submitted to the Board for approval (see item 4.2).
- Reimagining the NLI: Building Programme has progressed with the contractor onsite undertaking investigative works which is complicated by the physical distancing public health guidelines.
- The Office of Public Works programme of refurbishment works, including the Microfilm Reading Room and Librarian's Office, are scheduled to be completed by 20 July 2020.

The Director addressed a query from the Chairman concerning the cost of the refurbishment works, which the Director confirmed were being paid for by the OPW.

The Board noted the Director's Report.

4.2 NLI COVID-19 Response Plan: Reopening of Buildings and Onsite Services

Katherine McSharry, in her role as Deputy Director and Head of Development, delivered a presentation at the meeting on the NLI COVID-19 Response Plan: Reopening of Buildings and Onsite Services.

The Board commended the Executive on the comprehensive Plan and requested the Director to convey their positive response to the Plan and appreciation to all staff.

The Director answered queries from the Board concerning the personnel and financial implications in implementing the Plan; the number of readers proposed for the main reading room; and face coverings.

Upon the Board's recommendation, the Director confirmed that the financial implications of COVID-19, including the implementation of the Plan, are being notified to the Department of Culture, Heritage and the Gaeltacht.

The Board approved the NLI COVID-19 Response Plan: Reopening of Buildings and Onsite Services and noted the associated presentation.

4.3 Risk Management

4.3.1 NLI Safety Statement

The Director informed the Board that the NLI Safety Statement had been reviewed and revised in light of COVID-19 by the Head of Estates in conjunction with the Health and Safety Officer. The Director also advised that the Audit and Risk Committee on 18 June 2020 had recommended the said Statement to the Board for its approval.

The Board approved the NLI Safety Statement (version 5).

4.3.2 NLI COVID-19 Risk Assessment and Business and Continuity Plan (Phase 2)

The Chairman noted that on 18 June 2020 the Audit and Risk Committee recommended the paper to the Board for its approval.

The Board approved the NLI COVID-19 Risk Assessment and Business Operation Continuity Plan (Phase 2) for staff working in the buildings during/post the COVID-19 pandemic.

4.3.3 NLI Return to Work Safely Compliance Framework

The Chairman commended the NLI Return to Work Safely Compliance Framework which he noted the Audit and Risk Committee had recommended on 18 June 2020 to the Board for its approval.

The Chairman thanked the Audit & Risk Committee for its work on the above papers.

The Board approved the NLI Return to Work Safely Compliance Framework.

4.3.4 NLI staff returning onsite induction presentation

The Board noted the NLI staff returning onsite induction presentation.

5. NLI Collection Development Policy 2020

The Director, on behalf of the authors (Keeper of Special Collections, acting Head of Published Collections and Head of Digital Collections) presented a revised timeline for the completion of the NLI Collection Development Policy. In line with the paper, the Director advised the Board that work on the Policy had to be suspended to allow for the accelerated reopening the NLI's buildings and onsite services.

The Board noted the revised timeline for the completion of the NLI Collection Development Policy with a completion date of 30 November 2020.

6. Digital Collecting: Web Archiving the .ie domain

As outlined in the paper, the Director informed the Board that the draft letter on web-archiving was in line with the Board's agreement at its meeting of 20 February 2020, which noted that the NLI should write to the Minister for Business, Enterprise and Innovation seeking an urgent amendment to the copyright legislation to allow full .ie domain web archiving. The Director advised that the draft letter had not been issued to date due to the interregnum.

The Director addressed a query from the Board concerning the level of support by the Department of Business, Enterprise and Innovation for the NLI's statutory remit. The Board commended the draft letter.

The Board approved the draft letter on web-archiving the .ie domain for issuing to the successor to the Minister for Business, Enterprise and Innovation.

7. Corporate Affairs

7.1 Finance

7.1.1 NLI Management Accounts January 2020

The Director briefed the Board as follows:

- The draft Management Accounts January 2020 had been prepared by new Head of Finance, Kathleen Ruane.
- A new format, which aligned with the Financial Statements, had been adopted for the said Management Accounts.
- The remaining management accounts (to June 2020) and budget profile to year end would be submitted to the Audit and Risk Committee for its recommendation and the Board for its approval at its meeting of 10 September 2020.
- On 18 June 2020, the Audit and Risk Committee recommended the draft Management Accounts January 2020 to the Board for noting.

The Chairperson of the Audit and Risk Committee concurred with the briefing provided by the Director and advised that the Committee will monitor progress on the drafting of the management accounts to June 2020 and budget profile to year end.

The Board noted the draft NLI Management Accounts January 2020.

7.1.2 NLI Financial Statements 2019

The Director briefed the Board as follows:

- As the new Head of Finance is in place the interim financial services provided by CrowleysDFK have been completed.
- The draft NLI Financial Statements for the year ended 31 December 2019 remains a work in progress as the external and internal audits are continuing.
- On 18 June 2020, the Audit and Risk Committee recommended the said Financial Statements to the Board for noting.

The Director addressed a query from the Board concerning the proposed timeline for the approval of the said Financial Statements by the Board. The Chairman recommended a review of the text on page 35 of the said Financial Statements.

The Chairperson of the Audit and Risk Committee advised the Board that approval of the said Financial Statements may be sought from the Board by email in order to submit the approved Financial Statements to the Comptroller and Auditor General.

The Board noted the draft NLI Financial Statements for the year ended 31 December 2019.

7.2 Human Resources

7.2.1 NLI Recruitment Progress Report

The Board noted the NLI Recruitment Progress Report.

7.2.2 NLI Remote Working Policy

In line with the paper, the Director informed the Board that the current draft of the NLI Remote Working Policy is a more detailed version of the Policy that had been approved by the Executive and circulated to staff working remotely following the closure of the NLI's buildings and onsite services on 12 March 2020.

The Board welcomed the draft Policy. The Director addressed a query from the Board regarding any staff concerns arising from working onsite or offsite.

The Board approved the NLI Remote Working Policy.

8. Board Committee' Reports

8.1 Audit and Risk Committee

8.1.1 Minutes of the 21 February 2020

The Chairperson of the Audit and Risk Committee briefed the Board on the Committee's productive meeting of 18 June 2020 which included the reopening of the NLI's buildings and onsite services; the draft NLI Management Accounts January 2020; the draft NLI Financial Statements for the year ended 31 December 2019; and a schedule of actions including the budget profile to year end.

The Board noted the briefing on the Audit and Risk Committee meeting of 18 June 2020 and the approved minutes of the Audit and Risk Committee meeting of 21 February 2020.

8.2 Readers' Advisory Committee

The Chairperson of the Readers Advisory Committee had no further update to provide to the Board from that provided at the previous Board meeting.

8.3 Committee on Genealogy and Heraldry

The Chairperson of the Committee on Genealogy and Heraldry had no further update to provide to the Board from that provided at the previous Board meeting.

9. AOB

The Chairman, on behalf of the Board, commended the Director, the Deputy Director and Head of Development, and Matthew Cains, Conservator on their participation in the documentary 'Making a Museum: The Story of MOLI' which aired on RTÉ One on 16 June 2020.

The Chairman, on behalf of the Board, expressed his condolences to Bob Collins, in his role as Chairman of the Policy Authority, on the tragic death of Detective Garda Colm Horkan. Mr Collins thanked the Chairman and the Board for the condolences conveyed.

10. Next meeting

On foot of a request from the Chairman, the Board indicated their availability to attend, in line with public health advice, an onsite meeting of the Board on 10 September 2020. In light of the Board responses, the Secretary confirmed that she would make preparations for a meeting to be attended by Board members onsite and online.

The Board noted that the next meeting of the Board will take place on 10 September 2020 at 11am.

The Chairman closed the meeting.

