

MINUTES OF BOARD OF NATIONAL LIBRARY OF IRELAND

Thursday 30 May 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; Prof Maeve Conrick; James Dorgan; Dr Conor Kostick; Katherine McSharry; Susan Philips.
Board By videoconferencing.ie	Jack Keyes, Prof Susan Schreibman. (Excluded from 3-4 only due to a NLI technical)
Apologies	Eoin McVey; Jennifer Taaffe.
	In attendance
Staff	Dr Sandra Collins, Director (0-12 only); Orla Sweeney, Secretary (0-12 only); Dr Cyril Sullivan, Head of Finance and Chief Risk Officer (8 only).
Externals	Olwen Dawe, Policy Analyst and Consultant, Irish Business Intelligence (2 only); Dr Maurice Manning and Dr Martin Mansergh, Chair and Vice-Chair of the Expert Advisory Group on Commemorations (12 only)

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

The Chairman opened the meeting and confirmed that it was quorate. The Chairman noted the apologies of Eoin McVey and 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.

2. NLI Diversity and Inclusion Report and Implementation Plan

The Chairman welcomed Olwen Dawe, policy analyst and consultant, to the meeting. The Director provided the Board with an overview of the NLI's engagement with Ms Dawe to date with specific reference to the NLI Diversity & Inclusion Policy 2018-2021 and the NLI's inaugural Diversity & Inclusion Forum held on 11 February 2019. Ms Dawe delivered a presentation entitled 'NLI Diversity Forum: Feedback, Reporting and Implementation Plan.'

The Director circulated copies of the NLI Diversity & Inclusion Policy 2018-2021 at the meeting, which had been translated into ten of the most popular languages spoken by non-Irish nationals in Ireland according to the 2016 Census. The Chairman recalled his recent engagement with India's Ambassador to Ireland and the value placed on the NLI's efforts to engage with diverse communities.

The Board welcomed the Report and the Implementation Plan. The Director addressed queries from the Board concerning participants' feedback about the Forum; achievability of the commitments proposed by the NLI; the Collections Development Policy; how the NLI would

address any future changes to the equality legislation; and resources, including collaboration opportunities, to achieve the Implementation Plan.

A member of the Readers Advisory Committee informed the Board that Elizabeth Kirwan and the Director delivered a presentation on behalf of the NLI's Diversity and Inclusion Committee at the recent Committee meeting. [REDACTED]

In line with the Director's suggestion the Board agreed that the Board should be updated on the NLI's diversity and inclusion efforts through the quarterly Executive Report.

The Board approved the NLI Diversity & Inclusion Report and Implementation Plan subject to a final review by the Director on foot of the Board's queries.

3. Draft minutes of the Board meeting of 17 April 2019 and their publication

The Board approved the minutes of the Board meeting of 17 April 2019 subject to an amendment to Section 11 concerning the Readers Advisory Committee so that it reads: 'and diversity including gender balance of the Committee membership.'

The Board approved the minutes of the Board meeting of 17 April 2019 subject to an amendment and the publication of the said minutes with redaction as appropriate.

4. Matters arising

The Board reviewed the matter's arising. The Chairman requested that the matter's arising include actions as noted in the improvement plan arising from the external review of the effectiveness of the Board.

5. Strategic Review: Executive Report

The Board received the latest edition of *What's on at the NLI May-August 2019*. The Director highlighted the following items from the Executive Report:

- 5.1 Reimagining the NLI: [REDACTED]. The next phase of the project involves a dimensional survey of the main building. In addition to the report, the Director notified the Board that an additional member to the OPW architectural team is due to commence on the project.
- 5.2 Recruitment: Update provided on the Head of HR and the Head of Exhibitions, Learning and Programming post.
- 5.3 Copyright and Other Intellectual Property Law Provisions Bill: The Bill has completed the fifth stage of the Oireachtas and all that remains now is for the Bill to be enacted into law. The Director answered queries from the Board concerning the NLI's activities in relation to select web-archiving; the archiving of the full .ie domain; the collection of eBooks; and engagement with the relevant Government departments and stakeholders in relation to the Bill. The Board noted its regret that the Bill does not include a legislative basis to allow the NLI to make the full .ie domain web archive, as collected and preserved by the NLI, accessible.

5.4 Estates: The Board welcomed the additional update by the Director concerning the renovation plans for the administration building.

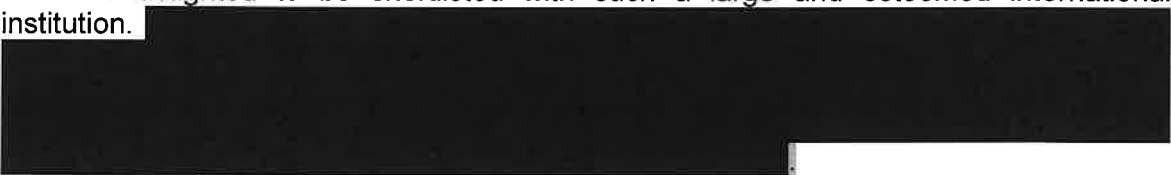
The Board approved the Executive Report.

6. Development Office

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

6.1 Philanthropy: Ms McSharry displayed a photograph of her and the Director at the Ireland Funds Gala on 2 May 2019. The event provided the NLI with an opportunity to promote the Seamus Heaney Listen Now Again exhibition and strengthen relations with donors which resulted in continued and new philanthropic commitments.

6.2 Seamus Heaney Listen Now Again: The NLI attended the 17th Annual International Museum and Heritage Awards. While the Met in New York won the category award, the NLI was delighted to be shortlisted with such a large and esteemed international institution.



6.3 International Engagement:

6.3.1 The NLI hosted a literary symposium on 23 May last, which was organised by the Embassy of Sweden as part of a State visit by King and Queen of Sweden to Ireland. The NLI was pleased to host this event which was also attended by President Higgins and Sabina Higgins. The event allowed the NLI to showcase the institution and strengthen its relations with key stakeholders.

6.3.2 The Director attended an event hosted by the Scottish First Minister on 27 May 2019.

6.4 Development Office: The Director and Ms McSharry met with British Library's Director of Development.

The Board noted the Development Office's Report.



8. Corporate Affairs

8.1 Finance

8.1.1 Financial Report YTD April 2019

Dr Cyril Sullivan, Head of Finance and Chief Risk Officer, presented the Financial Report for year-to-date April 2019. In line with the report, Dr Sullivan highlighted the number of key developments planned for 2019 which will impact on the NLI's financial performance and advised the Board that a forecasting exercise will be undertaken over the summer.

The Board approved the Financial Report YTD April 2019.

8.1.2 NLI Financial Statements 2018

Dr Sullivan informed the Board that further to the approval by the Board of the NLI Financial Statements 2018 at its meeting on 17 April 2019, the Comptroller & Auditor General has now approved the Statements for signature and for audit certification.

The Board noted the briefing on the NLI Financial Statements 2018.

8.2 Governance

8.2.1 Risk Management

Dr Sullivan informed the Board that the NLI's Leadership Team is completing a half year review of the corporate risk register which should be completed in early June 2019. At the recent Audit and Risk Committee meeting, it was agreed that the revised risk register would be provided (by email) to the Committee for its review and approval, and if in order, the revised register would be brought to the Board for its review/approval at its meeting on 20 June 2019.

The Board noted the briefing on Risk Management.

8.2.2 Corporate Governance Manual

Dr Sullivan notified the Board that a copy of the draft manual's contents section was discussed at the recent Audit and Risk Committee meeting. As the manual is a substantial document with a number of new governance policies and procedures, it was agreed that the manual should be approved by the Committee before it is brought to the Board for final approval.

It is planned to provide a final draft manual to the Committee's September meeting for approval of a first section of new policies and procedures with a second and final review at its December meeting. It is planned to present the final manual to the Board at its December meeting for final approval.

The Board noted the briefing on Corporate Governance Manual.

8.2.3 NLI Registration with the Charities Regulator

Dr Sullivan informed the Board that the NLI's online application for registration with the Charities Regulator has been completed. The Regulator's office is to assign an adjudicator to the NLI's case and it could take a number of months to complete the process.

The Board noted the briefing on NLI registration with the Charities Regulator.

8.3 Human Resources

8.3.1 Workforce Plan 2019-2021

Dr Sullivan presented the Workforce Plan 2019-2021.

The Board approved the Workforce Plan 2019-2021.

8.3.2 Human Resources: Recruitment Progress Report

Dr Sullivan presented the Recruitment Progress Report and answered a query from the Board regarding the impact of the buoyant employment market on the NLI's ability to fill posts.

The Board noted the Recruitment Progress Report.

9. Board Committee' Reports

9.1 Committee on Genealogy & Heraldry

On behalf of the Chairperson of the Committee on Genealogy & Heraldry, a member of the Committee briefed the Board on actions arising from the Committee meeting of 29 April 2019.

The Board noted the approved minutes of the Committee on Genealogy & Heraldry meeting of 21 November 2018 and the briefing on the Committee meeting of 29 April 2019.

9.2 Audit & Risk Committee

On behalf of the Chairperson of the Audit & Risk Committee, a member of the Committee briefed the Board on the Committee meeting of 17 May 2019. Another Committee member informed the Board that the annual report of the activities of the Audit & Risk Committee for the financial year 2018 was submitted to the Board in compliance with the Code of Practice for the Governance of State Bodies; however, the Board was updated continuously on the Committee's activities through the provision of briefings and the submission of approved minutes of Committee meetings.

The Board noted the approved minutes of the Audit & Risk Committee meeting of 14 March 2019 and the annual report of the activities of the Audit & Risk Committee for the financial year 2018. The Board approved the revised terms of reference for the Audit & Risk Committee.

9.3 Readers' Advisory Committee

Upon the invitation of the Chairperson of the Readers Advisory Committee, a member of the Committee briefed the Board on the Committee meeting of 24 May 2019. The Committee Chairperson also briefed the Board on the Committee's discussion regarding its membership and noted an invitation received from the Local Government Management Agency (LGMA) executive to host a meeting of the NLI Board within the next 6 months.

The Board noted the briefing on the Readers Advisory Committee meeting of 24 May 2019 and its appreciation for the LGMA invitation.

10. AOB

There were no other items of business.

11. Next meeting

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

The Board meeting broke briefly for refreshments.

12. Decade of Commemorations

The Board received the following documents as briefing materials:

- Presentation by the Director at the Decade of Centenaries Local Authority Forum on 13 March 2019.
- Paper submitted by the Director to the Expert Advisory Group in 2017.
- Department of Culture, Heritage and the Gaeltacht Decade of Centenaries Second Phase Guidance 2018-2023.

The Chairman welcomed Dr Maurice Manning and Dr Martin Mansergh, Chair and Vice-Chair respectively of the Expert Advisory Group on Commemorations. Dr Manning and Dr Mansergh outlined their views on the second phase of the Decade of Commemorations and a detailed discussion with the Board took place. The Board noted that the NLI is fully committed to assisting the Expert Advisory Group on Commemoration in its efforts, and advised that the Decade of Commemorations is a strategic priority for the institution. The Director outlined the NLI's commemoration projects.

The Board commended Dr Manning and Dr Mansergh and the members of the Expert Advisory Group on their invaluable work to date and wished them success as they guide the State's approach in the remembrance of significant historical events over the remainder of the Decade of Commemorations.

The Chairman closed the meeting.