



2023 Annual General Meeting Minutes

26th April 2023, 2-3.30 pm

Attendees: Katie Blackford, Jane Bramwell, Sarah Clifford, Jeremy Crumplin, Katie Davies, Richard Espley, Klara Finnimore, Lexi Frost, Emma Floyd, Donna Gundry, Emma Hayton, Gerry Heffernan, Tavian Hunter, Jerry Jenkins, Aoife Larkin, Rebecca Law, Gustavo Grandal Montero, Brett Moodie, Victoria Parkinson, Morwenna Peters, David Pulford, Will Rene, Maria Simoes, Ann Sproat, Hannah Stageman, Hayley Webb, Hannah Woodley

Apologies: Madeleine Ahern, Nick Brown, Alexandra Duncan, Gill Evans, Anna Golodnitsky, Rhian Isaac, Elizabeth James, Cathy Johns, Antonia Lewis, Simine Marine, Nieves Mingueza, Catherine Parkin, Maria White

1. Welcome, introductions and apologies

JJ welcomed all in attendance and invited them to introduce themselves.

2. Minutes of last AGM (held 23rd May 2022)

The minutes of the previous AGM were approved.

2.1 Matters arising

No matters arising.

3. Chair's report (included as Appendix I). Jerry Jenkins

JJ presented highlights from his report. Throughout the year, and continuing from last year, he has attended a number of meetings of the Heritage Collections Advisory Group, engaging with organisations similar to ARLIS UK & Ireland. It is formed by charitable groups who advocate for collections that are at risk by proposing a strategy to help defend those collections and any staff positions under threat. The group is relatively new and still defining its terms of reference. JJ suggested that we all look at the website of the Heritage Advisory Group and said that more information will be circulated to the membership.

4. Progress following the recommendations of the Equity Steering Group. Jerry Jenkins

JJ is very pleased to report that ARLIS UK & Ireland been working hard throughout the year across society to progress the recommendations of the Equity Steering Group. JJ

praised the work of MP who has been amending the society's documentation, ensuring the texts are displaying best practice.

One of the key elements has been the Global Majority Scholarship which ran for its second year.

JB reported on the ARLIS Global Majority Art Librarianship Scholarship 2023 panel. This year consisted of Rose Roberto, Jennifer Fearon (previous members of the ARLIS Equity Steering Group), Simine Marine, and Jane Bramwell, and the entire process was kindly supported by Nick Brown and Morwenna Peters. 15 applications were received, and the overall standard of the applications was high. The panel were impressed by the range of experience and knowledge of the candidates. Thanks to the generosity of Council, we were delighted to award two post graduate scholarships – one MA in Archives and Records Management and one MA in Library and Information Services Management (one required part funding, the other full funding) for 2023. The two successful candidates, and the close runner up have also been offered free annual membership of ARLIS and a free place at the ARLIS 2023 conference 'Generative Spaces' in Norwich.

JJ was pleased that there was such a great response to the call and that we're able to support 2 strong candidates this year.

JJ said that the society will be working towards appointing a new role on Council to engage with members and drive these recommendations forward.

5. Hon. Secretary's report (included as Appendix II). Morwenna Peters

MP summarised her report for attendees.

Under Section 2, MP reported that much of the work this year has been revising and reviewing policies in line with the Equity Steering Group recommendations.

The safeguarding policy and risk assessment matrix which are awaiting approval from council.

The revision of the handbook has been a big piece of work that is currently being undertaken.

The Privacy notice has been edited and almost ready to be sent to council.

Under Section 3, MP discussed the archive records. For background MP explained how since 1989 ARLIS has deposited its archive with the V&A. This agreement is renewed every 3 years. Firstly, there was some duplicate material discovered and further discussions are to be had on what should and shouldn't be retained. Secondly, we were asked to permanently deposit these records which was agreed by Council.

MP's priority for the coming year is to ensure that ARLIS UK & Ireland is collecting the right material, and it is being deposited. She said that we're looking forward to being

able to deposit physical items as well as digital, such as conference bags, which will be of interest to future researchers.

MP updated attendees on the current communications methods used. We have continued our subscription to Zoom which has been used for meetings and events organised by Council and the committees. We continue to use Microsoft 365 which is in line with GDPR. A new arlis.net email address has been created for the Serials Committee.

6. Hon. Treasurer's report (included as Appendix III). Gerry Heffernan

Prior to the AGM, GH shared 2 documents – the report and accounts. GH said that we remain in good financial health. GH gave one highlight of the year, referencing the Global Majority Scholarship. ARLIS UK & Ireland allocated a budget of 11k for 2022, and these costs have been incorporated into the accounts.

There are investments of £25k with NSI.

Our accountants are Kenneth Morris, Bromgrove, and GH recommends that we renew and continue to work with them.

There are 2 insurance policies up for renewal. The one with Zurich has decreased in cost and will GH has asked Council for approval to renew.

GH asked attendees to approve the documents shared to enable him to sign the accounts. This was approved.

7. Membership Secretary's Report (included as appendix IV). Rebecca Law

RL reported on the current membership figures.

Personal members stand at 37, which is the same as last year

Institutional membership has increased. Last year there were 34 and this year there are 38.

The membership survey received 31 responses this year. RL shared a PowerPoint presentation illustrating the findings from the membership survey.

RL returned from maternity leave recently and thanked MA for her sterling work.

RL confirmed that the ALJ subscription rates remain unchanged.

8. ALJ Report (included as Appendix V). Gustavo Grandal Montero.

GGM gave a brief summary of his report. Four issues were published in 2022. Two were edited by GGM, and the other two were edited by associate editors, Kraig Binkowski and Michael Wirtz.

There are 137 direct institutional subscriptions and nearly 8000 consortia subscriptions. GGM noted a trend in a slow decrease in institutional subscriptions, but an increase in consortia subscriptions. The income has gone up significantly in 2022 to a total of £64k, of which ARLIS UK & Ireland receives 40% as a royalty.

As part of the promotional work for the journal we created a selection from special issues which is available freely online: <https://www.cambridge.org/core/journals/art-libraries-journal/collections/special-issue-highlights>

One new member of the editorial team joined last May. Lindsey M Reno took up the post of associate editor and is currently working on issue no. 4 which will come out in October 2023.

The team delivered a workshop on professional writing at the annual conference in Bristol and will be giving the same workshop in Norwich later this year.

9. 2023 Conference Working Party Report (included as Appendix VI). Hannah Stageman

HS, co-Chair of the CWP, reported that everything is going swimmingly at the minute. She noted that CWP members ALa and co-Chair JJ are also part of the meeting today. The call for papers went out in December and the speakers were confirmed in February. HS shared a link to the conference website - <https://www.arlisukiconference2023.com> She reported that ticket sales have started to trickle in and sponsorship is coming through. The theme is 'Generative powers of the art library'. Ingrid Pollard, Sarah Bodman and Althea Greenan will be keynote speakers. The CWP have collaborated with Bookscapes, a local group of book artists. It has been good to have this local knowledge whilst organising the conference. There will be a live demo from the Letterpress Museum, as well as an exhibition from the Books on Books collection.

JJ thanked ALa for managing the ticket sales and setting up the Eventbrite page - <https://www.eventbrite.co.uk/e/arlis-uk-ireland-conference-2023-tickets-529106079527> . JJ explained how the CWP have tried to make it as flexible as possible, allowing for day attendance, and starting and finishing at midday to allow people to travel off peak. The CWP have also arranged discounts with local hotels. JJ is very much looking forward to seeing everyone in Norwich.

9.1 2024 Conference venue TBC

JJ said that traditionally ARLIS UK & Ireland announces the following year's conference venue at the conference. We're still looking for a venue for 2024. JJ asked all in attendance to reach out and make suggestions of possible places to visit.

10. Research Awards

ARLIS UK & Ireland normally gives 2 research awards for £1000. There was a change made to this last year to allow for flexibility in how the money was used. The travel award was changed to a Travel and Research award, and open to non-members.

The call for applications will be circulated in the coming months.

There has been a delay in the report from the 2021 awardee and an extension has been granted.

JJ urged all in attendance, as members, to promote and apply for these research awards.

11. Committees' Reports

11.1 Cataloguing and Classification Committee (included as Appendix VII). Victoria Parkinson

VP reported on current membership, explaining that Lucy Kelsall stepped down last year, and 3 new members, Laura Wood, Lucy Dodge and Jane Carr, have recently joined.

The committee have met 3 times online in the past year.

The committee hosted 7 online talks as part of the Cat & Class ethics series. These are available on YouTube and have been watched over 1,500 times to date.

The committee co-hosted another online event with the Serials Committee, presented by Lluís Tembleque Teres, earlier this year.

Later this year we're planning to run a joint Dewey Decimal Classification event with the Professional Development Committee.

A special issue of the ALJ based upon the Cataloguing and Classification ethics series has been guest edited by KB.

Mary Mitchell continues to liaise with the CILIP Metadata and Discovery Group on behalf of the committee.

11.2 Professional Development Committee (included as Appendix VIII). Tavian Hunter

TH reported on the changes in membership over the past year. Charlie Thomas stepped down in May. The committee welcomed 3 new members in September. Elizabeth Oliver and Richard Bapty stepped down in November and February. BM stepped down in January. The committee currently has 4 members, with Alex Bell being a new member.

The committee met 6 times remotely since the last AGM. The majority were planning meetings around workshops.

The committee has organised 5 different events over the past year – 3 of which were visits, to the Tessa Boffin Archive, the Queer Zine Library at Goldsmiths and the London Library. And 2 were workshops; Taking the Plunge and Creative Skills for Art and Design Librarians.

The workshops have been well received in terms of attendance and feedback from individuals who attended.

Post pandemic low attendance to visits has picked up again.

TH has been liaising across different committees to organise events for the forthcoming year.

TH will be promoting another skills development workshop for library managers and an upcoming visit to the Arts University Plymouth in May.

JJ thanked TH for her report and praised the workshop that he was able to attend at Tate.

11.3 Serials Committee (included as Appendix IX). Lexi Frost and Klara Finnimore

JJ welcomed LF and KF who are the founding members of a new committee dedicated to art serials.

LF reported on behalf of both herself and KF.

The Serials Committee formed last August. Co-chaired by LF and KF. Current members are Jeremy Crumplin, Arthur Murfitt, Jess Cobb, Eleanor Parker and Madeleine Ahern.

The committee met 3 times in the past year – twice online and once in person. They've had a couple of events. One was a launch event at the Architectural Association to discuss ideas, which was repeated online for those who couldn't attend in person. Since then they've organised in conjunction with the Cataloguing & Classification Committee an event on cataloguing serials. This was in 2 parts, comprising an hour-long cataloguing training session which is available on YouTube, and the second part more of a breakout discussion. Feedback responses from 29 people said that they found it useful.

The next event will be a workshop at the 2023 Norwich conference where the committee are going to bring different activist press and small presses in to promote them, and what we can do as librarians to discuss how we can collect from these small presses.

From feedback at the launch events, people expressed a desire for a forum to discuss serials issues and ideas. In response to this the committee has set up a Padlet to share information with new professionals - <https://padlet.com/serials/arlis-serials-discussion-board-wvh1hemilvaknd5x>

11.4 Regional representation (included as Appendix X). Morwenna Peters

MP reported that ARLIS UK & Ireland is committed to developing our regional representation across all regions.

The ARLIS South West Group has 2 forthcoming events scheduled - visits to the Arts University Bournemouth and Palace Theatre and the National Oceanographic Library in Southampton – and both are due to be advertised soon.

The ARLIS webpages have been updated to reflect the membership of the group.

The SW Group are aiming to have one visit and one online workshop each year.

MP and JJ have met with members of LALIC to discuss how we can support their events in Leeds. MP welcomed attendees from LALIC at the AGM.

MP explained that there's more opportunity for more regional groups to be formed and arrange events which can ensure our members can network and engage in lots of different ways.

AS thanked JJ and MP for their support and that they are thinking about what they can do in terms of more events.

JJ is glad to see these group developing and stressed the importance of this programme.

12. Website, Social Media and ARLIS Matters (included as Appendix XI). Alex Duncan and Simine Marine

SM and AD sent apologies.

JJ read the report.

13. Election of New Officers/Council Members. Morwenna Peters.

New Council members to be confirmed and ratified were read out and approved.

Chair Elect: Brett Moodie, UWE Bristol

Co-Chair of Serials Group: Klara Finnimore, Royal College of Art

Co-Chair of Serials Group: Lexi Frost, Royal College of Art

Operational Treasurer: Anna Golodnitsky, Tate

Returning members were read out and approved.

Chair: Jerry Jenkins, British Library

Treasurer: Gerry Heffernan

Minutes Secretary: Katie Blackford, Tate

Honorary Secretary: Morwenna Peters, UWE Bristol

Membership Secretary: Rebecca Law, V&A

Chair of Professional Development Committee: Tavian Hunter, Iniva

Chair of Cataloguing and Classification Committee: Victoria Parkinson, King's College London

Co-opted Council members were read out and approved.

Communications Administrator and Co-Web Master: Alex Duncan, Chelsea College of Arts

Co-Web Master: Simine Marine, Architectural Association

Ordinary member: Cathy Johns, independent

Ordinary Member: Antonia Lewis, University of the Creative Arts

Ordinary Member: Nick Brown, independent

Ordinary Member: Jane Bramwell, Tate

Conference Working Party Co-Chairs: Jerry Jenkins, British Library and Hannah Stageman, British Library

Members stepping down from ARLIS were thanked for their work.

Madeleine Ahern

Amy Page

Leo Appleton

MP explained that we are now returning to our quota of 4 ordinary members.

MP reported on the timing of Brett Moodie's appointment as Chair-elect. It has been approved by Council that JJ will continue in the role of Chair until 2024, allowing BM to spend a full year in the post of Chair-elect. AGM attendees approved this as well.

14. Thank you to Retiring Officers/Council Members. Jerry Jenkins.

JJ thanked the retiring officers and Council members.

JJ thanked the society members for their continued work and commitment to the society, which he finds heartwarming and exciting.

JJ acknowledged the membership and thanked them for their continued support of ARLIS UK & Ireland.

15. AOB.

EF asked whether the AGM will be held in person again to encourage more attendees?

JJ replied that we are planning to hold a hybrid Council meeting in June as a dry run.

EF was thinking about aspects of the AGM which we used to have where you could debate and that it was a good networking opportunity. In contrast though, post-pandemic, people have little time to attend things. EF felt it would be livelier to meet in person. JJ agreed that although it's far easier to do this online, it would be good to have more engagement in the room.

MP agreed that there is a lack of two-way engagement. The other side is that people outside of London would struggle to attend. Hybrid meetings are incredibly complex to do well.

VP felt that there would be models we could follow to try to hold a hybrid AGM. It would be beneficial to allow remote attendance. And if given enough notice of the date, people could plan their attendance.

KB expressed her thoughts on the additional work and expense in planning a physical AGM in finding a venue and catering.

ACTION: KB to add 2024 AGM to the agenda for the next Council meeting.

Appendices

Appendix I. Chair's Report

Appendix II. Hon. Secretary's Report

Appendix III. Hon. Treasurer's Report

Appendix IV. Membership Secretary's Report

Appendix V. ALJ Report

Appendix VI. 2023 Conference Working Party Report

Appendix VII. Cataloguing and Classification Committee Report

Appendix VIII. Professional Development Committee Report

Appendix IX. Serials Committee Report. Klara Finnimore and Lexi Frost.

Appendix X. Regional Representation Report

Appendix XI. Website and Social Media Report

Appendix I. Chair's Report. Jerry Jenkins.

As I complete my second year as Chair of ARLIS UK & Ireland, I am pleased to report the Society is vibrant and active. It has bounced back from the Covid-19 Pandemic with renewed vigour. Our committees have organised a range of events for local and international audiences both online and face to face over the last twelve months. This is a sign of the health of the Society.

Furthermore, the Society is growing engagement from groups of Art Libraries and Art Librarians across the UK and Ireland. Over the past twelve months the South West Regional Groups has worked to support other groups affiliate their Local networks with ARLIS UK and Ireland to ensure our Society is engaged with Art Librarianship across the UK and Ireland.

Reports are provided by the Hon Treasurer, Hon Secretary, Membership Secretary, the Committees, the ALJ and the 2023 Conference Working Party. In the 11 months since our last AGM in May 2022, Council has continued to meet online maintaining a hybrid working model. Colleagues, Officers, and Members have adjusted extremely well to this it can be considered business as usual. It is evident by a wide range of interesting and insightful activities both online and in person across the Society.

Financially, the Society finds it's self in a secure financial situation thanks in part to the Art Libraries Journal Publishing Model. As a result, ARLIS UK & Ireland is in the position to introduce and support initiatives from the across the Society. Nevertheless, it has been pointed out that that the Society is currently using its reserves to fund the Global Majority Scholarship particularly and we should explore other avenues of finance to be in a position to continue to be able to support this worthy initiative in future years. As we rightly endeavour to support and engage marginalised groups the sundry expenses add up. Other avenues of income need to be found to support these in the medium term.

Work on the Equity Steering Group implementation continues at pace. Including the second annual Global Majority Scholarship which resulted in two successful applications this year.

Following the successful 2022 Annual Conference in Bristol which transitioned back to a face-to-face conference on the 14th of July. The 2023 Conference Working Party are working hard to bring together an exciting conference Programme of events both online and in Norwich from the 3rd -5th July to ensure Conference Programme is available to the widest possible number of participants. Once again, the CWP should be particularly applauded for the structure they have put in place to allow five funded student places to be allocated through a lottery. This initiative will make the conference more accessible to students.

An invitation has been sent to outgoing President of ARLIS NA Rebecca Price to attend the 2023 Annual Conference in Norwich. So hopefully she or another colleague from ARLIS NA will be in attendance. It is too soon to see if the Conference sales will make a profit for the Society. It is hopeful that the Conference will break even. Although there are additional expenses such as professional services to stream and record the conference which need to be factored in and will affect the overall cost.

Despite ongoing pressure on budgets and time the Membership of the Society remains stable. Council made the decision not to increase the membership fee for institutions or individuals for 2023.

The position of Operational Treasurer who will handle the day-to-day financial needs of the Society has been filled. Council welcomed back the Membership Secretary who returned from maternity leave. Currently Council boasts a full complement of officers although. There are still plenty of volunteering opportunities for others across the Society.

In the last year the Council endorsed the formation of a sub-Committee for Serials which has grown quickly and offers a vibrant and welcoming forum in which to explore and discuss issues relating to serials in all forms throughout Art Librarianship.

The Editor post for the Arts Libraries Journal continues to work regular publications along with special issues based around the popular series of events on cataloguing ethics. Which was a series of talks organised by the Cataloguing and Classification Committee over the past eighteen months.

Those of you who have been involved with ARLIS UK & Ireland for a while, will be aware of our work to be inclusive and make sure all voices are heard, to encourage young professionals by offering them a platform and places at our conferences, to advocate for the decolonisation of collections and practices, to be at the forefront of critical librarianship, which have been mentioned in previous chair's reports. Since our last AGM positive steps have taken place to implement the recommendations of the Equity Steering Group. While there is still work to be done on this, I am pleased to report that the second Annual Institutional Membership Survey

took place in the New Year. Thanks to the members who took part participation was up from last year.

The Global Majority Scholarship programme ran for a second year and attracted a high number of applications. As a result, two awards were given this year.

The ongoing work of updating and Society documentation is reaching completion thanks to the hard work of the Honorary Secretary. This ensures that the documentation is in line with the recommendations of the Equity Steering Group and up to date for the society's needs.

I have continued to represent ARLIS on the Heritage Collection Advisory Group. (HCAG) is an informal network of individuals and organisations with a shared belief in the importance of heritage collections, expertise and research in libraries, archives and museums. The group developed a statement of principles outlining its purpose to support and define institutions in the cultural sector threatened with cuts. Since its formation the Group has contributed to open letters and defended collections and their staff under threat. Additionally, the Group invites colleagues with concerns about heritage collections or staff reductions to get in touch via the [Heritage Collections Advisory Group \(HCAG\) website](#).

The CILIP Workforce Mapping report of which ARLIS is a Consortium member was released and I attended the the report meeting. The report will be made publicly available at the end of the month when it will be realised with a joint press release. The findings are of relevance and comparable to our own smaller membership survey sample.

As is customary I wanted to take a moment to celebrate and thank all our volunteers, members, council, and officers. Without your contributions and endeavours none of what ARLIS stands for and has achieved in the past year would have been possible.

Nevertheless, I hope I will have the opportunity to see many of you in person at the 2023 Annual Conference which this year will take place in Norwich 3rd to the 5th of July where we can meet, discuss and debate issues of art librarianship and celebrate a successful year.

Appendix II. Honorary Secretary's Report. Morwenna Peters.

This report presents election and re-election proposals, summarises the progress made in the review of documentation, and other administrative matters.

1. Elections and re-election proposals to be confirmed and voted in at the AGM:

1.1 New Council members to be confirmed and ratified at AGM:

Chair Elect: Brett Moodie, UWE Bristol

Co-Chair of Serials Group: Klara Finnimore, Royal College of Art

Co-Chair of Serials Group: Lexi Frost, Royal College of Art

Operational Treasurer: Anna Golodnitsky, Tate

1.2 Returning Members

Chair: Jerry Jenkins, British Library

Treasurer: Gerry Heffernan

Minutes Secretary: Katie Blackford, Tate

Honorary Secretary: Morwenna Peters, UWE Bristol

Membership Secretary: Rebecca Law, V&A

Chair of Professional Development Committee: Tavian Hunter, Iniva

Chair of Cataloguing and Classification Committee: Victoria Parkinson, King's College London

1.3 Co-opted Council Members

Communications Administrator and Co-Web Master: Alex Duncan, Chelsea College of Arts

Co-Web Master: Simine Marine, Architectural Association

Ordinary member: Cathy Johns, independent

Ordinary Member: Antonia Lewis, University of the Creative Arts

Ordinary Member: Nick Brown, independent

Ordinary Member: Jane Bramwell, Tate

Conference Working Party Co-Chairs: Jerry Jenkins, British Library and Hannah Stageman, British Library

1.4 Members stepping down from ARLIS positions

Warm and grateful thanks are given to our colleague stepping down from ARLIS:

Membership Secretary: Madeleine Ahern (maternity cover)

Communications Officer: Amy Page

Ordinary Member: Leo Appleton, University of Sheffield.

The Membership Secretary role is resumed by Rebecca Law who has returned from maternity leave.

The Communications Officer role was a new one created in 2023 to give adequate time to focus on the social media area of work. Amy Page was appointed to this role but has had to step down. It is intended for the Communications Officer role to be filled in due course.

Following the stepping down of Leo Appleton, Council resumes its quota of four ordinary members.

1.5 Chair and Chair Elect update

Due to a forthcoming change to Brett Moodie's circumstances and for him to benefit from a full year as Chair Elect (to gain knowledge of the Society), Council were asked to approval the proposal for Jeremy Jenkins to extend his position as Chair until April 2024. Council have approved this proposal. Therefore, Members attending the AGM are invited to approve this amendment to the standard governance arrangements for the benefit of the smooth running of the Society.

2. Handbook and Policies

All ARLIS documents and policies were reviewed by the Equity Steering Group (ESG), whose remit was to make recommendations of improvements to the policies, structures, procedures and practices for increasing and embedding inclusion and addressing structural inequality in a long term and a sustainable way across our areas of activity.

Taking on board the recommendations, the status of documentation is as follows:

2.1 New documents circulated prior to this meeting awaiting formal approval from Council:

2.1.1 Safeguarding

2.1.2 Risk assessment matrix

2.2 Document reviews in progress:

2.2.1 A comprehensive review of the handbook is underway and will be brought to a future Council meeting for feedback and approval.

2.2.2 Data protection policy – edited and will be circulated to Council for approval

2.2.3 Privacy notice - edited and will be circulated to Council for approval

Further suggestions for additional policies or amendments are always welcomed. Please contact info@arlis.net

3. Archives

ARLIS have deposited documents to the V&A Archive of Art and Design since 1989. In May 2022, ARLIS confirmed that some duplicate documents and documents which did not meet the current holding definitions of the V&A Archive of Art and Design could be disposed of.

Subsequently, ARLIS was asked to consider depositing its records with the Archive on a permanent basis. Antonia Phillips, Collection Registrar, wrote:

“the ARLIS archive is an important record of the business of the Society and documents all aspects of its activities from its publications to its education and advocacy work. The archive is of interest to researchers looking into the activities of art libraries and archives in the 20th and 21st centuries, and the development of the professions at this time. The V&A itself has been involved in the Society since its early days, both through members of staff sitting on Committees and the development of exhibitions and publications, including ‘The Art Press’ in 1976, making the archive even more relevant to the V&A collection.

We invest many resources into the collections in our care to ensure that they are securely stored, housed in appropriate containers, catalogued, preserved, and made available to researchers. In order to minimise risk to this investment, the V&A would prefer to acquire archives on long-term loan to the Museum so they can become a more permanent part of the collection able to benefit from the full extent of the available resources."

Council approved this permanent deposit.

The move of the archives in 2025 will enable ARLIS to once again deposit physical items. In the meantime, digital documents are stored by the Honorary Secretary. More information on what records are collected for the archive can be found [in the handbook](#).

4. Financial reports

The financial accounts for 2023 have been completed by the Honorary Treasurer and will be uploaded to the Charities Commission website following approval at the AGM.

5. Communications

Our paid subscription to Zoom has continued to facilitate online access to ARLIS meetings and events from members across UK and Ireland.

Use of Microsoft 365 to store confidential and content with appropriate personal data. It is an ongoing task to review the content and easy sharing of documents.

A new mailbox was created for the Serials Group, to aid communication and establish succession planning.

Appendix III. Honorary Treasurer’s Report. Gerry Heffernan

Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 December 2022

ARLIS/UK & Ireland accounts for 2022 are currently being finalised with our accountants. Once these have been approved by ARLIS Council, they will be shared with members prior to being sent to the Charities Commission (due by October 2023). Members are asked to review the annual accounts and raise any questions promptly with the Hon Treasurer.

1. Current financial position

A current statement of accounts can be found at Appendix A.

Our finances remain stable and we are in a good position to continue to support the activities of the Society.

2. 2022 Expenditure Highlights

I. Research Awards:

The Society funded an additional research award of £1,000 in March 2022.

II. Global Majority Scholarship Awards

The Society allocated a budget of £11,000 to support our first Global Majority Scholarship Award in 2022. At this point in time, we have only paid one instalment of £3,000 (September 2022). The balance of up to £8,000 will become due for payment during 2023 (we are billed directly by the institution when tuition fees become due). When reviewing the figures in Appendix A, members are asked to keep in mind this outstanding commitment.

2022 Conference

Last year we raised the possibility of additional ARLIS VAT liabilities arising from a conference budget surplus or deficit with UWE. We are not currently aware of any such liabilities attaching. If this situation changes, we will share with Council.

3. Investments

The Society has £25,000 invested in a National Savings and Investment Bond. Interest on this account has steadily increased from 0.35% (April 2022) to the current level of 2.85%. Interest is paid monthly into our NatWest account.

Council to review our investment strategy going forward at an upcoming meeting.

4. Accountants

As has been the case since ARLIS was established as a Charity in 1995 our accountants are Kenneth Morris, Bromgrove, and as per our constitution I propose we re-instate them for the next year. As a Charity we are required to upload our unaudited accounts annually to the Charity Commission. Accounts are not required to be audited, but Council may elect for accounts to be audited every 5-10 years. There are currently no plans for our 2022 accounts to be audited.

5. Insurances

The Society currently holds 2 annual insurance policies:

- I. Public liability insurance – this is arranged direct with Zurich Insurance (renewal due 16 May 2023); and
- II. Insurance against costs that could potentially be incurred through any HMRC tax investigation – this is arranged with our accountants, Kenneth Morris. (renewal due 17 February 2024).

The Society proposes no additions or amendments to these insurances during 2023.

6. 2023 budget

In addition to Society BAU activities I would like to draw your attention to the following exceptional item for 2023:

- I. ARLIS Global Majority Scholarship to address under-representation:

A budget of £15,100 has been ringfenced for 2023 to cover the bursaries. There will be related additional expenses.

Operational Treasurer Role – Recruitment Update

I am delighted to report that Anna Golodnitsky has taken up the role of Operational Treasurer.

Appendix A: ARLIS/UK & Ireland Statement of Accounts as at 22/4/2022

Account	Balance @ 1 April 2022	Balance @ 31 March 2023
Nat West Current account	Nil	Nil
Nat West Business reserve balance	£89,646.04	£96,896.85

National Savings Income Bond	£25,000	£25,000
TOTAL	114,646.04	121,896.85

Appendix IV. Membership Secretary's Report. Rebecca Law

1. Membership Figures

	2019	2020	2021	2022	2023
Personal memberships	51	40	40	37	37 -
Institutional memberships	25	35	38	34	38 Δ

In addition to the above, we have 8 honorary members.

2. Membership Survey

This year's survey received 31 responses. Findings to be shared in separate PowerPoint presentation.

3. Membership Secretary

Rebecca Law has returned from maternity leave. Many thanks to Madeleine Ahern for covering this role over the past 2 years.

4. Art Libraries Journal Subscription

Cambridge University Press have confirmed that the subsidized rate will stay at £20 per annum. The subscription includes postal delivery of print issues and digital access to the online archive.

Appendix V. ALJ Report. Gustavo Grandal Montero.

Four issues of the Journal were published in 2022 as scheduled:

Volume 47 - Issue 1 - January 2022, collection of articles, edited by Associate Editor Kraig Binkowski: <https://www.cambridge.org/core/journals/art-libraries->

[journal/issue/5EAD152474CB18976F1D842624A44144](https://www.cambridge.org/core/journals/art-libraries-journal/issue/5EAD152474CB18976F1D842624A44144)

Volume 47 - Issue 2 – April 2022, collection of articles, edited by Gustavo Grandal Montero:

<https://www.cambridge.org/core/journals/art-libraries-journal/issue/189E89F5A584F77522E685F97707295F>

Volume 47 - Issue 3 – July 2022, collection of articles, edited by Associate Editor Michael Wirtz:

<https://www.cambridge.org/core/journals/art-libraries-journal/issue/46445F21EA32751680CDAE852458DFF4>

Volume 47 - Issue 4 – October 2022, collection of articles, edited by Gustavo Grandal Montero:

<https://www.cambridge.org/core/journals/art-libraries-journal/issue/7F4C4FC25BAB0B02E44DC659E8D0C238>

Our institutional subscribers in 2022 were 137, and 7,788 institutions had access via consortia agreements.

	Individual institutional subscribers	Consortia institutional subscribers
Asia	15	1,274
Australasia	5	215
Eastern Europe	2	562
Europe	48	439
Middle East / Africa	3	3,907
North America	35	386
South America	-	844
UK	29	161
Total	137	7,788

The total net income generated by the ALJ in 2022 was £64,293 of which ARLIS received £25,717 as royalties, very significant increases from 2021 figures.

Art Libraries Journal	2022	2021
Subscription Income	GBP (£)	GBP (£)

Traditional Institutional Subscriptions	23,771	23,771
Consortia Subscriptions	17,539	17,539
Back Volume Sales	687	294
Single Articles	120	229
Licencing	19,584	2,177
Rights	966	591
Digital Archive Surplus	1,627	1,627
Total Income	64,293	46,227
ARLIS royalty on Total Income (40%)	25,717	18,491

As part of our promotional work, we created a new collection of articles to showcase our special issues, with the most read articles from each of those published in the last 10 years. The collection is freely available online: <https://www.cambridge.org/core/journals/art-libraries-journal/collections/special-issue-highlights>

Our social media presence has continued to grow, and we currently have 1,724 followers of our Twitter account <https://twitter.com/ArtLibJournal>

Lindsey M Reno joined the editorial team in May 2022, taking up the position of Associate Editor, alongside Kraig Binkowski and Michael Wirtz. She is Acquisitions and Electronic Resources Librarian, Liaison to the School of the Arts at the University of New Orleans, and an experienced writer and editor. Following a period of training, she is currently working on Vol. 48 issue 4 that will be published in October 2023. Each of the editors have responsibility for editing an issue of the journal annually, with the Editor having overall responsibility and coordinating the work of the team.

The editorial team delivered a workshop on professional writing to the 2022 ARLIS UK & Ireland Conference in Bristol, and we will offer it again in Norwich in July.

Appendix VI. 2023 Conference Working Party Report. Jerry Jenkins

Members:

Jerry Jenkins British Library. Hannah Stageman British Library, Cathy Johns Independent Art Librarian & Editor, Storm Greenwood Glasgow School of Art, Aoife Larkin, Leeds Arts University, Jennifer Williams Norwich University of the Arts, Tegan Pyke University of Bergen, Jules Allen Independent Visual Artist, Amy Straker Norwich University of the Arts.

Summary

The ARLIS 2023 Conference will be held at the Forum Norwich from the 3-5 July. We will be exploring the theme of **Generative Spaces : The Creative Powers of the Art Library**. The art library is a container, a protector and an organiser, but it is also a creator. The conference will celebrate and interrogate the art library's power to generate tangible and intangible cultures. Inspired by our host city's pioneering history in the production of books, print and literature, we invite attendees to consider the art library's role in the production of new ideas, practices, meanings and relationships, and their potential.

Keynote Speakers

Sarah Bodman

Senior Research Fellow for Artists' Books,
Centre for Fine Print Research, UWE

Althea Greenan

Curator, **Women's Art Library**, Goldsmiths

Ingrid Pollard

Photographer, Media Artist, and Researcher

Programme

These keynotes will be combined with presentations, lightning talks, workshops, and a panel discussions an artists' book exhibit, tours and receptions.

Full details can be found on the website which, for the second year Tegan Pyke has designed and built the conference website. The full programme can be viewed at the following URL: [ARLIS UK & Ireland Conference Norwich 2023 \(arlisukconference2023.com\)](https://www.arlisukconference2023.com)

Ticketing and Registration

Registration is open and colleagues are invited to register in via the Eventbrite ARLIS UK & Ireland account: [ARLIS UK & Ireland conference 2023 Tickets, Mon 3 Jul 2023 at 12:30 | Eventbrite](https://www.eventbrite.com/e/arlis-uk-ireland-conference-2023-tickets-61234567890)

To encourage future library workers to explore art librarianship, we are offering 5 sponsored tickets for students already registered on a library course in the UK or Ireland, and library colleagues who are working towards their CILIP chartership.

Sponsors

The CWP are in discussion with a number of publishers who have expressed an interest in sponsoring the Conference and their involvement will be added to the sponsorship page of the website.

Appendix VII. Cataloguing and Classification Committee Report. Victoria Parkinson.

Membership

- Victoria Parkinson (Chair), Kings College London
- Deborah Lee, University College London
- Katie Blackford (Secretary), Tate
- Mary Mitchell, Courtauld Institute of Art
- Kalliopi Anyfantaki, City, University of London
- Annalisa Ricciardi, British Library
- Jane Carr, National Gallery of Ireland
- Lucy Dodge, Natural History Museum Library
- Laura Wood, Leeds Arts University

Lucy Kelsall has stepped down from the committee, and we have welcomed three new members. The committee membership is in a healthy position for activities in the forthcoming year.

Meetings

The Committee has met 3 times online (29th June 2022, 1st November 2022, and 8th March 2023)

Events

The Committee has hosted seven free online lunchtime talks since the last AGM as part of our ARLIS Cat and Class Ethics series of nine talks.

- Friday 6th May, Nicole Brandon on Decolonization, Distance and Ethics: Cataloguing & Classification of North American Indigenous Knowledge in UK Libraries
- Friday 13th May, Alan Danskin on Challenging legacies: cataloguing and metadata and the British Library Race Equality Action Plan
- Friday 20th May, Rebecca Slatcher on cataloguing North American Indigenous languages at the British Library
- Friday 27th May, Carissa Chew on her Inclusive Terminology Glossary and the principles of ethical cataloguing
- Tuesday 31st May, Curstaidh Reid & David Woodbridge on Towards Conscientious Bilingual Description on the British Library Qatar Foundation Partnership
- Friday 10th June, Amanda Rutherford on Provisional Semantic
- Friday 17th June, Eyob Derillo on Ethiopian cataloguing systems and colonial impact

In total the recordings on YouTube have been watched over 1,500 times, which shows there is demand in the community for these talks.

We have also hosted a joint event with the Serials Committee on serials cataloguing, called Multiple Issues, led by Lluís Tembleque Teres from the Museum of London.

Later this year we are planning to run a joint Dewey Decimal Classification event with the PDC.

Art Libraries Journal special issue

We were invited by Gustavo to help produce a special issue of the ALJ on cataloguing ethics, with articles written by some of our webinar presenters and a viewpoint contributed by the C&C committee. Our secretary Katie Blackford was joint editor on the issue which was published in April 2023.

Liaison

Mary Mitchell has been attending CILIP Metadata and Discovery Group committee meetings on behalf of our committee and has been liaising on events and developments.

Appendix VIII. Professional Development Committee Report. Tavian Hunter.

Current Members

Tavian Hunter, Library and Archive Manager, iniva (Chair)

Hayley Webb, Liaison Librarian, Tate

Antonia Lewis, University of the Creative Arts

Alexander Bell, University of the Creative Arts

Membership

There were many changes in membership. Charlie Thomas (RCA) stepped down from the committee in May 2022. Alexander Bell (UCA), Elizabeth Oliver (RCA) and Richard Bapty (University of Glasgow) joined the committee in September 2022.

Elizabeth Oliver and Richard Bapty stepped down in November 2022 and February 2023 respectively due to changes in work roles. Brett Moodie also stepped down from the committee in January 2023.

Meetings

The committee met remotely five times on 6 May 2022, 28 July 2022, 30 September 2022, 14 October 2022, 16 January 2023 and 3 April 2023.

Events

Archiving Queer British Art: Thinking with and through Tessa Boffin's Papers – 10 June 2022

UCA Archives and ARLIS Professional Development Committee joint in-person visit focused on Tessa Boffin's archives and exploring queer British art and visual cultures and its uniqueness in terms of other LGBTQ+ archives in the UK. This free visit included an introduction from research Flora Dunster and archivist Felicity Croydon. 3 individuals attended this event alongside two Committee members. Low attendance likely due to post-covid wariness around travel.

Creative Skills for Art and Design Librarians Workshop – 1 July 2022

Half-day in-person workshop at Tate Britain focused on object/visual based learning such as zine making, utilising library and archival materials, researching art collections and creative writing. 21 individuals attended the workshop with three committee members. Two attendees were bursary winners with 16 paid attendees raising £520. Feedback comments from 10 attendees regarding peer-to-peer learning and event logistics around travelling across the country and networking were taken into consideration for future events.

Taking the Plunge: Stating your career as an Art Librarian – 11 November 2022

Hal-day online workshop focused on a range of routes into art librarianship, moving across sectors/countries, artists as librarians and how to utilise LinkedIn to promote yourself in the libraries job market. 40 individuals attended with two people feeding back that the event met their expectation with new information gained. Future event to include information about art library courses.

Browse the Queer Zine Library: Collection in Residence at Goldsmiths – 8 December 2022

This visit was an opportunity for art librarians, zine librarians and information professionals to informally interact with the Queer Zine Library collection through reading, discussion and sharing stories and knowledge around zines. 8 individuals attended the visit plus the social networking that followed.

Tour of the London Library – 7 February 2023

7 attendees visited the London Library for a free tour led by Amanda Stebbings, Head of Member Services. The tour covered literacy collections management, development, and classification alongside new features within the building.

Appendix IX. Serials Committee Report. Klara Finimore and Lexi Frost.

Current Members

Lexi Frost (Co-chair), Royal College of Art

Klara Finimore (Co-chair), Royal College of Art

Jeremy Crumplin (Secretary), Tate Library and Archive

Arthur Murfitt, The London Library

Jess Cobb, Central Saint Martins, UAL

Eleanor Parker, London College of Communication, UAL
Madeleine Ahern, The Wiener Holocaust Library

Membership

All members joined when the committee was launched in August 2022, with the exception of Madeleine Ahern who joined in November 2022.

Meetings

The committee has met three times since it was formed in August 2022 - online on 21 September 2022 and 17 March 2023, and in person on 1 December 2022.

Events

Launch events:

In person at the Architectural Association – Tuesday 9 August 2022

Online – Thursday 11 August 2022

These events included a tour/presentation of the AA library collection, including rare journals and student magazines, and a discussion of the Serials Committee ideas and aims. We had attendance from 20 individuals across the two events.

‘Multiple Issues!’ – ARLIS/UK & Ireland serials cataloguing event – 10 March 2023

This event was held online in collaboration with the Cataloguing and Classification committee, and consisted of two parts, with one part being an hour-long training session and the second part being an interactive session to discuss local serials cataloguing practices. Attendance was 72 for the training and 26 for the interactive session. 29 feedback responses were received and 100% of respondents said that they found the session useful.

The next events will be a workshop at the 2023 conference: ‘Show and Tell: independent publications and activist press in the Art Library’, and an event on serials collection management in Autumn 2023 TBC. The committee are also considering what further events to run to support the community with serials cataloguing, following lots of training suggestions on the March event feedback.

Other activities

The committee have launched a discussion board on the Padlet platform. This will be a collaborative space for questions, ideas and information sharing on topics related to serials, and will be accessible to all, but posts will be moderated by the committee.

Appendix X. Regional Representation Report. Morwenna Peters.

ARLIS UK & Ireland is committed to ensuring it represents all its members. In the context of developing more formal geographical representation, the following update of progress is presented to the AGM.

1.1 ARLIS South West

Following an industrious year of events in 2022, the South West group has a series of visits planned for 2023. The free events will be advertised imminently on arlis-link.

18th May 2023 – visit to Arts University Bournemouth and the Palace Theatre

12th July 2023 – visit to the National Oceanographic Centre Library, focusing on using art collections for teaching and engagement.

The Professional Development Committee (PDC) have also organised an event in the region at Arts University Plymouth in May, and invited ARLIS South West to partner with them.

The ARLIS webpages have been updated to list details about the group and its membership.

1.2 LALIC (Leeds Art Libraries in Co-Operation)

Following an initial meeting with LALIC members in May 2022, discussions are ongoing for LALIC to become an affiliated member of ARLIS UK & Ireland. ARLIS and LALIC are exploring how they can mutually support members through events and activities.

Appendix XI. Website and Social Media Report. Simine Marine.

Website:

Wireframes, designs and overall documentation produced by Alex Duncan was passed to the developer we used to make our current website. We are due to meet to discuss the design and costs which will be put forward to Council.

Plans include website specific actions included in the Equity Steering Group report

Social media:

A redefined Communications (and Social Media) role was created and the position is currently vacant.

