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2024 Annual General Meeting

Minutes

Tuesday 30th April 2024, 2-4pm (via Teams)

Agenda

1. Welcome, introductions, and apologies	Jerry Jenkins (Chair)	2pm
2. Minutes of last AGM (26 th April 2023)	Jerry Jenkins	2:10pm
3. Chair's Report	Jerry Jenkins	2:20pm
4. Progress following Equity Steering Group	Jerry Jenkins	2:25pm
5. Hon. Secretary's Report	Morwenna Peters	2:30pm
6. Hon. Treasurer's Report	Gerry Heffernan	2:35pm
7. Membership Secretary's Report	Rebecca Law	2:40pm
8. Art Libraries Journal Report	Gustavo Grandal Montero	2:45pm
9. Annual Conference		2:50pm
9.1 2023 Norwich Conference Report	Hannah Stageman	2:50pm
9.2 2024 London Conference Working Party Update	Cathy Johns	2:55pm
10. Committees' Reports		3pm
10.1 Cataloguing and Classification Committee	Victoria Parkinson	3pm
10.2 Professional Development Committee	Tavian Hunter	3:05pm
10.3 Serials Committee	Klara Finnimore	3:10pm
11. Regional Representation		3:15pm
11.1 ARLIS South West	Morwenna Peters	3:15pm
11.2 LALIC	Aoife Larkin	3:20pm
12. Website and Social Media	Alex Duncan & Simine Marine	3:25pm
13. Awards and Scholarships	Jerry Jenkins	3:30pm
13.1 Global Majority Scholarship		
13.2 Research Award		
14. Election of New Officers/Council Members	Morwenna Peters	3:35pm
15. Thank you to Retiring Officers/Council Members	Jerry Jenkins	3:40pm
16. AOB		3:50pm

Present: Salvatore Bellavia, Dinushi Bopearachchi, Jane Bramwell, Nancy Bryan, Sarah Clifford, Lindsey Crush, Corrado Di Tillio, Klara Finnimore, Gerry Heffernan (GH), Beth Houghton, Tavian Hunter, Jerry Jenkins (JJ), Samantha Jewell, Cathy Johns, Ruth Kamen, Aoife Larkin, Rebecca Law (RL), Gustavo Grandal Montero, Brett Moodie (BM), Victoria Parkinson, Morwenna Peters (MP), David Pulford, Jane Speller, Hannah Stageman, Leah Tozer, Hannah Woodley

Apologies: Nick Brown, Alex Duncan, Gill Evans, Antonia Lewis, Simine Marine, Maria Simoes, Maria White

1. Welcome, Introduction, and Apologies

JJ welcomed all as outgoing Chair, alongside Chair-Elect Brett Moodie.

JJ asked all attendees to introduce who they are, where they work, and their experience with ARLIS.

LT apologised during introduction for issues with logging in causing a slightly late start.

2. Minutes of 2023 AGM

JJ noted that the actions of last year's AGM will largely be picked up in today's Agenda.

No actions arising.

3. Chair's Report (Reports 1, p.2)

As outgoing Chair, JJ praised the Society for a successful year of voluntary Council activity despite other professional priorities and the turnover of Officers.

The Chair is pleased with the ongoing work to embed the actions from the Equity Steering Group across the Society.

JJ attended the ARLIS North America event in Pittsburgh this year to develop the association and advocate the work of ARLIS UK & Ireland. Very grateful for the opportunity and the support offered through the Samuel H. Kress Travel Award and JJ's own institution, the British Library.

JJ is working closely with BM as the Chair-Elect. BM noted it is a pleasure to take over as Chair, and expressed gratitude to JJ for his support and guidance. BM worked with ARLIS UK & Ireland for over 3 years as part of the Professional Development Committee and planning the 2022 Conference in Bristol. BM is looking forward to the next few years!

JJ expressed gratitude to BM for taking over the position as Chair.

4. Progress following Equity Steering Group (Reports 1.1, p.5)

JJ noted that following the Equity Steering Group proposals, the Society endeavoured to apply the Group's guidance across the Society – in our policies and procedures, the planning and execution of the Conference, and through the Society's Awards and Scholarships. JJ expressed the Society's gratitude to the Equity Steering Group.

The Global Majority Scholarship was awarded for a second year to two applicants to support their studies in Art Librarianship.

Jane Bramwell added that applications will open for this year's Global Majority Scholarship Award at the start of May, and thanked MP for her work on preparing to advertise the Award.

5. Hon. Secretary's Report (Reports 2, p.7)

Noted that election of new Officers and Council will take place at point 14. of the Agenda.

The following points were updated and approved since last year's AGM:

- Safeguarding
- Risk assessment matrix
- Privacy notice
- Data protection policy
- Trustee term extended from six years to nine years in line with Charity Commission guidelines
- Section added for parental leave guidance

The financial accounts for 2023 are finished and will be uploaded to the Charity Commission following their approval at this year's AGM.

Asked for Hon. Secretary and Membership Secretary to be listed as owners of ARLIS-LINK; ARLIS-MEMBERS JISCmail closed due to inactivity.

ARLIS UK & Ireland still pays for Zoom to facilitate online access to Council Meetings and events, and uses Microsoft 365 to securely store ARLIS files (including those with personal data). There is ongoing work to appraise the content and ease of access to the OneDrive for Officers.

6. Hon. Treasurer's Report (Reports 3, p.10)

GH noted that ARLIS is in a strong financial position to support the various activities and awards of the Society (please see Appendix A in Reports 3, p.12)

GH noted that Appendix A does not show the outstanding fees still to be paid out as part of the last Global Majority Scholarship Award (please see Appendix B (Reports 3, p.12) for the total still outstanding).

Council approved extending the Society's insurance policies.

2024 Budget for the Society is set, please see Appendix C (Reports 3, p.13).

No discussion from attendees followed, so taken as approval of Hon. Treasurer's Report.

7. Membership Secretary's Report (Reports 4, p.14)

RL noted that total Membership (personal and institutional) increased to 76 total from 72 advertised in the Report, which was collated as of 18th April 2024. There are also 14 honorary Members and five affiliate Members from LALIC (Leeds Art Libraries in Collaboration).

The link to the Membership Survey was circulated last week.

One of the goals of the new ARLIS.net website is to ease the process for Membership registration and renewals.

RL noted that the call circulated in early March (following a post on Twitter) asking the Membership to support the Society in accurately chronicling the History of ARLIS for the new website is still awaiting responses, though it is still open.

8. Art Libraries Journal Report (Reports 5, p.16)

There were four issues of the ALJ in 2023, including one special issue guest edited by Katie Blackford focussed on cataloguing ethics.

Gustavo Grandal Montero noted that trends for Subscriptions and Income were constant and growing year-on-year.

The ALJ X (previously Twitter) account (@ArtLibJournal) is active, and the editors also delivered a workshop on Professional writing at the 2023 ARLIS Conference.

9. Annual Conference Reports

9.1 2023 Norwich Conference (Reports 6.1, p.21)

Hannah Stageman presented the work of the Conference Working Party for the 2023 Conference in Norwich as Co-Chair with JJ. Hannah asked by JJ to pick out three successes to focus on:

1. Location
The location in Norwich was spacious and provided exhibition as well as lecture space (although it was noted that it would've been ideal if there was no floor separating the two spaces!)
2. Variety of speakers
The 2023 Conference offered a varied and diverse selection of speakers, including librarians, academics, and artists.
3. Bookscape exhibition

The 2023 Conference was successful in producing over £600 in profit.

JJ also noted a successful transition to face-to-face conferences again post-COVID, while still providing the opportunity for people to attend online.

9.2 2024 London Conference Working Party Update

Cathy Johns provided an update on this year's Conference Working Party (CWP) for the 2024 London Conference. The 2024 CWP consists of six people, largely in London, and Cathy noted they are all working well together.

The title of the Conference is **Artificial Visions: Navigating the Intersection of AI and Art Libraries**.

Cathy noted that it was exciting to put out the call for papers, and that it attracted a wide variety of applications that extended in lots of different directions. The first iteration of the schedule for the Conference is finished.

The Conference will take place from 2nd-4th July 2024.

The Conference 2024 page on ARLIS.net is now live: <https://arlis.net/conference-2024/>

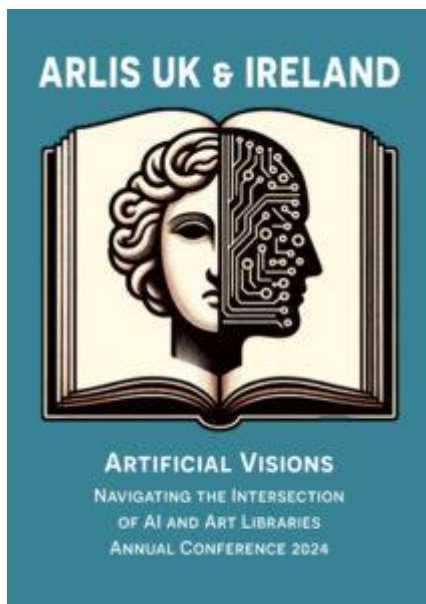
As is the Eventbrite page for purchasing tickets: [Artificial Visions: Navigating the Intersection of AI and Art Libraries Tickets, Tue 2 Jul 2024 at 12:00 | Eventbrite](#)

The venue for the 2024 Conference is Central St. Martins in London, and Cathy and JJ praised their support in providing and setting up the conference spaces and catering, as well as their generosity in providing services for free to the Society.

Details of the keynote speakers, presentations, papers, and workshops are in the 2024 Programme: <https://arlis.net/wp-content/uploads/2024/04/PROGRAMME.pdf>

While there are no planned visits this year, it was noted that the Central London location will attract delegates, and that there is lots to explore around the venue. Central St. Martins are also offering tours, a zine workshop, a puzzle space, and will be taking part in one of the panel discussions.

For catering, there will be a buffet supper on the Wednesday evening, and drinks on the Tuesday and Thursday evening.



ARLIS are offering six free bursary places this year, with a deadline of 31st May 2024 for applications: <https://arlis.net/conference-2024/conference-bursary/>

The Conference has secured eight sponsors, as well as one sponsored delegate space. JJ also noted that two additional sponsored were secured while attending the ARLIS NA Conference in Pittsburgh.

There are also various levels of ticket pricing this year, to open up attendance to students, freelancers, independent scholars, and day or online attendees.

Cathy also shared the Conference 2024 logo (left), designed by the partner of a member of library staff at Central St. Martins.

JJ asked all to save and share the 2024 Conference page: <https://arlis.net/conference-2024/>

10. Committees' Reports

10.1 Cataloguing and Classification Committee (Reports 7.1, p.31)

Victoria Parkinson, Chair of the Cataloguing and Classification Committee, presented the Report.

Victoria noted that despite the ease of meeting online, the Committee were eager to see each other in-person soon.

Victoria noted the success of Katie Blackford's 'Cataloguing Artists' Publications' event at the Tate at the end of last year, with thirty attendees and lots of praise for the event afterwards. As such, the Committee are tentatively considering offering an event like this outside of London in the next, as aware of the difficulties of travelling to London for those in the Society across the UK & Ireland.

10.2 Professional Development Committee (Reports 7.2, p.32)

Tavian Hunter, Chair of Professional Development Committee, presented a spoken Report and provided a written Report for circulation following the AGM.

Tavian noted the changes to the Committee, standing at four members at present with one new member this year. After their last event in October 2023, the Committee decided to prioritise growing the Membership.

The Professional Development Committee delivered four events in 2023. Two of these were visits to the Arts University Plymouth and the Colour Reference Library at the Royal College of Art, and were focused on specific aspects of the collections (neurodiversity for Arts University Plymouth and digitisation and licensing at the Colour Reference Library). The Committee also expanded out to offer a skills development workshop for Early Career Library Managers in Art and Design, as well as their flagship event with invited speakers, Taking the Plunge.

This year, the Committee are focusing on 2-3 events and will prioritise Committee Members. The Committee is also working on a workshop for teaching skills, and plan for this year's Taking the Plunge to shift from focusing on early careers to developing careers. The Committee are also working on infographics to feature as part of the ARLIS Equity Hub in the future.

10.3 Serials Committee (Reports 7.3, p.34)

Klara Finnimore, Chair of the Serials Committee, presented the Report.

There were changes to the Membership over the last year, with four leavers and three new members; the total Membership stands at six.

The Serials Committee met on four occasions over the last year, alternating online and face-to-face. Klara noted that while the Committee largely working in London allows for easier arranging of face-to-face meetings, they would like avoid staying London-centric and are eager to develop their regional representation.

The Serials Committee delivered two events this year: an Independent Publications workshop at the 2023 ARLIS Conference (with plans to offer a workshop like this again at this year's Conference), and a cataloguing clinic with three expert serial cataloguers.

11. Regional Representation

11.1 ARLIS South West (Reports 8.1, p.36)

Morwenna Peters, Chair of ARLIS South West, presented the Report.

As well as two visits this year, to the National Oceanography Centre Library in Southampton and Arts University Bournemouth, ARLIS South West also facilitated an online presentation of Sarah Bodman's talk at the 2023 Conference, 'To the library... where artists and books want to be'.

This year, there are plans for visits to the University of Bristol's Theatre Collection and Special Collections, Bristol Libraries' slavery archives, and to the University of South Wales, and plans for talks on Artists in Residence, teaching, and decolonising and inclusive citation, and ARLIS South West was allocated funds to pay speakers for these events.

MP noted that while facilitated by ARLIS South West, the talks are designed to appeal widely and ARLIS South West would be eager to work with other Committees across the Society.

11.2 LALIC – Leeds Art Libraries in Collaboration (Reports 8.2, p.38)

Aoife Larkin, Chair of LALIC, presented the Report.

LALIC are pleased to be involved with ARLIS UK & Ireland, especially as a group outside of London. LALIC is still an independent group, and worked with ARLIS over the last year to define and clarify what an ARLIS affiliate looks like. Aoife expressed gratitude for ARLIS's support, particularly JJ, GH, and MP.

There were no events this year, Aoife noted this was largely due to two Leeds institutions being closed for works.

JJ noted that ARLIS is eager to keep engaging with groups across the UK & Ireland, and sees the potential to develop into a less London-centric Society.

12. Website and Social Media (Reports 9, p.39)

Alex Duncan and Simine Marine sent their apologies, Chair Jerry Jenkins presented the Report provided.

JJ noted that all are excited for the launch of the new ARLIS.net website.

The Society is soon to advertise for a new Engagement Officer post – JJ would be grateful if all could circulate widely once advertised. **Action** for all.

13. Awards and Scholarships

13.1 Global Majority Scholarship

As Chair, JJ provided an update on the Global Majority Scholarship Award.

Two applicants were selected last year, which speaks to the popularity of the Award.

This year's Global Majority Scholarship will be advertised soon, and it was noted that the text of the call was tightened to focus on and attract applications for Library and Information Science studies and not archives.

13.2 Research Award

As Chair, JJ provided an update on the Research Award.

Council worked closely over the last few years to focus the Award on funding research as opposed to travel (without excluding travel expenses), and this appears to have worked well.

JJ acknowledged the anon. donor whose ongoing support ensures ARLIS can offer this Award.

A past awardee applied for an extension which was approved by Council; the Award was adapted and the work finished on schedule.

Cathy Johns (as part of Research Award panel last year) asked if there was still an issue with accepting applicants that were not part of ARLIS?

JJ answered, although stressed that it would be good to check the notes from Council where this discussion occurred, that one of the Awards was open to ARLIS Members only, and the other was open to all, and that if it was awarded to a non-Member, part of the Award would be used to cover the cost of Membership. So, there is a clear advantage to being part of ARLIS when applying, but not so that it's exclusionary.

14. Election of New Officers/Council Members

MP asked all present to stay (for quorate) and vote to approve election of new Officers and Council Members.

14.1 New Council Members

Honorary Treasurer: Rebecca Law, Canterbury Christ Church University

Chair: Brett Moodie, Cornwall College

Minutes Secretary: Leah Tozer, UWE Bristol

14.2 Returning Members

Chair of Serials Committee: Klara Finnimore, Royal College of Art

Chair of Professional Development Committee: Tavian Hunter, Iniva

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

Honorary Secretary: Morwenna Peters, UWE Bristol

14.3 Co-opted Council Members

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

Co-Web Master: Simine Marine, Architectural Association

Art Libraries Journal Editor: Gustavo Grandal Montero, Tate

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 Aoife Larkin, Leeds Arts University

14.4 Members stepping down

Chair: Jerry Jenkins, British Library

Honorary Treasurer: Gerry Heffernan

Minutes Secretary: Katie Blackford, Tate

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

Operational Treasurer: Anna Golodnitsky, Tate

Membership Secretary: Rebecca Law

All elections were approved by the attendees.

14.5 Vacancies

Following RL's successful application to the position of Hon. Treasurer, the Membership Secretary post is now vacant.

The Membership Secretary and Engagement Officer posts will be advertised in due course.

MP noted that as the Hon. Treasurer post was advertised with an annual stipend, ARLIS are not seeking to advertise for the post of an Operational Treasurer.

15. Thank you to Retiring Officers/Council Members

JJ expressed the Society's gratitude to all those stepping down for their support and dedication while part of ARLIS, without which JJ would not have felt so confident in his position as Chair. JJ is grateful for the opportunity to understand the working of the Society, and it is to be applauded that despite personal and professional lives pulling us in all directions, ARLIS is full of wonderful people from a wide variety of institutions all advocating for our profession. JJ noted it was a privilege to work with everyone.

16. AOB

BM expressed the Society's gratitude for JJ while he was in post as Chair, especially staying on an extra year to facilitate the transition for the Chair-Elect. BM praised JJ's wit and skills as a facilitator, always providing a safe space for all during discussions; JJ took over as Chair during

a difficult period with few social occasions (during COVID) but still kept the Society together. JJ will still be working with ARLIS as part of the Conference Working Party.

BM presented JJ with a gift as a token of the Society's appreciation.

JJ closed the AGM by saying that a society is only as strong as its Membership, and felt confident to say that ARLIS is in strong standing.

Actions

Action	Who	Date
Circulate Social Engagement Officer advert	All	Once posted