



MINUTES

In attendance:

Kay Walters	Athenaeum
Sian Prosser	Royal Astronomical Society
Lynsey Hawker	Kings Fund

1. Apologies: Julie Beckwith, Mary Duffy

1. Minutes of last meeting – there were no minutes from the last meeting.

3. Matters arising

Matters arising from the last meeting were noted on the agenda.

4. Pros and cons of setting up an APML training bank account

The group discussed the advantages and disadvantages of setting up a bank account to handle payments for future training sessions.

APML training sessions are hosted by members of the Association. Sometimes, the accounts team at the host organisation is able to handle the invoicing of participants and paying the invoice of the trainer. However, not all institutions are able to do this, and this requires workarounds such as taking payment in cash or cheque from participants on the day of the event.

Setting up a bank account to handle training payments would make it possible for training group members to issue directly to participants, without involving the accounts departments of host institutions.

It would also provide a mechanism for paying the annual web hosting fee for the group's website, which has so far been paid by the APML chair. Perhaps a nominal membership fee of £2 could be levied to APML group members. However, this could be collected in cash instead of via a bank account.

Setting up a bank account has implications for the training group and for APML as a whole. It would require two signatories, and the APML would need to draw up a constitution, and, potentially, to appoint a treasurer – who would be willing to perform this role?

There are also implications for the logistics of organising courses, as some institutions require invoices 6 weeks in advance in order to be able to pay the training fee – the process for registering people for courses would need to be more tightly organised.

ACTION: Sian to ask for this to be put on agenda of next APML meeting on Thursday 19th January for the general membership to decide.

5. Future visits

i) Liberty archive

Mary has been in touch with the archivist of Liberty, who is not able to host a visit to the Liberty archive as they are in deep storage outside of London, but who has pointed out that the historical archives are at the Westminster Archives. Mary has suggested either inviting an archivist to talk

about the collection at a meeting, or arrange a visit at Westminster archives. The group has suggested inviting someone to speak about the Liberty archives, providing there is a slot in the meeting calendar.

ACTION: Sian to ask Anna if there are slots that need to be filled by visiting speakers

ACTION: Mary to contact Liberty archivist about addressing future meeting.

ii) **Rambert Dance archive**

The Deputy Archivist of the Rambert Dance archive can host a visit by up to 8 people, Monday to Wednesday (although repeat visits can be offered if more than 8 people wish to visit).

ACTION: Sian to ask Rambert for a date in March or April and to advertise the visit.

6. Future training sessions

i) **Copyright**

This training session will take place in four weeks' time on 6th February. The course fee is £50. 6 people have signed up so far (mainly from LLPSLG mailing list) and 22 people are needed to break even. If not enough people sign up via the usual channels, an email will be circulated to LIS-LINK. The course will be further publicised and training group members will check on progress by email in a week's time. Lynsey is liaising with Naomi Korn, the course trainer

ACTION: Kay to advertise course to HLF committee

ACTION: Lynsey to resend email to APML mailing list and ask Binni Brynolf to tweet link to course page

ACTION: Sian to post course on Facebook library group.

ii) **Applying for funding**

Kay has booked Clare Adler to deliver a day-long course on 10 August at the RAS, specifically crafted for APML members, entitled 'Knowing and growing your audiences to achieve HLF funding'. It will cost £90 per person and will be capped at 15 people. It will be promoted from April/May onwards.

iii) **Writing skills**

To be discussed at a future meeting.

iv) **Time management**

The group discussed the possibility of organising a training session on time management. It's possible that Elizabeth Oxborrow-Cowan can deliver a session on this subject.

ACTION: Kay to investigate training possibilities.

7. Reports on past visits

A group of 15 people from APML and LLPSLG visited the National Theatre Archive in November. They were able to see directors' scripts and sketches of costume design and scenery. The National Theatre has filmed every single performance, and it's possible to view these for free in a screening room at the archive. The group decided to ask APML members for ideas for future training sessions at the next APML meeting.

8. Future training sessions [apologies for putting this on the agenda twice]

London Library: Sian reported that it won't be possible for anyone from the London Library to deliver a briefing session on RDA in the near future.

9. Implications of CPD25 sessions being off-limits to APML members

The training officer of CPD25 has been circulating details of forthcoming courses and visits to the APML mailing list, but APML members signing up for visits were disappointed to learn that they were restricted to CPD25 consortium members only.

CPD25 have now reworded their emails to make it clear that the visits are only available to their members. CPD25 members will still be able to take part in APML visits, and it is useful to learn from the CPD25 emails what institutions are hosting visits, as this means we can contact them ourselves to arrange our own visits in future.

10. AOB

The photography company Todd White is branching out into digital asset management, and wishes to offer a service similar to TownsWebb's PastView platform. They have asked if it will be possible to demonstrate the service at a future APML meeting. As NCS were able to make a pitch for their service at a previous meeting, there is a precedent for this kind of talk, as long as it takes no longer than 30 minutes.

ACTION: Sian to contact Binni Brynolf

11. Date of next meeting

The next meeting will take place a couple of weeks before the next general APML meeting on 20th April.

ACTION: Sian to circulate doodle poll