



**Meeting of the Association of Pall Mall Libraries
held at the Athenaeum
on Thursday 19 January 2017 at 10.30am**

MINUTES

In attendance:

Binni Brynolf (chair)	Royal Institute of International Affairs
Huw Williams	Oxford and Cambridge
Gill Briggs	Royal Horticultural Society
Karen Syrett	British Academy
Wendy Cawthorne	Geological Society
Jane Trodd	EIC/Army and Navy
Laura Beduz	Royal Automobile Club
Kay Walters	Athenaeum
Lynsey Hawker	Kings Fund
Toni-Ann La Crette	Royal United Services Institute
Barbara Grigor-Taylor	The Alpine Club Library
Georgia Vossou	Westminster Archive Centre
Jane Holmes	Royal Automobile Club
Elizabeth Koper	Royal Horticultural Society
Jane Harrison	Royal Institution
Trevor Dunmore	Royal Automobile Club
Lenka Geidt	Middle Temple Library
Meagan Smith	Royal Institution
Mark Hayward	Savage
Sian Prosser	Royal Astronomical Society
Adam Waterton	Royal Academy of Arts
Gill Turner	London Library

Apologies:

Mary Duffy	RAG
Sarah Watts	Institute of Directors
Jan Coughtrie	Caledonian
Moira Goff	Garrick
Tony Pilmer	Royal Aeronautical Society

1) Introductions

Members introduced themselves.

2) Apologies

Apologies for absence were noted.

3) Talk by Georgia Vossou, Westminster City Archives

Georgia spoke on the *History of Papermaking*. She explained how paper was first made in China in the 2nd century BC and how the craft then slowly spread to Europe via the Middle East – paper was made in Britain for the first time in the 15th century. Originally made from rags, it wasn't until the 18th century that paper was produced from wood pulp.

Georgia then looked at the *Enemies of Paper*. She noted that although environmental conditions had an important impact on paper, people were the worst enemies. Since poor handling seriously affects the long-term preservation of paper, Georgia gave us some tips on best practice. She emphasised that paper should only be touched with clean hands (no nail varnish, hand cream or large rings) - despite what you see on TV, gloves are only necessary when handling photographs <http://www.nationalarchives.gov.uk/documents/information-management/what-is-the-policy-on-wearing-gloves-to-handle-documents.pdf> Books should be removed from shelves with care; shelves should not be tightly packed so that books can be taken out without pulling on their spines. Maps and plans should be carried by holding the opposite corners to form a hammock shape. Rolled items should be opened carefully using weights along the sides.

Finally, Georgia demonstrated some useful products for keeping material clean, these included Tyvek bags (especially recommended for items with red rot) and smoke sponges.

In response to a question on preserving faxes, it seems that digitising the material as soon as possible would be the best approach.

4) Minutes of the meeting of 13th October 2016

The minutes were agreed as being an accurate record.

Matters arising:

- Binni asked for thanks to be recorded to Jane Trodd for organising the Christmas Lunch – which was by all accounts enjoyed by those who attended.
- Unfortunately no one has sent in any new blogs for the website as yet and Binni reminded everyone that we hoped to run a series of 'A day in the life' blogs from different libraries/librarians in the association just to get an idea of what everyone does.

5) Training group update:

Sian reminded us that there is a Copyright for Librarians Day at the RAS on 6th February and some places are still available. This is a full day session with Naomi Korn at a very reasonable price.

Kay had organised a successful visit to the National Theatre Archive, and it is hoped to organise a future visit to the Ballet Rambert Archive soon.

A course on 'Preparing your organisation for applying for funding' is being planned for the summer – more details to follow soon.

Sian mentioned the possibility of a talk on Asset Management for Digital Images – this would be from a supplier but they would be asked not to give us a hard sell.

If anyone has any other specific training requirements which might be turned into a suitable training session they should let Sian know.

6) Archives Group

Caroline Lamb from the Geological Society had attended a Crowdfunding course, a synopsis of which is on the website. Slides are also available from Karen. The feeling was that crowdfunding can be successful, but it doesn't always work, often requires incentives, and takes up a lot of time.

The group also discussed a variety of courses and training days, there are some links to these within the synopsis on the APML website. Karen will be attending Harwell's course on Effective Emergency Planning and Salvage on 31st January and will report back. The next Archive Group meeting is on 22nd February, 10.00am, at the RAeS.

7) Bank account for APML

A discussion was held about the potential benefits of having a bank account for the association. There can be difficulties currently when the association offers a training event, but the particular organisation hosting it is not able or is unwilling to raise an invoice or pay a speaker as it is not their event. There is also a possibility that asking people to pay on the day by cash or cheque might be a barrier to them attending events. Binni proposed that to overcome these problems a bank account should be opened under the Association's name. This can apparently be done with Metro Bank on the production of signed minutes, a copy of the constitution and an agreement on signatories for the account.

Members agreed the following:

1. The Account should be requested.
2. Two signatories should be available for the account with one required for any transaction.
3. The signatories should be the Chair and the Treasurer of the Association.

Gill Turner (London Library) proposed Sian Prosser as the Treasurer, seconded by Huw Williams (O&C) and agreed by all. Binni Brynolf is the current Chair.

Binni and Sian will approach Metro Bank with a request to set up a Community Account which will be used for the sole purposes of the Association of Pall Mall Libraries.

8) 2017 meetings

The July meeting will take place at Chatham House. Venues are still needed for April and October, and speakers are needed for all of them (though one could be on Digital Assets as above).

9) Any other business

- Binni gave us a little background on her formal change of name – we now know that it is an Icelandic nickname/shortened version of her Swedish surname from an Old Norse name meaning chain mail/wolf, or “warrior”.
- Huw mentioned problems with journal deliveries in the area – others agreed they have experienced the same. Gill Briggs asked if there was any value in sending an email to Royal Mail from the Association as there might be strength in numbers.
- Other queries included: Huw asked whether members had been contacted by the London office of the University of Highlands and Islands for a tour; Jane Trodd was interested in a visit to a book binders – Sian to look into this, and Gill Turner to talk to the London Library specialist; Sian asked if anyone had installed rolling/sliding ladders fixed to high shelves.

10. Date of next meeting:

Thursday April 20th – venue to be decided.

The meeting was followed by a buffet Lunch

Members would like to thank Kay Walters and the Athenaeum for providing an excellent lunch which was greatly enjoyed by all.

Minutes by Karen Syrett and Gill Briggs