



Ligue des Bibliothèques Européennes de Recherche
Association of European Research Libraries

EB0218

Minutes of the Executive Board Meetings held in room 1.20 of the LILLIAD Learning Center, Lille, France, on Monday 2, Tuesday 3 and Friday 6 July, 2018.

Present: Ms Kristiina Hormia-Poutanen (President *until 5-7-18*), Ms Jeannette Frey (Vice-President *until 5-7-18; President from 5-7-18*), Mr John MacColl (Secretary-General), Drs Anja Smit (Treasurer), Dr Ann Matheson (LIBER Adviser), Ms Astrid Verheusen (Executive Director), Ms Athina Papadopoulou (Executive Assistant), Dr Martin Hallik, Dr Giannis Tsakonas, Mr Bertil Dorch, Dr Paul Ayris (LIBER Adviser *until 5-7-18*), Mr Julien Roche (LIBER Adviser *until 5-7-18; Vice-President from 5-7-18*), Mr Wilhelm Widmark (Executive Board member *until 5-7-18*); Dr Matthijs van Otegem, Ms Agnès Ponsati Obiols, Dr Wolfram Horstmann.

Monday 2 July

1. Apologies

Mr Andris Vilks, Mr Martin Svoboda, Professor Lars Burman (6-7-18).

2. Minutes of the Meetings held in Dublin on 15 and 16 February 2018

The minutes were accepted.

3. Matters Arising

3.1. Action Summary, 15 and 16 February 2018

The actions from the last meeting were reviewed. All actions noted had either been completed or were carried forward with the actions from the meeting in July 2018. The following points were noted:

10.5 Funding the refactoring work required for the Library Architecture Group's Database: proposal and work plan: Still pending, waiting for Sylvia van Peteghem's response.

16.2 Consult with LIBER libraries and sponsors before departing from the Annual Conference Printed Programme: Still pending, but in planning.

4. Report of the Finance Committee, July 2018 (Drs Smit)

4.1. Annual Report and Accounts 2017

AS presented the Annual Report and Accounts 2017 to the Board. She noted that LIBER now reports on project expenditure and income in the course of the year incurred. As LIBER has experienced losses this past year, the Finance Committee is currently exploring solutions to decrease the deficit without impeding the implementation of the Strategy. This year the deficit will be around -5,000€, but the reserves remain substantial. Projects are important to the Strategy but have been challenging in respect of financial administration – though this has been tackled by a recent project within the LIBER Office, *Sustainable Financial Administration and Control*.

The reserves have gradually built up from the point at which LIBER became more self-supporting after becoming a Foundation (Stichting) in the Netherlands in 2009. AS noted that the Finance Committee had recommended both raising the Contribution Fee and exploring the possibilities of differentiation. The Committee had also discussed the sponsorship

agreements LIBER currently offers and the need to change our protocol in order to keep up with ongoing developments (eg GDPR). AS suggested that the best way to approach this would be to create a small taskforce from the Board in order to work on both the Contribution alteration proposal and the Sponsorship Protocol update (the last one was in 2012). The taskforce will be chaired by AS and will include members of the Board to be determined before the Board's next meeting in October.

The Finance Committee referred the Outstanding Payments list to the Board, and Board Members from the countries in which contributions were outstanding agreed to chase these. MH will contact Tallinn University Academic Library (INS 790256); JR will contact Campus Cordocet (INS 790897); and AP will contact the Biblioteca CRAI Dulce Chacón (INS 791008).

AS also mentioned the impending changes in the Finance Committee as JF will be replaced by JR as the new Vice-President of the Board and a new member will need to replace WW as he steps down from the Board.

The Board approved the Annual Accounts 2017.

5. Meeting of Participants 2018, Lille

5.1 Executive Board Appointments at 5 July 2018

JM presented the Executive Board nominations. As of July 2018 three members of the Board will step down from their current roles. Three nominations had been received for the three vacancies in response to the Call for Nominations, and therefore there was no need for a closed ballot this year. Ms Jeannette Frey was nominated by Kristiina Hormia-Poutanen for President; Mr Julien Roche was nominated by Jeannette Frey for Vice-President; and Professor Lars Burman of Uppsala University Library was nominated by Wilhelm Widmark for membership of the Executive Board. Assuming agreement by voting at the Meeting of Participants on Thursday 5 July, these changes would come into effect from that point. JM noted the proposal that KHP should remain on the Executive Board as an Adviser on the Open Science Policy Platform *Condorcet*. The Board endorsed her new role as an Adviser for two years. PA would be stepping down from his position as an Adviser on LIBER-LERU Collaboration, and JR from his position as Adviser on Leadership and Workforce Development.

5.2 Working Groups

Innovative Scholarly Communication Steering Committee

WW noted that it is still not clear whether Jonas Holms will return as a Chair of the Copyright Working Group (the interim Chair is Ben White). Isabella Peters and Sarah Coombs have stepped down as Co-Chairs of the Innovative Metrics Working Group, but will remain as Group members. The two-year lifetime of the Innovative Metrics Working Group is too short, and the Board agreed that it be extended until the end of 2019, deferring the creation of the Citizen Science Working Group until then. The Board decided to nominate Charlotte Wien (University of Southern Denmark) as Chair of the Group, with the Co-Chair to be decided later if necessary.

MVO stated that he wishes to find a new WG Chair for the Open Access Working Group (which is extended until the end of 2019). This was approved by the Board.

Digital Skills Steering Committee

MH mentioned that the Leadership Working Group remains very popular with Participants. The Group's current chair, John Tuck, is retiring from his position and will be replaced by Hilde van Kiel as the new chair of the Leadership WG. The newly founded Digital Skills WG chaired by Cecile Swiatek and Susanne Dalsgaard Krag will have its first meeting during the Conference.

Research Infrastructure Steering Committee

The Chair (WH) could not be present during this part of the meeting.

STRATEGIC DIRECTIONS

6. EU Activities

6.1 Open Science Policy Platform

6.2 KHP presented the OSPP Recommendations document to the Board. It included a definition of Open Science and prioritised recommendations for the eight ambitions of the OSPP. The OSPP will be extended until May 2020. She highlighted that it is important also to provide recommendations for industry. The LERU perspective on Open Science is aligned with these recommendations.

6.3 Europeana Report

JF presented the Europeana Report to the Board. Europeana now has a new Executive Director, Harry Verwayen. The current team have been successful in procuring the new Europeana contract, which will be signed in September. As the new Vice-President, JR will replace JF on the Europeana Board. JF will notify the Secretary of this change. Most of the organisations that contribute content to Europeana are research libraries. Europeana does on occasion experience technical difficulties in aggregating the range of heterogeneous data, but this could be an interesting exercise for the EOSC project. JR will consider these implications with JF and Harry Verwayen.

Tuesday 3 July 2018

6.3 National Licensing

KHP asked about the licensing situation within each country represented by Board members. In Greece, the Greek Consortium of Academic Libraries is in the process of negotiating licensing, but is not including Open Access. Publishers were initially taken aback that a small market like Greece would try to negotiate terms in order to achieve a better deal. There had also been a meeting with Southern European libraries, where a statement was released discussing the necessary steps forward for the Mediterranean market. The aim is to follow current developments internationally, sending representatives to as many Open Access meetings as possible, and gaining the information to achieve better decisions. In Sweden, the aim is to achieve complete Open Access by 2026. The Swedes have discontinued their deal with Elsevier as it could not meet their Open Access demands. They have several offsetting deals, working with pure Open Access publishers. In Spain there are agreements with Elsevier, Wiley and Springer, but no significant step forward towards Open Access. In Switzerland there is a Roadmap, prompted by funders but not backed by the government. A deal with Springer is sought by the end of the year. In Estonia, Open Access work is moving forward with EU support. In the Netherlands the associations have negotiated an Open Access component in almost all the deals, and there is a need for several strategies in order to reach 100% Open Access by 2020. In Germany there is currently no deal and no payment (to Elsevier) despite the service continuing. There is progress with Springer and Wiley but they are currently waiting for the final deals with Open Access components. In Denmark at present universities are focused more on price, with no strict mandate from the government on the Open Access component. In the UK, Jisc Collections spends approximately £100m on e-resources with the main publishers. Apart from the deal with Springer the other offsetting deals have not led to more Open Access publishing. The hybrid APC model is providing additional income to publishers and not aiding the transition to Open Access. In Finland there are offsetting deals being negotiated, with some slight price increases. Finnish transparency legislation led to the cost information in all contracts becoming available online. KHP concluded by saying that most countries follow a roadmap or a policy on Open Access and collaboration is highly important.

MVO mentioned that for the Open Access Working Group collecting all of this national information would be very useful but a significant amount of work.

6.4 Stakeholder dialogue: EC, LIBER and OA Publishing at the European Commission

KHP had met with Robert-Jan Smits, the EC's Open Access Envoy. WW and WH had also attended. The meeting had been successful in providing Mr Smits with a better understanding of the role played by libraries, as well as that of funders. It had become clear that we need a plan to achieve OA rapidly. LIBER must consider what it can do in order to respond to this request, considering the view that libraries may be part of the problem because of the way they choose to spend their publicly funded budgets. A *Fast Track to Open Access* document will be released sometime between now and October, and a meeting is to be held with national representatives and negotiation leaders who can provide a liaison between politicians and the library community. Securing complete Open Access by 2020 is no longer a feasible goal, but it is important for libraries still to commit to the objective for the sake of progress. Mr Smits will seek to remove the commitment to hybrid Open Access. The Open Access Working Group has already published its document *Open Access: Five Principles for Negotiation with Publishers*. We should not have a parallel activity to that of the Commission. The Open Access Working Group should discuss LIBER's engagement with the work of the Commission, and a new proposal for the European Experts Meeting should be drafted.

6.5 EU Projects Report

AV presented the EU Projects Report to the Board. The projects are progressing well, but will all finish by the end of this year. We would like to maintain a European component to any extension of the Mellon-funded HuMetricsHSS project. LIBER is involved in five new project proposals: Social Science and Humanities Open Cloud (SSHOC); FAIR data in the context of climate change; LEARN 2; EOSCgov and the Open Publication Platform. The evaluation process can take approximately a year before funding is finally received, and the bids will be highly competitive.

7. LIBER Steering Committees (including Working Groups)

7.1. Innovative Scholarly Communication (Mr Widmark)

7.1.1. Steering Committee Report

The Open Access Working Group had received a lot of feedback on their document *Five Principles of Open Access* and have organised a workshop during the conference with OA2020. The *Recommendations for Scholarly Metrics* document would be circulated by the LIBER desk during the conference.

7.2. Digital Skills & Services (Dr Hallik)

7.2.1. Steering Committee Report

All three working groups are very active. The Leadership Programme is on its fourth cohort of emerging leaders and is very successful. The job description marketplace has been launched. The Digital Humanities Working Group had its last meeting in April in The Hague, and has created a collection of use cases. The newly founded Digital Skills for Library Staff Working Group will be actively promoted during the conference.

7.3. Research Infrastructures (Dr Horstmann)

7.3.1. Steering Committee Report

The Research Data Management Working Group has recruited some new members, and has been working on FAIR data and GDPR as well as a workshop during the conference. The Library Architecture Group held a seminar in Vienna in April. The Semantic Interoperability Working Group will have its first meeting during the conference.

8. LIBER Partnerships

8.1. OCLC

JM reported that there is an interest in Linked Open Data, and the possibility of joint collaboration with the Digital Humanities and Digital Heritage Working Group. LIBER had also assisted with the promotion of OCLC Research's Linked Open Data Survey.

8.2. Research Data Alliance and LIBER

The library perspective is well represented in the Alliance. RDA Global is looking into developing regional and national activities. WH stated that there is a discussion required within LIBER on how we can align various related activities (eg European Open Science Cloud, Research Data Alliance). There could be a role for LIBER to facilitate and synchronise activities at the national level.

9. LIBER Appointments Committee Report, 3 July 2018 (Mr MacColl)

JM provided the report of the Appointments Committee meeting.

10. Open Science Roadmap Launch

The Roadmap would be launched during the Annual Conference.

EXECUTIVE BOARD DISCUSSION SLOT

11. LIBER Quarterly

KHP welcomed Managing Editor Raf Dekeyser and Board Chair Mel Collier to the Executive Board meeting in order to discuss the future of *LIBER Quarterly* (LQ). LQ has the potential to have a very important role in implementing the LIBER strategy, but it should be open to the publication of more practical papers, as at present only around 20% of conference papers are submitted to LQ for publication. Could LQ adopt Open Science principles by moving to open peer review and exploring the possible adoption of another platform? It was felt that it is important for LIBER to have a peer-reviewed Open Access journal, and that more practically-focused papers would still have to be peer-reviewed before they can be published. However, the current model is very economical, depending on a considerable amount of voluntary work and a low-cost platform. A change of platform would lead to an increase in maintenance costs. The Board agreed to create a working group to oversee and explore the options. The group will include AV, JM, Raf Dekeyser, Paul Ayriss and Sofie Wennstrom. An interim report should be presented to the Board in October presenting scenarios and average costs.

12. Open Access Deposit of Papers and Presentations by Executive Board Members

There was brief discussion of this paper on the current policy for OA deposit of papers and presentations. A further discussion should take place during the October 2018 Executive Board Meeting.

13. Regional Open Science Workshops 2018 and Relationship with Scientific Knowledge Services

The Board discussed the relationship of LIBER to Scientific Knowledge Services (SKS) with Dr Tiberius Ignat, Managing Director.

14. New Survey of Participants

The last participant survey was conducted in 2015. A new survey should take place soon, to ask Participants what is and is not working for them. This will be particularly important if we are seeking to raise the Contribution. LIBER needs feedback on communications, strategy, Contribution, the annual conference, and other activities and services. A taskforce will be created to take forward the survey, and will include Friedel Grant, AV, AS and BD. The draft survey will be presented to the Board in October, and sent out with the November Mailing.

15. Expectations of Executive Board Members

JM presented a document which clearly states the expectations of Board members and will be useful in recruiting new members to the Board. The discussion led to the issue of circulating Board minutes to interested parties (eg Working Groups and Steering Committees) before

they are available on the website as this can slow down actions. The Board decided that in future the minutes will be published on the website after an initial check by the Secretary-General, the President and then the Board (via e-mail), with the clear indication that they are not formally approved until the next Executive Board meeting.

16. Projects and LIBER: Conditions for a Sustainable Project Organisation

AV presented a paper regarding projects and LIBER to the Executive Board. She noted that all ongoing projects are shortly drawing to an end and the project organisation we have at the moment is weak. Since all project staff contracts will be terminated, the project administration that we have built up will not be functioning. If any of our current project bids are successful, LIBER will probably not have project staff to begin to work on them. The Board have to understand the risks that are inherent in running projects in this way. KHP noted that projects are part of the services that LIBER offers and are very important for the Foundation as a whole as they help implement the strategy. Without any funded projects, there would not be finance available for the position of Head of International Projects, which would then have to be paid for from Foundation funds. WH felt that this is a matter of utmost importance and must be dealt with as soon as possible. A taskforce will be created to deal with this problem and the Board will continue the discussion during its October meeting. The taskforce will consist of AV, AS, JR and WH.

17. Skills Audit

JM presented the result of the Skills Audit that took place within the Executive Board at the beginning of the year (excluding the Board Advisers and the Executive Director). It is helpful to see the range and the concentrations of skills held within the current Board, and this information should be used when there is a vacancy for a Board member in order to recruit members who are able to supply expertise that is lacking.

Friday 6 July 2018

New LIBER President

JF addressed the Board as the new president of LIBER. She expressed the desire for a business meeting with the Vice-President, the Secretary-General, the Executive Director and members of staff of the LIBER Office in September.

There was a brief mention of a meeting conducted with SPARC Europe representatives during the Conference, where both sides mentioned the range of activities, possible areas of collaboration and the need to try not to advocate on the same issues, so that there is sufficient diversity within the two organisations. SPARC has an interest in our work with metrics and in copyright. There will be a follow-up meeting to ensure that there are no duplicate areas of action. AV already has regular meetings with Vanessa Proudman to talk about joint working. Both organisations agree that our shared Memorandum of Understanding needs to be updated.

JF also shared a few updates with the Board before the meeting. Marc Martinez (Director of the Lyon University Library) had been nominated as a co-editor for LIBER Quarterly, and this was approved by the Board. AS stated that BD had been nominated for the vacancy on the Finance Committee following the end of Wilhelm Widmark's tenure on the Board. This was agreed. JR will also replace JF at the Finance Committee and will be joining the Appointments Committee as the new Vice-President.

18. LIBER Office Staff

Presentations were made by LIBER Office Staff: Valentino Cavalli (Open Science Officer) and Athina Papadopoulou (Executive Assistant).

19. LIBER Communications

JF thanked Friedel Grant for all her hard work on LIBER communications and the organisation of a number of highly successful webinars.

20. LIBER Annual Conference, Lille 2018

20.1. Lille 2018 Conference Feedback

JR expressed his satisfaction that the Conference had been fully subscribed this year and LILLIAD was able to welcome more than 400 participants. However, since the Conference is growing larger and becoming more popular it is also getting harder to manage and to organise. Overall, the Conference had been a success with no major problems regarding the programme. Despite this, it is important to learn from some of the issues that Lille had faced as a host site. The organisation has to become truly professional. We should consider whether there should be an external partner for the entire Conference and not just for parts of it. LIBER is asking local hosts to take on more each year, but the way the financial agreement is structured means that the financial risk falls mainly on the local host. LIBER should rethink and restructure the Conference's financial administration. Jacques Sauteron from Lille noted that the organisation of the range of parallel events can cause many complications for the local team. This year there had been several last minute registrations and special requests which are hard to accommodate at short notice. The organisation of many parallel events is a more difficult problem than managing a large number of delegates..

The importance of having a professional exhibition was also highlighted, as it provides a way to balance out the financial risks for the host. AM requested that the importance of the professional exhibition should be stressed in the Conference Manual. The exhibition is and should remain optional, but the host should be fully aware of the risks of not having one.

20.2. LIBER Annual Conference Survey Lille

AV presented the proposed Annual Conference Survey. It was significantly shorter than last year's since the impact of GDPR legislation meant that only a limited number of attendees had expressed an interest in completing the survey. The Board approved the survey.

21. Future Conferences

21.1. LIBER Annual Conference, Dublin, 2019

JF welcomed Helen Shenton, Trinity College Dublin Librarian & College Archivist to the meeting as next year's Conference host lead contact. This will be the first time the LIBER Conference has taken place in Ireland, and the intention is to showcase the entire country, as well as Dublin and Trinity College.

21.2 Revision: LIBER Conference Manual

AV is establishing a taskforce to restructure the current Conference Manual which is in need of updating. The taskforce will include AV, JR, GT, KHP, AM and Helen Shenton.

22. LIBER Steering Committees (Updates since 1st Board Meeting)

22.1. Innovative Scholarly Communication (Dr Tsakonas)

After the conference, the feedback received will be distributed to the Working Group Chairs.

22.2. Digital Skills & Services (Dr Hallik)

A discussion slot will be added to the Board's October meeting to consider the question of length of existence of Working Groups.

22.3. Research Infrastructures (Dr Horstmann)

The second part of the Knowledge Café was less successful than the first and should be reconsidered for the future.

23. LIBER Executive Board Appointments

23.1. Executive Board Appointments

JM reported the new appointments from the Meeting of Participants:

President: Ms. Jeannette Frey, BCU Lausanne, Switzerland

Vice-President: Mr Julien Roche, University of Lille, France

Board Member: Prof Lars Burman, Uppsala University Library, Sweden

Reappointments at the Meeting of Participants

Dr Wolfram Horstmann, Göttingen State and University Library, Germany

Dr Martin Hallik, University of Tartu, Estonia

Mr Martin Svoboda, National Technical Library, Czech Republic

Drs Anja Smit, Utrecht University, The Netherlands

Dr Matthijs van Otegem, Erasmus University Rotterdam, The Netherlands

Dr Giannis Tsakonas, University of Patras, Greece

The Executive Board had appointed Ms Kristiina Hormia-Poutanen as an Adviser to the Board on the Open Science Policy Platform.

23.2. Steering Committee/Working Group Appointments

The Board approved the appointment of Dr Giannis Tsakonas in succession to Wilhelm Widmark as Steering Committee Chair for the Innovative Scholarly Communication Steering Committee.

New Working Group Chairs approved by the Executive Board were:

Copyright & Legal Matters: Mr Ben White, Head of Intellectual Property, British Library, UK.

Digital Humanities & Digital Cultural Heritage: Ms Lotte Wilms, Digital Scholarship Advisor, National Library of the Netherlands, The Netherlands; and Dr Andreas Degkwitz, Chief Librarian, Humboldt University of Berlin & Honorary Professor for Information Science, Potsdam University for Applied Sciences, Germany.

Digital Skills for Library Staff & Researchers: Ms Susanne Dalsgaard Krag, Library Manager, Aarhus University Business & Social Sciences Library, Denmark; and Ms Cécile Swiatek, Deputy Director, Université Paris II Panthéon-Assas Library, Paris, France.

Innovative Metrics: Dr Charlotte Wien, Professor of Scholarly Communication, University Library of Southern Denmark, Denmark.

Leadership Programmes: Ms Hilde van Kiel, Director KU Leuven Libraries, Belgium.

Linked Open Data: Mr Mathias Frosterus, Information Systems Manager, National Library of Finland, Finland.

24. Executive Director's Report

The Board approved the report presented by AV.

25. Future Annual Conferences

JM reported that unfortunately, Ghent will not be able to host the LIBER 2020 Conference. We do have other venues that are interested and the first to be approached will be Belgrade University Library, Serbia. Informal discussions have suggested that Belgrade will be willing to host in place of Ghent. JM will follow up with the University of Belgrade and also with Ghent University over a revised date for them to act as Conference host.

26. Any other Business

None.

27. Dates of Future Meetings

18/19 OCTOBER 2018: NATIONAL LIBRARY OF TECHNOLOGY, PRAGUE, CZECH REPUBLIC.

DEADLINE FOR AGENDA ITEMS: MONDAY 24 SEPTEMBER 2018

DEADLINE FOR SUBMISSIONS (PAPERS/REPORTS): MONDAY 1 OCTOBER 2018

Finance Committee	Thursday	18 October 2018:	09.00-10.30
Executive Board Discussion Slot	Thursday	18 October 2018:	10.30-12.00
Executive Board Meeting	Thursday	18 October 2018:	12.00-16.00
Steering Committee Chairs	Thursday	18 October 2018:	16.00-17.00
Appointments Committee	Thursday	18 October 2018:	17.00-18.00
Executive Board Meeting	Friday	19 October 2018:	09.30-13.00

LIBER EXECUTIVE BOARD

SUMMARY OF ACTIONS: MEETINGS ON 2nd, 3rd & 6th July 2018

Discussion Slot, October 2018			
1	LIBER and Projects, towards a sustainable project organisation	AV/JR/WH/AS	
2	Working Groups Lifecycle		
3	LIBER Quarterly: Interim Proposal	JM/Raf Dekeyser/ Paul Ayris/Sofie Wennstrom	
4	Open Access deposit of papers and presentations by Executive Board members	JM	

para.	Action	responsible	status
EB Meetings, Feb 2018			
10.5	Funding the refactoring work required for the Library Architecture Group's Database: proposal and work plan – resend reminder	Sylvia van Peteghem / WH	In progress
16.2	Consult with LIBER libraries and sponsors before departing from the Annual Conference Printed Programme	AV	In planning
EB Meetings, July 2018			
4.1	Taskforce to work on the Annual Contribution Fee proposal and the Sponsorship Policy. Membership to be determined before the October Executive Board meeting.	AS	
4.1	Board Members to get in touch with libraries with outstanding fees	JR/AOP/MH	
5.2	Appoint Charlotte Wien as Chair for Metrics Working Group	GT	
5.2	New chair for the Open Access Working Group	MVO	

6.2	Discuss LIBER's involvement in Europeana with Harry Verwayen	JF / JR	
6.4	Watch closely the release of Smit's recommendations for Open Access; publish the "Fast track to Open Access" before October; The Open Access Working Group should discuss LIBER's engagement with the work of the Commission, and a new proposal for the European Experts Meeting should be drafted.	MVO	
8.2	Start a discussion within LIBER on how we can align various related activities (eg European Open Science Cloud, Research Data Alliance)		
11	LIBER Quarterly Scenarios & Average Costs Proposal in October	AV, JM, Raf Dekeyser, Paul Ayris and Sofie Wennstrom	
12	Open Access deposit of papers and presentations by Executive Board members	JM	
13	How the partnership with SKS is expressed through LIBER's communication channels	AV	
13	SKS CEO – LIBER Membership	JM	
14	New Survey of Participants Draft in October	Friedel Grant, AV, AS and BD.	
16	Publication of the minutes before the official approval of the Executive Board Meeting	AP	
17	Projects and LIBER: Conditions for a sustainable project organisation Proposal in October	AV/AS/WH/JR	
-	Meeting: Jeannette Frey and the LIBER Office	AP/AV	
-	SPARC: Redraft Memorandum of Understanding	AV	
20.2	Send out the LIBER Annual Conference Survey Lille	AP/Friedel Grant	
21.2	Revision of the Conference Manual	Astrid Verheusen, Julien Roche, Giannis Tsakonas, Kristiina Hormia-Poutanen, Helen Shenton and Ann Matheson	

25	Send the Conference Manual to Belgrade University Library	JM	
25	Follow up with Sylvia van Peteghem to explore the possibility of Ghent hosting LIBER 2021 or 2022.	JM	

August 2018