EB0318

Minutes of the Executive Board Meetings held in the Director's Room of the National Library of Technology, Prague, Czech Republic, on Thursday 18th and Friday 19th October 2018.

Present: Ms Jeannette Frey (President), Mr Julien Roche (Vice-President), Mr John MacColl (Secretary-General), Drs Anja Smit (Treasurer), Dr Ann Matheson (LIBER Adviser), Ms Kristiina Hormia-Poutanen (LIBER Adviser), Drs Astrid Verheusen (Executive Director), Ms Athina Papadopoulou (Executive Assistant), Dr Giannis Tsakonas, Dr Bertil Dorch, Prof Lars Burman, Dr Matthijs van Otegem, Ms Agnès Ponsati Obiols, Mr Martin Svoboda.

Apologies: Prof Dr Wolfram Horstmann, Mr Andris Vilks.

Thursday 18th October

Agenda

Executive Board Discussion Slot

JF welcomed new Board member Prof Lars Burman.

1.   Task Force: Sustainable LIBER Organisation

AS introduced the creation of the Task Force that would work to ensure that LIBER remains a viable and sustainable organization in order to fulfil its ambitions. Since the members of the Task Force had not had an opportunity to meet before the October meeting a proposal would be provided for the Executive Board to be discussed during the February meeting. The Task Force would try to tackle important aspects of the organization like the administration of the Office, sponsors, the LIBER Strategy, the Contribution fee, and LIBER's involvement in international projects. Given the diversity and wide spectrum of the topics, the implementation of any changes would have different timings and urgency. The implementation plan, once approved by Participants, would be likely to go into effect the following year. AM advised that any changes to the Contribution Fee would have to be circulated in good time and be approved by the Participants during next year's Meeting of Participants in Dublin.

1.1   New Survey of Participants

AV presented the draft for a new survey of Participants prepared by Friedel Grant, LIBER's Senior Communications Advisor. She drafted the new survey proposal in comparison to the survey carried out in 2015. The results of the survey would be used as input for the work of the Task Force. Ms Grant suggested that the survey

could be circulated not only to the full LIBER list, but more widely and shared freely to be completed even by people outside the LIBER network. GT stressed that it was important to have a target number of responses so it would be clear whether Participants had been adequately represented in the survey. During the dissemination of the survey it is important for LIBER to send out focused and wherever possible personalised messages in order to reach more people, and regular reminders should be sent out before the deadline for responses. It is also important for Participants to be informed about the actions taken after the previous survey and how their recommendations were implemented. Steering Committee Chairs should work with their Working Groups to make sure that the survey reaches the people closely involved in LIBER's activities. In order to reach LIBER's wider audience, KHP suggested that the survey should be disseminated via the OSPP network. Members of the Board also agreed to disseminate the survey, where relevant, on a national level. A discussion on the questions of the survey followed, where Board members made recommendations on how questions and options should be phrased. AV would consider these comments thoroughly and discuss them with Friedel Grant in order to finalise the survey format.

2. Working Groups Lifecycle

Working Groups had initially been intended to have a lifecycle of 1-2 years, but feedback from Participants and members of the Working Groups suggested that some require more time to develop and carry through their action plan. JF asked the Steering Committee Chairs whether or not they would be able to manage more than three active Working Groups in the event that certain Groups are kept in existence for more than two years. GT replied that important work done by certain Working Groups should be prolonged if necessary, and he would be able to deal with managing more than three active Working Groups. The LIBER 2019 Conference would be a good opportunity to explore the options for new and remaining Working Groups. MVO said that there had been a restructure of the Open Access Working Group, with some members having stepped down, and there is already significant progress with the work that has to be carried out. He stressed that every Working Group should have an implementation plan. Clear communication with the Chairs and members of Working Groups that were being wound up was important. Some Working Groups, like the Digital Humanities Working Group, work better with a strict action plan of two years. AM pointed out that it is the responsibility of the Steering Committee Chair to have a clear overview of the Working Groups and their plans and to make sure that they are working towards their set goals, and reporting to the Board on their activities accordingly. A discussion within the Board followed on whether there should be a formal document for the assessment of Working Groups. It was felt that this would be too restrictive, and that flexibility is important as their work revolves around dynamic topics that evolve continuously. The Board also agreed that in order to ensure that the Working Groups are working in the right direction there has to be good communication among the Steering Committee Chairs, their Working Group members and the Executive Board.

3. Plan S

KHP presented the fundamentals of Plan S to the Board. She stressed that most of the comments received so far had been positive but there are some underlying risks. She highlighted the importance of controlling APC costs and mentioned that this is a critical point of Plan S. Plan S is very compact, but it is not complete yet and more work is needed to make it a reality. Transparency was also a key point, as it is also within LIBER'S Open Access Principles document.

MVO noted that so far Plan S is a framework of principles, not a concrete plan. There is a general concern about infringing the academic freedom of researchers and dictating where they should publish. The basic principle lies in Robert Jan Smit's desire to accelerate the transition to Open Access and to target the funders.

BD indicated that where there is a national action plan that does not align with Plan S, as in Denmark, it is hard to see how Plan S would be implemented. GT mentioned that in Greece, since there is no national policy at the moment, it might be a tool to force the transition to Open Access.

JR noted that Plan S is not an implementation plan yet but rather a political vision, aiming to make a big step forward in order for people to follow. He stressed that the Plan might not be perfect but we need to support it.

The Executive Board agreed to support Plan S but would like to see a specific plan of action showing where libraries can offer support. The Open Access Working Group will follow up on this.

4.   Open Access deposit of papers and presentations by Executive Board Members

The discussion was moved to the next Executive Board meeting in February.

5.   Future Discussion Topics

The topics that need attention in the coming Executive Board meetings were presented and agreed upon.

EXECUTIVE BOARD MEETING

STRATEGIC DIRECTIONS

6.   Apologies: Prof Dr Wolfram Horstmann, Mr Andris Vilks

7.   Minutes of the Meetings: Lille, July 2018 (EB0318.7)

The minutes were approved by the Executive Board.

8.   Matters Arising

   8.1 Action Summary: Lille, July 2018 (attached to Minutes)

9.   EU Activities

9.1 Proposal for the European Experts Meeting

The Executive Board decided to abandon the idea of a European Experts Meeting as the timing is no longer ideal. Instead, the Open Access Working Group would focus on the implementation of Plan S and update the Board on progress.

9.2 Europeana Report

JR gave a brief oral update as the LIBER representative on the Europeana Board.

9.2.1. LIBER's involvement in Europeana

JR would update the Board when he had more information.

9.3 Open Science Policy Platform

KHP presented her report on the OSPP. She noted that the second term would end in May 2020 with Eva Méndez as the new Chair and the new mandate would be available on the OSPP website. Eva Méndez is working towards making OSPP more visible. Friedel Grant would join the communication team of OSPP, and would be involved mainly in the creation of a communication plan. The Commission had decided that there would be a new rewards system in place, but there was no news on this as yet. The Commission expected this group to deliver its final recommendations on the eight action areas by May 2020. JR noted that EOSC and OSPP are key for LIBER's strategy and LIBER should be involved in both.

9.4 EU Projects Report

AV presented an update on LIBER's involvement in European projects. She mentioned that two projects have successfully passed their final reviews in Brussels, OpenMinTed and OpenAIRE, and there is a report pending on them. Currently, LIBER is involved in four projects, AARC, EOSCpilot, HuMetrics and FOSTER+. LIBER would also be involved in a new project starting on January 1st, SSHOC (Social Sciences and Humanities Open Cloud). EOSCpilot was planning a webinar with the Digital Skills and Services Working Group and FOSTER+ had a workshop during LIBER 2018 in collaboration with the same Working Group. LIBER was currently involved in four new project proposals; LEARN2, EOSCgov, EOSCinfra5 and Open Research Europe (ORE). JR asked whether we know which LIBER Participants have been involved in projects. AV would prepare an overview of LIBER institutions involved in EU Projects.

9.5 EOSC Executive Board - Call for applications

JF stressed that EOSC is a priority for LIBER. She had applied to represent LIBER on the EOSC Executive Board. It was desirable for there to be a LIBER representative on the Board, in order that information and updates could reach the Steering Committees and their Working Groups swiftly and efficiently. Results of the call for applications are expected in December.

10. Steering Committees (including Working Groups)

10.1 Innovative Scholarly Communication

GT presented the report to the Executive Board. He mentioned that Wilhelm Widmark's departure at the end of his term had initiated a transitional period for the Steering Committee, in which new connections with the Working Groups had to be made. The Innovative Metrics Working Group had been restructured with a new Chair and new members. The Open Access Working Group had already had a first meeting to discuss the current landscape and future directions. The Copyright Working Group had been very active as there are several calls for LIBER to support the statements on copyright reform. There was to be a vote in the European Parliament on the reuse of public information and Ben White and his colleagues were working intensively on this. Communication with the Working Group Chairs was stated to be healthy and collegial. MVO noted that he wished to prepare a document communicating the SCOSS initiative to LIBER Participants for the November Mailing.

10.2 Digital Skills & Services (EB0318.10.2)

AV presented the report as interim Chair of the Steering Committee. She noted that Hilde van Kiel had replaced John Tuck as the Chair of the Leadership Working Group, and she was planning a meeting in Paris this November, to work on the 5th Leadership Seminar Cohort, and some other matters. A call was published for the new host of the LIBER Journées 2020, and interest had been expressed by several countries. The importance of transparency in the selection of the host country for the Journées was stressed. The Leadership Working Group would have to prepare a proposal for the Journées host country and present it to the Executive Board in order to make the final decision. The Digital Skills Working Group had been established this year, with Cecile Swiatek and Susanne Dalsgaard Krag as Chairs and they are working hard on their planning. The Digital Humanities Working Group was preparing a survey of all LIBER Participants to be distributed by 2019, and this must be carefully planned to avoid conflicting with the LIBER Participant Survey. All three Working Groups were doing well and were working according to plan.

10.2.1 Steering Committee Chair Vacancy

The Board appointed Dr Bertil Dorch as the new Chair of the Digital Skills and Services Steering Committee. The appointment would be announced in the LIBER November Mailing. AV would also contact the Working Groups after the Executive Board meeting to inform them.

10.3 Research Infrastructure

MS noted that the LIBER Architecture Working Group had met in preparation for their next conference in 2020 in Luxembourg and had a discussion on the future of the database. Sylvia van Peteghem would discuss the matter with WH. The key issue at hand is to secure the funding in order to proceed with the database. The database is considered to be useful and is being used but needs to be redesigned in order to become more attractive and user-friendly. A proposal is needed to secure continuous

funding and has to be presented to the Board for consideration. JR noted that the conference fees were currently set at a relatively low level compared to other similar LIBER events, and the Working Group should consider raising them in order to increase income.

11. LIBER Partnerships

11.1 SPARC: Redraft Memorandum of Understanding

AV noted that LIBER was working on a new MoU with SPARC, with new terms of collaboration to be agreed upon.

11.1.1. LIBER representative on SPARC's Board

The Executive Board appointed Agnès Ponsati Obiols as a representative of LIBER on the SPARC Board to replace Lluis Anglada, would quit the LIBER EB and announced that he wanted to quit the SPARC Board at the end of his term.

11.2 LIBER Memoranda of Understanding

JR had reviewed the current MoU's that LIBER has signed, and those partnerships without an MoU, which included Europeana and IARLA. The timeline of MoU's was unclear, as they had been signed without an end date. He noted that a discussion is necessary in order to refresh the current MoU's as well as to discuss LIBER's future strategy on the matter. He proposed that all irrelevant MoU's should be terminated, that all future MoU's should be signed with an end date, and that it is important to include a short review process with each MoU partner. He would contact the current partners to initiate the discussion, and submit a proposal for the Executive Board to consider at the February meeting. The paper would also consider what the Board expects from LIBER's partnerships. JM will work with JR on that question.

INTERNAL BUSINESS PROCESSES

12. Report of the Finance Committee

12.1 2018 Profit & Loss including Forecast

AS presented the 2018 Profit & Loss forecast to the Executive Board. This was approved.

12.2 2019 Preliminary Budget

AS noted that this year's budget was necessarily being presented in a preliminary form due to imminent announcements on project bids which could substantially change the budget in 2019. The Finance Committee had recommended approving the preliminary budget for 2019 with a revised version to be circulated by the beginning of

December. The Board approved the preliminary budget, and its final version would be approved via e-mail. The final budget for 2019 would be presented to the Board at its February meeting.

12.3 Final Financial Summary: Lille 2018

JR noted that this document was in preparation and expected to be delivered in November.

12.4 Finance Committee Recommendations

The following items were all approved by the Board:

- The Profit & Loss report.
- The preliminary budget for 2019.
- The Sustainable LIBER Organisation Task Force plan.
- The information regarding the increase of the Annual Contribution Fee to be circulated in the November mailing.
- The removal of Tallinn University Library as a Participant following two years of non-payment despite reminders.
- The need to advise the European University of Madrid of an outstanding VAT sum (to be done by APO).
- The list of eligible countries for the Conference Fund for 2019.

13. Scientific Knowledge Services (SKS): Type of LIBER Membership

JM reminded the Board of the decision that had been taken during the Executive Board meeting in Lille for LIBER to continue to have an informal partnership with SKS. However, SKS is not currently a member of LIBER, although its Managing Director, Dr Tiberius Ignat, has Individual membership. JM recommended that the future relationship of LIBER with SKS should be dependent on it becoming an Associate member. The Board agreed with the recommendation and JM would contact Dr Ignat to inform him.

14. LIBER Annual Conferences

14.1 Lille 2018: Conference Evaluation

JR presented the results of the LIBER 2018 evaluation and highlighted the success of the conference in Lille. He stressed that the most appreciated keynote speaker was Prof Vidal, the French Minister of Education, which showed the appreciation of conference attendees for a high-level keynote. The attendees also particularly enjoyed the participation during the speeches with a catchbox microphone. Parallel sessions were problematic for some attendees as it can be difficult to attend different presentations across different sessions. More clarity was necessary regarding which meetings are open and which closed. Respondents also expressed the need for a

more direct link between the theme of the conference and the LIBER Strategy, as well as longer and more visible poster sessions.

There was a preference for a shorter printed programme with a more detailed version available on the website or through an app. The Board therefore took the decision to abolish the printed programme in future conferences. AV would prepare a paper for the February meeting discussing the alternative options available. She would also contact Helen Shenton at Trinity College Dublin to inform her of the Board's decision, and seek advice on whether it could apply to the 2019 conference.

MVO also mentioned that the 5-minute presentation format did not work well for the session he was chairing as it was difficult for attendees to combine the session with the presentations in other sessions. He recommended that the Conference Programme Committee should have a stronger role in assigning accepted papers to appropriate conference topics. JR replied that a small task force had been created to make sure that each session remains coherent. The CPC needs to become more involved in order to ensure the success of the conference.

14.2   Dublin 2019

JR presented the CPC report and the progress that has been made so far with regard to the LIBER 2019 organization.

- CPC Report & Conference Budget

The CPC discussed and came up with a theme for LIBER 2019: "Research Libraries for Society", placing research libraries in a wider social context. Several subtopics had already been proposed by the CPC and members of the Board discussed the selections of the subtopics. It was noted that "Citizen Science" is a very relevant subtopic for this theme and it should be included in the list as well as "Emerging Innovation". The Board approved the theme of the conference, and the final decisions for the subtopics would be made ultimately by the CPC.

- LIBER Invited Speakers

It is up to the local conference team to choose the opening keynote speaker, and Helen Shenton had already provided a list of high-level potential speakers to the CPC. The CPC had also compiled a list of potential keynote speakers, and an additional name was suggested during the discussion. JR led a discussion on the prioritization of the list according to preference. The Board recommended a number of candidates to be contacted by the CPC.

- Outline Conference Schedule: Draft

The timeline of the conference is clear but there are a lot of details that need to be arranged. The newcomer session was very much appreciated in Lille and should be repeated in Dublin. AV would contact Siobhan Dunne of the local team about this.

- Post Conference Excursion & Tours

Some ideas for the excursion were on the table but nothing has yet been confirmed and no fees are available.

- Registration Fees

The Board approved the recommended fees.

- Delegate Numbers

The budget for LIBER 2019 was currently based on 410 people, as proposed by the local team. They were working on a second scenario which would allow them to accommodate 500 people, but it was not clear whether that would be possible. The figure of 410 people needs further clarification as to whether it includes the local team, sponsors and LIBER staff. JR would contact Helen Shenton in order to clarify these details and finalize the total number of attendees. If the number is raised to 500, a new budget should be drafted and presented to the Board for approval. The Board approved the budget presented for 410 attendees.

14.3　Annual Conference Fund: Qualifying Countries

AV noted that the Board has to approve the countries which would be eligible for the fund for LIBER 2019 and the total number of fund awardees. GT advised that the name of Macedonia has to be changed to the current official name of the country. He also requested that the LIBER Office advertise the fund, contacting past fund awardees and creating a blog post describing their experience. All available communication channels would be used. The number of fund awardees would be 13, although that number would remain provisional pending the availability of the financial summary from the Lille Conference. The Board approved the list of eligible countries and the provisional number of fund awardees. If the number were to change, the Board would be notified via e-mail.

14.4　Future Annual Conferences

JM briefly mentioned the venues for the next Annual Conferences with the information available at the moment. For the time being, venues have been confirmed up to 2021.

15. Report of the Appointments Committee

JM delivered the report of the Appointments Committee to the Executive Board.

16. Executive Board Vacancies

JM presented the current Executive Board profile document. LB would send his information to JM so that he could update it. With the resignation of Martin Hallik, there was a vacancy on the Board. We currently have more than the statutory minimum number of Board members, and therefore there is no need to fill this vacancy at the moment, and it can be advertised in the normal way over the next few months, with candidates sought for election at the Meeting of Participants in June 2019. MVO informed the Board of his decision to step down in summer 2019. Since Andris Vilks will reach the end of his tenure in 2019, there would be three Board vacancies. The Board decided to fill all of these at the summer 2019 Meeting.

JM also undertook to add Board member affiliation details to the Executive Board Membership profile document, which will help to provide a picture of the geographic spread of members.

17. Executive Director's Report

AV indicated that the points she had prepared to make in an oral report had been covered in previous items.

18. Communications Report

AV presented the Communications Report produced by Friedel Grant. The website and social media presence were growing at a steady pace. The organization of webinars had been very well received by the LIBER network. The creation of a new LIBER branding toolbox to be used by the Board members for all LIBER related activities and presentations had been well-received by the Board.

19. Important Events for LIBER

AV had created this list in order to provide an overview of forthcoming events at which LIBER representation would be desirable. Suggestions of events to be added should be sent to the LIBER Office.

20. Any other business

There was no other business.

LIBER EXECUTIVE BOARD

SUMMARY OF ACTIONS: MEETINGS ON 18th & 19th October 2018

Discussion Slot, February 2019			
1	Task Force	AV/JR/WH/AS	
2	LIBER Quarterly: Interim Proposal	AV/JM/Raf Dekeyser/ Paul Ayris/Sofie Wennstrom	
3	Open Access deposit of papers and presentations by Executive Board members	JM	
4	Start a discussion within LIBER on how we can align various related activities (eg European Open Science Cloud, Research Data Alliance)		
5	LIBER Libraries: Participation Trends and Recommendations	AM	
6	Revision of the Conference Manual	JR	

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	WH	In progress
EB Meetings, Jul 2018			
5.2	New chair for the Open Access Working Group	MVO	In Progress
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	AV/JM	

EB Meetings, Oct 2018			
1.1	Adjust the Survey of Participants according to the Board's recommendations	AV	
3	Action Plan proposal on the implementation of Plan S	MVO	
9.4	Overview of LIBER institutions involved in European Projects	AV	
10.1	SCOSS initiative to be included in the November Mailing	MVO	
10.2	Proposal on the selection of the host country for LIBER Journeés	BD	
10.2.1	Appointment of Dr Bertil Dorch as chair of the Digital Skills and Services Steering Committee, advertised through the November Mailing and informing the Working Group Chairs.	AV	
11.1	SPARC: Redraft Memorandum of Understanding	AV	In progress
11.2	Draft Proposal for LIBER MoU's after contacting current partners	JR/JM	
13	Contact Dr Tiberius Ignat for the change in Membership status (SKS to become an Associate Member)	JM	
14.1	Contact Helen Shenton with regard to the printed programme for LIBER 2019	AV	
14.2	Inform Siobhan Dunne about the need for an extra room for the Newcomer Session	AV	
14.2	Contact Helen Shenton to clarify the details of Delegate Numbers and any need for a new budget	JR	
14.3	Change the name of "Macedonia" to the official one in all LIBER channels	AV	
14.3	Advertise the LIBER fund through blog posts and mailings	AV	
16	LB to send his profile to JM for the Executive Board Membership Profile document	LB	
16	JM would add affiliation details to the Executive Board Membership Profile document	JM	
20	Remove Tallinn University Library (INS 790256) from LIBER membership	AP	
20	Inform APO of the outstanding amount by the European University of Madrid	AP	

October 2018