



Ligue des Bibliothèques Européennes de Recherche
Association of European Research Libraries

EB0214

MINUTES OF THE EXECUTIVE BOARD MEETINGS HELD IN THE NATIONAL LIBRARY OF LATVIA, RIGA, LATVIA, ON TUESDAY 1 AND THURSDAY 3 JULY 2014

FIRST MEETING: PRESENT: Mr Lluís Anglada, Dr Paul Ayris (President), Ms Kristiina Hormia-Poutanen (Vice-President), Dr Claudia Fabian, Ms Jeannette Frey, Dr Izaskun Lacunza (Executive Director), Dr Ann Matheson (Secretary-General), Mr Julien Roche, Dr Matthijs Van Otegem (Treasurer), Mr Andris Vilks, Dr Márta Virágos and Mr Wilhelm Widmark.

SECOND MEETING: PRESENT: Mr Lluís Anglada, Ms Kristiina Hormia-Poutanen (President), Dr Claudia Fabian, Ms Jeannette Frey (Vice-President), Dr Martin Hallik, Dr Wolfram Horstmann, Dr Izaskun Lacunza (Executive Director), Dr Ann Matheson (Secretary-General), Mr Julien Roche, Dr Matthijs Van Otegem (Treasurer), Mr Martin Svoboda, Mr Andris Vilks and Mr Wilhelm Widmark.

The President welcomed Executive Board members to the first Board meeting and thanked Mr Andris Vilks and the National Library of Latvia for hosting the Executive Board meetings during the Annual Conference. He welcomed LIBER Office staff (Ms Susan Reilly, Ms Friedel Grant, Dr Dan North and Ms Yvonne Stigter) to the first part of the meeting.

1. APOLOGIES

There were apologies from Mr Kurt De Belder, Professor Dr Norbert Lossau and Ms Marieke Willems for the first meeting; and from Dr Paul Ayris for the second meeting.

2. MINUTES OF THE MEETING HELD ON 20 AND 21 FEBRUARY 2014

The minutes of the meeting in London on 20 and 21 February 2014 were approved. All actions had been completed apart from those still in progress, which were carried forward to the Summary of Actions from the July 2014 Executive Board meetings.

3. MATTERS ARISING

The following matters arising from the Summary of Actions were noted:

(Feb. 2014, 4.1): Following the February 2014 meeting, the Executive Board's view had been communicated to TEL by Dr Ayris and to Europeana by Ms Hormia-Poutanen.

(Feb. 2014, 4.2.1): Ms Frey had been appointed as the LIBER representative on the Europeana Board and Executive Committee, in succession to Ms Hormia-Poutanen, at the February 2014 meeting. It was agreed that for continuity, Ms Hormia-Poutanen's representation should continue to the end of 2014, and Ms Frey would take over at the start of 2015.

4. PRESENTATION BY DR DAN NORTH, EU PROJECTS OFFICER

Dr Dan North, EU Projects Officer, gave a short presentation on his work as EU Projects Officer for LIBER. He introduced himself and outlined his past experience and present responsibilities. He was mainly involved with the FOSTER/PASTEUR40A projects, which were aimed at encouraging academics to think about open access throughout their research and not just at the end of the process. He drew attention to a perceived gap between knowledge of open access among librarians and that among some academics. He noted that LIBER had been invited to train EU officers in the context of Horizon 2020. Dr North was thanked by the Executive Board for his presentation.

5. REPORT OF THE FINANCE COMMITTEE, JUNE 2014

Dr Van Otegem, Treasurer, presented the report of the Finance Committee, which had met the previous afternoon, and gave the Committee's recommendations. The Annual Report and Accounts for 2013 were recommended for approval to the Executive Board. Two requests for discounted participant fees had been considered and the Executive Board was recommended not to proceed with either since the LIBER participant fee was already low. The Finance Committee confirmed that the financial involvement in hosting Annual Conference websites on the LIBER website from 2016 could be accommodated. The list of 2014 Annual Conference Fund awards was notified to the Executive Board; and a number of minor financial management matters were reported to the Board.

5.1. Annual Report and Accounts 2013

The Treasurer confirmed that LIBER's finances were generally sound, and while LIBER should take a cautious approach, special funds could be made available for special programmes linked to LIBER's Strategy and in the interests of Participants. The Executive Board formally approved the Annual Report and Accounts for 2013, and the Auditor's Report. The Accounts were signed, as required by the Statutes, by the President, Secretary-General and Treasurer at the meeting.

The Executive Board approved the Finance Committee Report and its recommendations, and thanked the Treasurer and the Finance Committee for their custodianship of LIBER's finances.

6. MEETING OF PARTICIPANTS, RIGA 2014

6.1. Meeting of Participants: Agenda and Papers

Dr Matheson outlined the Agenda for the Meeting of Participants on 3 July 2014, for which the papers had been pre-circulated with the May 2014 mailing to LIBER Participants. From the Agenda she highlighted the presentation to LIBER Participants of the increase in the annual contribution fee from 2015, the appointments to the LIBER Executive Board and the transfer of the Presidency.

STRATEGIC DIRECTIONS

7. EU ACTIVITIES

7.1. Text and Data Mining: Update

Ms Reilly confirmed that a letter, with 18 signatories and others expected, had been sent to Elsevier seeking the withdrawal of its current policy on text and data mining because of its restrictiveness for research. The European Publishers Council had sent a White Paper to the EC arguing that libraries were misusing data and Dr Ayris had responded on behalf of LIBER and LERU. Dr Ayris added that LERU was quite clear that it wished to have a mandatory exception at EU level in support of researchers and was discussing the next steps. There would now be an intense period of lobbying by LERU and LIBER to all EC Directorates. After the DGs came to their view, the matter would then be considered by the European Parliament, and continued lobbying would be required. In discussion, Mr Roche advised that national associations should be involved before the matter went to the European Parliament, and Dr Virágos suggested that ICOLC should also be involved. It was agreed that Dr Ayris and Ms Reilly would prepare a lobbying strategy paper for the October 2014 Executive Board meeting.

7.2. TEL (The European Library)

Dr Ayris reported on developments since the February 2014 Board meeting. Following the commissioned report on options, it had been accepted by CENL that TEL should become a *Stichting* (Foundation) under Dutch law. The new TEL Board would have two LIBER positions. It was not clear whether LIBER was expected to comment on the *Stichting* draft Articles, which had been pre-circulated, and Dr Ayris undertook to confirm this at the meeting due to take place in Riga on 4 July 2014. It was agreed that this matter would be discussed further at the October 2014 Board meeting, and that Ms Frey and Dr Fabian would be the LIBER representatives on the TEL Board. Dr Ayris undertook to convey LIBER's views to the TEL meeting on 4 July 2014.

7.2.1. Europeana Foundation

Ms Hormia-Poutanen reported on current developments on the governance of the Europeana Foundation. Europeana had become a *Stichting* under Dutch law in 2010, and in spring 2014,

governance had been considered again with a proposal for two forms of group: (a) the Europeana Board would continue as a Foundation and (b) the Europeana Network would become an Association. Ms Hormia-Poutanen indicated that this was a very complex model and she considered that there ought to be two representatives from member states and that the term should be one year rather than six months. This view was supported by the Executive Board. Since the Working Group on Governance, of which Dr Ayris was a member, still had further meetings, it was agreed that Dr Ayris should attend these as LIBER's representative.

7.3. SPARC Europe Statutes: Proposed Amendments

Dr Ayris referred to proposed changes in the SPARC Europe Statutes, which had been pre-circulated. The most significant change was that in para.14.4, where it was proposed to delete the current requirement that the specific agreement of SPARC and LIBER must be obtained before changing the Statutes. In discussion, the Executive Board concluded that the case for change had not been made, and that LIBER would prefer the Statutes to stand in their current form. LIBER's view would be conveyed to SPARC Europe by Mr Anglada and Mr Scholze, the LIBER representatives.

8. LIBER STEERING COMMITTEES (INCLUDING WORKING GROUPS): REPORTS

8.1. Scholarly Communication and Research Infrastructures

8.1.1. Steering Committee Report

Ms Hormia-Poutanen reported on progress on behalf of Professor Dr Norbert Lossau and Dr Wolfram Horstmann. She highlighted the 11 Case Studies on Research Data Management in libraries, which were now available on the LIBER website. The Steering Committee was arranging a workshop on 'Libraries and Research Data Management' on Wednesday 2 July during the Annual Conference.

8.2. Reshaping the Research Library

8.2.1. Steering Committee Chair Appointment

Following earlier agreement by email, the Executive Board formally appointed Mr Julien Roche as Chair of the Steering Committee on Reshaping the Research Library.

8.2.2. Steering Committee Report

Mr Roche, Chair, highlighted the main points from his Steering Committee Report, which had been pre-circulated. Ms Frey was Chair of the Working Group on Digital Collections, and Ms Ulla Nygren, Turku University Library, Finland, had agreed to chair the Working Group on Research and Education. The Steering Committee membership would be: Steering Committee Chair, and Chair of the Working Group on Leadership and Workforce Development: Mr Julien Roche, Université Lille 1, Lille, France; Secretary: Ms Cécile Swiatek, Bibliothèque universitaire de Pierre et Marie Curie, Paris, France; Members: Ms Jeannette Frey, BCU, Lausanne, Switzerland (Chair, Working Group on Digital Collections); Mr Marc Martinez, Université Lyon 3, Lyon, France (Chair, Working Group on Rankings) and Ms Ulla Nygren, Turku University Library, Finland (Chair, Working Group on Research and Education).

8.2.3. Leadership Journées

Mr Roche, Chair, presented his pre-circulated paper on the proposed 'Leadership Journées' for Library Directors, which would take place at Sciences Po in Paris from 20 to 22 May 2015. The co-ordinator would be Mr John Tuck, Royal Holloway University of London Library, and a Chair was being sought and would be announced shortly. In response to a question about speaker names, Mr Roche confirmed that the intention was to have some European speakers and some from the US/Asia. He invited colleagues to send him suggestions for contacts in Asia (China, Singapore, etc.). Publicity for the Leadership Journées would be announced in October/November 2014.

8.3. Advocacy and Communications

Mr Widmark, Chair, reported that the new LIBER website had been launched in May 2014, and that a refreshed logo, and associated stationery, and a new LIBER flag had also been produced. The Copyright Working Group would meet during the Annual Conference to plan its future programme of work.

8.3.1. Annual Conferences Website Proposal

Mr Widmark presented his paper, which had been pre-circulated, on the proposal to embed future Annual Conference host websites on the LIBER website with effect from 2016. A template would be developed, along with a practical manual, and LIBER would offer training to Conference hosts. The financial costs were low (€1.000 in case technical assistance was required, 20 hours for the manual and annual training), and had been endorsed by the Finance Committee. Conference hosts would retain all their current responsibilities for the content of Annual Conference sites, including a Conference registration module; an advantage to LIBER with the new arrangements was that Annual Conference sites could be archived in a reliable way. The Executive Board approved the proposal. Dr Matheson noted that the LIBER Conference Manual would be updated with these provisions.

8.3.2. LIBER Mailings: Specimen Mailing

A specimen for the proposed new LIBER mailing had been pre-circulated for the information of Executive Board members, and was approved by the Board. Dr Matheson said LIBER Participants had been fully informed and Dr Lacunza confirmed that the first mailing in the new format would be that in November 2014. Mr Roche said that there should be a balance between the formal mailings from LIBER and special emails on special topics. It was agreed that the Advocacy and Communications Steering Committee would draft a LIBER policy on special emails (e.g. weekly emails, irregular emails, distribution through social media, etc.) for the October 2014 Board meeting.

8.4. Implementation Plans: Annual Reviews

Dr Lacunza referred to the need to demonstrate accountability for the current LIBER Strategy. Ms Hormia-Poutanen added that it would be desirable to discuss whether LIBER should begin to prepare its next Strategy for 2016 or to continue the present one for a further year. It was agreed that Dr Lacunza would evaluate progress on the current Strategy and that a decision on a new Strategy, based on this evaluation, would be made in October 2014. Mr Anglada suggested that the LIBER President should summarise LIBER's achievements at the annual Meeting of Participants, and it was agreed that the Advocacy and Communications Steering Committee would consider how an annual review could best be offered, given that the Executive Director already reported on annual progress on the Strategy at the Meeting of Participants.

9. MEMORANDA OF UNDERSTANDING

9.1. Memoranda Report

Ms Hormia-Poutanen reported that since the last meeting in February 2014, a Memorandum of Understanding had been signed by LIBER and the EUDAT Project. LIBER and IFLA had also agreed on closer collaboration and preparation of a Memorandum of Understanding (MoU) was currently in progress. Further suggestions for strategic partners where a Memorandum of Understanding (MoU) should be discussed and prepared were welcomed from Executive Board members and from Steering Committee Chairs. It would be useful to have greater activity with LIBER's partners and it was suggested that they might play a part in rotation on the guest panel at the Meeting of Participants. This proposal was endorsed by the Executive Board.

10. IFLA LYON DECLARATION

Dr Lacunza had pre-circulated three papers referring to the Lyon Declaration, which IFLA had invited LIBER to sign. The Declaration argued the case for an advocacy document to the United Nations underlining that access to information should be part of the post-2015 agenda for developing countries. The signature of the Declaration by LIBER was approved by the LIBER Executive Board.

11. LIBER QUARTERLY: EDITORIAL BOARD: GOVERNANCE

A paper on the LIBER contract with Igitur and governance for *LIBER Quarterly* had been circulated. Dr Dekeyser, Managing Editor, had suggested that now that the journal was set up with its own Editorial Board and things were running smoothly, it would be sensible to set out arrangements for membership and governance of the Editorial Board. It was proposed that the Executive Board should feel responsible for the general philosophy around its journal, e.g. it should have the right to veto undesirable changes in the 'focus and scope' of the journal; and there should be agreement between the LIBER Executive Board and the Editorial Board about the general profile of the members of the

Editorial Board. Since LIBER was the *de facto* owner of the journal, both through its financing and through the title and subtitle of the journal, the Executive Board might at any time it was considered necessary intervene in the management of *LIBER Quarterly*. The Editorial Board would select its members and notify the Executive Board through the Executive Director. Dr Matheson said that it would be sensible to set out terms in a memorandum of agreement between the LIBER Executive Board and the *LIBER Quarterly* Editorial Board, and to update LIBER's Rules and Regulations.

Dr Ayris underlined that it would be important for there to be segregation between how the press was run and the peer review of the academic content of the journal. It was agreed that Dr Matheson and Dr Lacunza would prepare a draft agreement for the October 2014 Executive Board meeting.

12. PRESIDENT'S REPORT

Dr Ayris presented his President's Report, which had been pre-circulated. He also noted that this was the last meeting for Dr Márta Virágos, Mr Kurt De Belder and Professor Dr Norbert Lossau, and he wished to thank them all on behalf of the Executive Board for their contribution to the work of LIBER. Dr Virágos said that it had been a pleasure to serve on the LIBER Executive Board.

Ms Hormia-Poutanen warmly thanked Dr Ayris on behalf of the Executive Board for all his work for LIBER as President. He had served LIBER for ten years and many of the changes during the period were due to his activities, notably the relations with the EC and with European organisations such as LERU. She noted that he would be continuing his work with LIBER as an Adviser to the Executive Board. The Executive Board expressed its warm thanks to Dr Ayris.

SECOND EXECUTIVE BOARD MEETING: THURSDAY 3 JULY 2014

INTERNAL BUSINESS PROCESSES

Ms Hormia-Poutanen (President) welcomed the three newly-appointed Executive Board members, Dr Martin Hallik, Dr Wolfram Horstmann and Mr Martin Svoboda, to their first Board meeting. She also welcomed Ms Christine Wise, Senate House Library, and Ms Chris Banks, Imperial College Library, to the meeting for Agenda item 14.

13. LIBER ANNUAL CONFERENCE, RIGA 2014

13.1. RIGA 2014 CONFERENCE FEEDBACK

The Annual Conference had run very smoothly and Conference delegates seemed to be pleased with the venue and the Conference. The Executive Board expressed its thanks to Mr Andris Vilks and his excellent team in the Library. It had been a privilege to have held the Annual Conference in the National Library's new building.

13.2. RIGA 2014 CONFERENCE EVALUATION ARRANGEMENTS

Dr Lacunza confirmed that the Conference feedback survey would be issued within the coming week. There would be one additional question this year seeking views on the thematic structure this year. The survey results would be available for the October Executive Board meeting in the normal way.

14. LIBER ANNUAL CONFERENCE, LONDON 2015

Ms Wise outlined progress on the London 2015 Annual Conference, in particular, with room allocation, filming and streaming, catering, and website hosting (by Imperial College Library). There would be an exhibition of rare material in Senate House Library. Hotels close to Senate House Library and University residences had been identified for accommodation. Publicity for the Annual Conference within the University of London and via RLUK had already begun. Since it had been necessary to hire rooms, she enquired about Pre-Conference and Leadership Seminar costs and whether these should be built in to the registration fees. Mr Roche noted that previously accommodation had been provided without charge, so these costs would either need to be built into the seminar fee or an alternative venue sought. He would confirm the position to Ms Wise in due course. For the Pre-Conference, it was noted that as many meetings as possible could be held in the Library and not in the hired rooms, but any unavoidable room costs incurred, say, for workshops should be

included within the registration fee. The general policy with the fee was to keep it as low as possible to make the Annual Conference as open as possible to delegates from all European countries, but it was recognized that some venues were *de facto* more expensive than others. Ms Wise asked about likely numbers for the various Pre-Conference events, and Mr Roche agreed to send the Leadership figures and Dr Lacunza the Pre-Conference estimates, to Ms Wise by September 2014. Ms Banks enquired about statistical data on the number of Conference delegates and Dr Lacunza undertook to send these figures the following week. Ms Wise and Ms Banks left the meeting after Agenda item 14.

Ms Hormia-Poutanen, President, commented on her aims for her Presidency and stressed the need for collaboration and involving LIBER libraries in more activities. She would like to discuss means of doing so further at the October 2014 Executive Board meeting. She would also like to find ways of utilising the experience and expertise of Executive Board members and to develop Board meetings by having substantive discussion of important topics and more brainstorming. She noted that Executive Board meetings would also act as the foundation for the preparation of the next strategic plan. Since the finances were running smoothly, Finance Committee meetings could be shortened, which would allow more time for Executive Board meetings. She had also talked to Steering Committee Chairs and they would welcome more collaboration among Chairs and more opportunity for brainstorming. She invited comments from Board members. Mr Roche welcomed greater collaboration among Steering Committee Chairs and would think more about it. It was agreed that the Strategy would be evaluated for October 2014 and a decision would be taken on the timetable for a new Strategy at that meeting. Dr Matheson would consider the structure of Finance Committee and Executive Board meetings in order to create more time for the latter.

15. LIBER STEERING COMMITTEES: UPDATES FROM FIRST BOARD MEETING

15.1. SCHOLARLY COMMUNICATION AND RESEARCH INFRASTRUCTURES

Dr Horstmann commented that the Steering Committee had had a very successful meeting during the Annual Conference. In discussion, it had been agreed that some items in the work plan might have to be omitted.

15.2. RESHAPING THE RESEARCH LIBRARY

Mr Roche reported that the Rankings Working Group had decided to work further on library indicators with Dr Ayrís; there had been very positive feedback from the Leadership Seminar and it was proposed to run the seminar again; and Professor Dr Norbert Lossau, University of Göttingen, had accepted the invitation to chair the Leadership Journées, and this would be announced in July 2014.

15.3. ADVOCACY AND COMMUNICATIONS

Mr Widmark reported that there had been a very successful workshop on copyright during the Annual Conference, and a meeting with representatives from IFLA and CENL. Ms Hormia-Poutanen suggested that it would be useful for clarity to state on the LIBER website the respective copyright responsibilities of LIBER, IFLA and EBLIDA, i.e. that EBLIDA focused on e-books, IFLA on copyright and LIBER on copyright for research and data mining. This was agreed by the Executive Board.

15.4. LIBRARY BUILDINGS DATABASE

Mr Svoboda had tabled two papers outlining the work in hand on the LIBER Architecture Forum's library buildings database. LIBER had agreed to provide an annual sum of €2.220 in support of the database for a period of three years, on the understanding that during this period the Group should find a long-term sustainable future for the database. Mr Svoboda undertook to send the first annual invoice to Dr Lacunza. He also referred to a feasibility study for the proposed additional retroconversion of documentation for the period 2000 to 2010, and it was agreed that he would arrange for a paper to be provided to the Finance Committee for its October 2014 meeting.

16. LIBER EXECUTIVE BOARD APPOINTMENTS

16.1. APPOINTMENTS AT MEETING OF PARTICIPANTS, JULY 2014

Dr Matheson listed the appointments at the Meeting of Participants on 3 July 2014: Ms Kristiina Hormia-Poutanen, National Library of Finland, as President of LIBER; Ms Jeannette Frey, BCU,

Lausanne, Switzerland, as Vice-President of LIBER; and Executive Board members Dr Martin Hallik, Tartu University/Tartu University Library; Dr Wolfram Horstmann, Göttingen University Library; and Mr Martin Svoboda, National Library of Technology, Prague, Czech Republic. Dr Van Otegem, Mr Roche and Mr Widmark were all reappointed for a further term.

The Executive Board appointed Dr Horstmann as Chair of the Steering Committee on Scholarly Communication and Research Infrastructures.

16.2. STEERING COMMITTEE/WORKING GROUP APPOINTMENTS

The Executive Board approved the appointment of Ms Cécile Swiatek, Bibliothèque universitaire de Pierre et Marie Curie, Paris, France, as Secretary of the Steering Committee on Reshaping the Research Library; and Ms Ulla Nygren, Turku University Library, Finland, as Chair of the Research and Education Working Group, Steering Committee on Reshaping the Research Library.

16.3. ADVISER TO THE EXECUTIVE BOARD

The Executive Board appointed Dr Paul Ayris, UCL, London, UK, as Adviser to the Executive Board 2014-2016.

17. EXECUTIVE DIRECTOR'S REPORT

Dr Lacunza presented her Report, which had been pre-circulated. She noted that it was possible that Elsevier might withdraw from its support for the LIBER Award.

18. FUTURE LIBER ANNUAL CONFERENCES

Dr Matheson outlined the position on Annual Conference Hosts up to 2018. Ms Frey noted that she would not now be able to host the Annual Conference in 2018 because of her building timetable. Mr Roche registered an interest in hosting an Annual Conference in Lille and suggested that 2018 might be a possible date for him. Dr Matheson said that she would provide a full list of potential hosts for the October 2014 Board meeting, and these matters could be discussed further then.

19. ANY OTHER BUSINESS

Dr Van Otegem noted that he was in touch with EuroCRIS, and proposed to arrange a meeting with them and Dr Lacunza in The Hague. Mr Roche enquired whether members of the Conference Programme Committee could be involved in chairing Conference sessions, and it was agreed that Ms Frey, the incoming Conference Programme Committee Chair, and Dr Lacunza would consider this matter and report in October 2014. Dr Horstmann enquired about the scope of Executive Board members' role for LIBER, and it was agreed that it would be useful to have a short note which could be given to incoming Board members.

20. DATES OF FUTURE MEETINGS

OCTOBER 2014: BIBLIOTHÈQUE CANTONALE ET UNIVERSITAIRE – UNITHÈQUE, LAUSANNE, SWITZERLAND

Finance Committee: Thursday 30 October 2014: time to be confirmed

LIBER Executive Board: Thursday 30 October 2014: time to be confirmed

LIBER Executive Board: Friday 31 October 2014: time to be confirmed

FEBRUARY 2015: NATIONAL LIBRARY OF FINLAND, HELSINKI, FINLAND

Finance Committee: Thursday 19 February 2015: time to be confirmed

LIBER Executive Board: Thursday 19 February 2015: time to be confirmed

LIBER Executive Board: Friday 20 February 2015: time to be confirmed

Ann Matheson
Secretary-General
19 July 2014

LIBER EXECUTIVE BOARD
SUMMARY OF ACTIONS: MEETING ON 1 AND 3 JULY 2014

PARA.	ACTION	RESPONSIBLE	STATUS
OCT 2013			
12	Ms Grant to consider ways of maximizing LIBER Twitter impact	Dr Lazunza	In progress
FEB 2014			
4.7	Bring 'Starting a Conversation' proposal to the SCRI SC	Mr Anglada	In progress
5.3.1	Prepare LIBER sponsorship strategy	Mr Widmark (C & A SC)	In progress
JULY 2014			
7.1	Lobbying strategy paper for October 2014 Executive Board meeting	Dr Ayris	
7.2	TEL to be added to Agenda for October 2014 Executive Board meeting	Dr Matheson	
7.3	LIBER's view on Statutes to be sent to SPARC Europe	Mr Anglada	
8.2.3	Send Mr Roche suggestions for speaker names in Asia	Executive Board members	
8.3.2	Prepare LIBER policy on special emails for October 2014 Executive Board meeting	Mr Widmark (C & A SC)	
8.4	Evaluate LIBER Strategy progress for October 2014 Executive Board meeting	Dr Lacunza	
8.4	Consider how best to provide annual review of progress to LIBER Participants	Mr Widmark (C & A SC)	
9.1	LIBER MoU representatives to play part in Guest Panel at Annual Conferences	Dr Lacunza	
11	Draft Memorandum between LQ Editorial Board and LIBER for October 2014 meeting	Dr Matheson/Dr Lacunza	
13.2	Annual Conference Survey results to be available for the October 2014 meeting	Dr Lacunza	
14	Inform Ms Wise of accommodation requirements for the Leadership Seminar	Mr Roche	
14	Send Ms Wise Pre-Conference/ Leadership Seminar figures by September 2014	Dr Lacunza/Mr Roche	
14	Send Ms Banks Conference numbers	Dr Lacunza	
14	Consider structure of Finance Committee/Executive Board meetings	Dr Matheson	
15.3	Clarify copyright responsibilities of EBLIDA/ IFLA/ LIBER on LIBER website	Mr Widmark (C & A SC)/Dr Lacunza	
15.4	Send AF invoice to Dr Lacunza	Mr Svoboda	
15.4	Prepare paper on AF feasibility study for October 2014 Finance Committee meeting	Mr Svoboda	
18	Provide full list of potential Annual Conference hosts for October 2014 meeting	Dr Matheson	
19	Consider involving CPC members in chairing Annual Conference sessions	Dr Lacunza	
19	Provide short note on Executive Board role	Dr Matheson/Dr Lacunza	