

## Minutes of the Board of the National Library of Ireland

Thursday 1 December 2022 at 11:00

Venue: Boardroom, National Library of Ireland,  
4 Kildare Street, Dublin 2, D02 A322

<p><b>Board</b></p>	<p><b>Present:</b> Eoin McVey, Chairperson Dr Marie Bourke (via video conferencing) Prof Maeve Conrick John Grenham Lisa Grimm Lorelei Harris Dr Conor Kostick Prof Kalpana Shankar Caitriona Sharkey Jennifer Taaffe</p> <p><b>Apologies:</b> Prof Ciarán Ó hÓgartaigh, Deputy Chairperson</p> <p>Note: The video conferencing security mechanism prevented Prof Ó hÓgartaigh from joining the Board meeting.</p>
<p><b>Staff</b></p>	<p><b>In attendance:</b> Katherine McSharry, Acting Director (1-12) Orla Sweeney, Board Secretary (1-12) Eoghan Ó Carragáin, Head of Digital Collections (8.2-8.3) Kathleen Ruane, Head of Finance-CRO (9.1-10.1) Brian O'Donnell, Head of Estates (10.2)</p>
<p>Note: (Items 1-12) denotes attendance for the inclusive sections of the minutes. All Board members were present for the full duration of the meeting.</p>	

## **1. Interests and procedural matters**

The Chairperson confirmed that the meeting was quorate. In response to the Chairperson's request for the Board to declare any conflicts of interests, none were declared by the Board.

**The Board meeting was quorate. The Board declared no conflicts of interests.**

Note: All Board papers were circulated in advance of the Board meeting unless otherwise stated and taken as read.

## **2. Draft minutes of the Board meeting of 6 October 2022 and their publication**

**The Board approved the draft minutes of the Board meeting of 6 October 2022, and the publication of the approved minutes with redactions as appropriate.**

## **3. Matters arising**

The Acting Director outlined the relevant Board paper. The Acting Director informed the Board that, contrary to the information provided in the said table, action 2022.2.5 remains open. The Acting Director advised the Board that she would close the action by submitting the request to the Board by email to approve the award of contract for the supply of translation services to the NLI. In response to queries from the Board, the Acting Director outlined the procurement process in awarding the contract to the supplier of translation services to the NLI and details concerning the said service supplier.

**The Board noted the matters arising action table.**

**The Board noted that the Acting Director would submit a request to the Board by email to approve the award of contract for the supply of translation services to the NLI.**

**The Board noted that the Board granted approval by email on 1 November 2022 for the NLI to purchase the papers of Maurice Collis**

**[REDACTED]**

The Board noted that the contract for the provision of Data Protection Officer services to the NLI had been awarded to XpertDPO Ltd [REDACTED] with the right to extend the term for period or periods of up to 12 months, with a maximum of 2 such extension or extensions, on the same terms and conditions.

#### 4. Acting Director's Report

The Acting Director outlined her written report to the Board. In addition, the Acting Director verbally briefed the Board on the following matters:

- Finance: The Head of Finance-CRO will provide the Board with information, under Item 10.1, on additional funding pending from the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media (DTCAGSM) to meet the NLI's pay and energy costs.
- Fr Bernárd Lynch collection: Significant donor, stakeholder and media engagement has taken place to mark the acquisition of the Fr Bernárd Lynch collection. Forthcoming radio and newspaper interviews with the donor were outlined.

The Acting Director addressed queries from the Board on the visit of Patrick O'Donovan, Minister of State with responsibility for the Office of Public Works, to the NLI on 16 November 2022; and the anticipated timeline of the Metrolink scheme and risks of the scheme to the NLI.

**The Board noted the Acting Director's written report and verbal briefing. The Board welcomed the acquisition of the Fr Bernárd Lynch collection. The Board also welcomed media engagement undertaken separately by the conservator Louise O'Connor and the Acting Director.**

## **5. Board Committees**

### **5.1 Audit and Risk Committee: Report of 16 November 2022 and minutes of 21 September 2022**

In the absence of the Chairperson of the Audit and Risk Committee (ARC), the Committee members advised the Board that:

- (i) clarification is required from the Committee Chairperson on the scope of the proposed internal audit on acquisitions; and
- (ii) the Committee Chairperson will raise the issue of talent retention, especially at senior level, and the subsequent risk due to the loss of key personnel with the Board. The Chairperson of the Board noted, in response, that the matter would be included on the agenda of a future Board meeting.

In response to a query from the Board concerning the risk of damage to the NLI's collections on public display by environmental activists, the Chairperson of the Board noted that he had consulted the Acting Director on the matter following an incident at the Crawford Art Gallery. The Acting Director informed the Board that following a review of NLI collections on public display onsite and offsite, it is planned to remove unglazed collection items from public display.

**The Board noted the Committee Chairperson's written report and the Committee members verbal briefing both relating to the ARC meeting of 16 November 2022. The Board noted the approved minutes of ARC meeting of 21 September 2022.**

### **5.2 Committee on Genealogy and Heraldry: Report of 23 November 2022 and minutes of 21 July 2022**

The Chairperson of the Committee on Genealogy and Heraldry (CGH) verbally briefed the Board on the Committee meeting of 23 November 2022 as follows:

- The Committee discussed its objectives in line with its remit of advising the Board on matters pertaining

to the Board's statutory powers and functions in the areas of genealogy and heraldry, and with the Committee's view of not adding to the Executive's large workload and limited resources.

- Conservator, Louise O'Connor, presented on the conservation and preservation of heraldic manuscripts. Upon the request of the Committee Chairperson, the Board Secretary agreed to circulate the presentation to the Board.
- The Committee has issued an invitation to the Head of Communications and Development to present at the next CGH meeting.

The Committee Chairperson noted that while the report on the evaluation on the effectiveness of the Board and its Committees recommended that the Board consider recruiting non Board members with relevant skills and experience to serve on Committees, the legislation poses a challenge in this regard. The Board briefly discussed the CHG membership.

**The Board noted the Committee Chairperson's verbal briefing on the CGH meeting of 23 November 2022 and the approved minutes of the CHG meeting of 21 July 2022.**

### **5.3 Readers' Advisory Committee: Report of 8 November 2022 and minutes of 20 September 2022**

The Chairperson of the Readers' Advisory Committee (RAC) advised the Board that the Committee meeting of 8 November 2022 brought to her focus a challenge facing the Committee. The challenge relates to addressing the combination of the Committee's advisory remit with the Committee members' strong aspiration to achieving concrete outcomes, while also not adding to the Executive's large workload and being mindful of limited staff resources.

The Board discussed the remit of Board Committees in general and the RAC in particular.

**The Board noted the Committee Chairperson's verbal briefing on the RAC meeting of 8 November 2022 and**

**the approved minutes of the RAC meeting of 20 September 2022.**

**6. Report on NLI Strategic Organisational Priorities 2022**

The Acting Director outlined the relevant Board paper and in response to a query from the Board, drew the Board's attention to the summary report which detailed the significant change and disruption at Leadership Team level in 2022.

**The Board noted the Report on NLI Strategic Organisational Priorities 2022.**

**7. External evaluation of the Board and its Committees**

**The Board noted Board Excellence's (service provider) final report on its evaluation on the effectiveness of the Board and its Committees. The Board agreed that the annual self-assessment evaluation of its own performance and that of its Committees has taken place as part of the external evaluation of the Board and Board Committees.**

**8. Business cases**

**8.1 Special Collections: Conradh na Gaeilge Papers Cataloguing Project**

The Acting Director, on behalf of the Keeper of Special Collections, outlined the relevant Board paper.

**The Board provided approval for the Executive to issue an invitation to tender under the Collection Management Services Framework 2022-2026 for cataloguing services for a period of 44 weeks, commencing in February 2023, to sort, rehouse and catalogue the papers of Conradh na Gaeilge, and related collections including the papers of Douglas Hyde and Agnes O'Farrelly.**

**8.2 Digital Collections: Digitisation Equipment**

Eoghan Ó Carragáin, Head of Digital Collections, outlined the relevant Board paper. The Head of Digital Collections

addressed queries from the Board concerning the cameras requiring replacement and the proposed new cameras.

**The Board noted the amendment to the tender competition as outlined in the Board paper and verbally reiterated by the Head of Digital Collections.**

**The Board provided its approval for the Executive to place an order with Strazo Ltd., as the successful tenderer, for the purchase of 8 Fujifilm GFX100 cameras, with associated lenses and ancillary equipment** [REDACTED].

### **8.3 Digital Collections: Contract for Digitisation Services**

The Head of Digital Collections outlined the relevant Board paper.

**The Board provided its approval for the Executive to extend the existing contract with Archives Ireland (Mastermind) for Digitisation Services as allowed under the NLI's 2018 Digitisation Framework and Mini-tender approved by the Board on 4 August 2022** [REDACTED].

## **9. Policies**

### **9.1 Finance: NLI Bank Mandate and Credit Card Management**

Kathleen Ruane, Head of Finance-CRO, outlined the relevant Board paper and addressed queries from the Board concerning the proposal for two business credit cards for the NLI; monitoring and approval of credit card payments; and estimated delivery date of the credit card in the name of the Head of Finance-CRO.

**The Board approved the proposed change to the NLI Bank Mandate account operation and signing authority of two authorised signatories for cheques as follows: remove Katherine McSharry, the outgoing Acting Director; and include Kathleen Ruane (Head of Finance-CRO); Liz Coffey (Head of Communications and Development); Eoghan Ó Carragáin (Head of Digital Collections).**

**The Board approved the proposed change to the NLI Bank Mandate authorised user for 365 phone and digital banking access as follows: remove Katherine McSharry, the outgoing Acting Director and include Kathleen Ruane, Head of Finance-CRO.**

**The Board approved the closing of the credit card account in the name of the Katherine McSharry, the outgoing Acting Director.**

**The Board approved the decision to operate two business credit cards: one credit card to be operated in the name of the Director and one credit card to be operated in the name of the Head of Finance-CRO. The Board agreed a combined credit card limited of €10,000 split between the two business credit cards.**

**The Board approved the updated Credit Card Policy and Procedures document (reference NLI\_PRV4\_08).**

## **10. Corporate affairs**

### **10.1 Finance: Management accounts for year to 30 September 2022**

The Head of Finance-CRO outlined the relevant Board paper. In addition, the Head of Finance-CRO provided detailed information to the Board on additional funding pending from the DTCAGSM to meet the cost of the Building Momentum pay agreement and rising energy costs.

The Head of Finance-CRO addressed a query from the Board concerning the NLI's ability to meet all its costs in 2023 pending the additional funding from DTCAGSM. The Acting Director commended the Head of Finance-CRO on the significant work she undertook to obtain the additional funding required from DTCAGSM.

**The Board approved the draft management accounts for the year to 30 September 2022. The Board welcomed the additional funding pending from the DTCAGSM to meet the NLI's costs and noted its appreciation to the Executive for its significant work on this matter.**



## **10.2 Estates: NLI Climate Action Roadmap 2022**

Brian O'Donnell, Head of Estates, outlined the relevant Board paper. The Head of Estates addressed queries from the Board concerning the current secondary glazing project and the NLI's energy efficiency in general and specifically in relation to the National Photographic Archive in Temple Bar.

**The Board approved the proposed NLI Climate Action Roadmap 2022.**

## **10.3 Acting Director: [REDACTED]**

[REDACTED]

[REDACTED]

[REDACTED]

## **11. Board meetings**

### **11.1 Next Board meeting: Thursday 23 February 2023, 11:00**

**The Board noted that the next Board meeting will take place on Thursday 23 February 2023 at 11am.**

### **11.2 Board meeting schedule 2023**

The Chairperson outlined the relevant Board paper.

**The Board approved the Board meeting schedule 2023 in principal acknowledging that the Board will note the date of its next meeting prior to the closing of the relevant meeting. The Board welcomed the proposal to hold one Board meeting outside Dublin.**

## **12. AOB**

The Chairperson noted that the Acting Director would be resigning her position at the end of the year to commence a new post in University College Dublin. The Chairperson, on behalf of the Board, noted his deep appreciation to Ms McSharry for her long and dedicated service in the NLI and the valuable contribution she made as head of various departments in the Library including her work on MoLI, as Deputy Director and now Acting Director.

Ms McSharry noted her gratitude to the Board for their support particularly during her tenure as Acting Director.

**The Board noted its deep appreciation to Katherine McSharry upon her resignation.**

## **13. Time alone**

The Board noted Minister Martin's consent to the Board appointing Dr Audrey Whitty as Director following on from the Board's recommendation of Dr Whitty for the position.

**The Chairperson closed the meeting.**