

MEETING OF THE COUNCIL

MINUTES (UNRESERVED)

2.00pm on Wednesday, 14 June 2023

Domus Room, Old

At the end of September 2022 Raphaëlle Goyeau took up the role of (60%) Assistant Librarian (Academic Skills and Project Support), and so staff resourcing had increased from 2.6 FTE to 2.7 FTE. Claire Butlin had reduced her hours to become the Archives Assistant.

Meanwhile, the purchasing process had been restored to pre-COVID-19 pandemic levels and with the increased staffing levels this had enabled the Department to enhance services and to implement new developments. This includes the new Library Collection Policy, which was approved by Council at its last meeting on 2 May 2023. The inductions for Freshers had been developed and there had been good feedback from both the Freshers and their families. Decimal classification had been introduced in order to keep up to date with knowledge and development of subjects. The Forbes-Mellon Librarian had worked with the Assistant Librarian to review academic skills support in collaboration with other college, Faculty, and Departmental libraries. There had also been discussions held with the College's Study Skills Tutors, and there will be discussions with Tutors and Directors of Studies.

Regarding the College Archive a new archive management system has been launched, which includes an online catalogue of historical records. This will be extended to include personal papers. In addition, archives enquiries had restarted in response to the College's departments, external enquiries, genealogy, and house history. The Archives Assistant had transferred the admissions register between 1900 and 1950 to an electronic index.

In terms of finances, the Department had come in within the budget allocated for 2022-23. There will be a levy of £3,704.55 for e-books. Capital expenditure projects in the short and medium-term will include replacement of the Forbes-Mellon Library's roof in 2025, refurbishment of the toilets to include an accessible toilet, and also the Lipstein room to bring it up to date for modern group working.

Going forward students continue to request group study space. The new River Café will be an additional space for working from Michaelmas 2023. The Department is withdrawing books from the collection to make space for new items. However, there is a lack of archive space for the College's departmental records. Next year the Fellows' Library books will be returning to the Fellows'

Library and there will be a review of what services will be offered. These issues will be discussed at future meetings of the Library Committee.

***Decision:** Council approved of the College's books, which are on permanent loan to the Faculty of Divinity, being moved to the University Library.*

The FML Librarian formally thanked the Senior Tutor, the Library Team, the UCS and MCR representatives, the Library Committee, the other departments, and the students

b. *Computer Committee*: 13 March 2023

(xi) **Any Other Business**

- a. Blue Plaque: The Assistant Bursar circulated four documents updating Council regarding the blue plaque to be displayed at Clare St Regis. This would celebrate Richarda Morrow-Tait (1923 – 1982), the first woman to fly around the world . Council had previously approved the blue plaque at its meeting on 11 October 2021.

Decision: Council approved of the College being the nominated institution registering the new gladiolus to be named after Richarda’s airplane, ‘Thursday’s Child’.

4. **RESERVED**

Thursday, 6 July 2023 (joint with Finance Committee)

Monday, 9 October 2023

Monday, 13 November 2023

Monday, 20 November 2023 (joint with Finance Committee)

Monday, 22 January 2024

Monday, 26 February 2024

Monday, 29 April 2024

Wednesday, 12 June 2024

Thursday, 4 July 2024 (Master’s Lodge)

Distribution (Council Reserved): Ms Loretta Minghella (Chair); Professor Jason Carroll; Dr

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