Minutes of HCL Trustees' and Co-ordinators' meeting 28th January 2021 via Zoom

Meeting opened at 19.10

Present
Bill Leivers
Andy Branch (Chair)
Annette Harper
Bill Pritchard
Jane Sorby
Jon Smith-Moorhouse
John Martin
Gill Rockett

Apologies
Apologies received from Annette, who joined the meeting at 19.30

Minutes
Andy went through minutes from 3rd December, which were approved. The action plan produced at that time has been updated, with PAT tests and the noticeboard outstanding. Jon S-M has spoken to Ian Fuller who is willing to do the PAT tests at a mutually convenient time to be agreed - Jon will make a record at the time of testing, to be kept in the library.

Correspondence
Andy has received a couple of letters regarding the extension application which he will circulate, one from Charnwood Building Control, the other speculative, regarding a quote.

Bill has received the Lottery licence from Charnwood. Future correspondence will be directed to Jane.

Strategic Plan Update
A meeting has been arranged for 13.30 on February 20th. Bill kindly volunteered Jan's help to put the plan together and devise a template for future years.

Treasurer's Report (distributed)
All recent purchases for the library have been received and put in place.

It was noted that the electricity bill had not fallen despite being closed. Annette is to adjust the controls to frost settings.

The second part of the HPC grant has been banked along with payment for delivery of the Hathern Herald. The final quarter grant from LCC has been delayed due to technical problems and should be with us by early February.

Bill has lottery cash and cheques which he will pass to Jane when he leaves. Bill is to schedule a Zoom meeting with Martin Clayton to hand over the processes of running the Lottery.

Jane has asked if we can start construction before we receive the S106. The answer is No!

Policy Updates
Dropbox needs updating with all current policies.

Covid Update
Latest government updates regarding schools and travel imply that 8th March will be the earliest we can consider re-opening. We therefore went on to consider the Click and Collect proposals Gill has written up. Gill attended the latest Cluster meeting and Hathern is the only CML currently not offering C&C, although size is a significant factor in our decision. Andy is uncomfortable with the Health and Safety aspect of only one volunteer manning the hours, but Bill pointed out that the library will not be technically open and therefore not subject to our normal staffing requirement. Jon S-M suggested that in context of other allowed activities it seems safe and 'do-able'. Gill said we have 4 existing couples, if they are willing. Whilst Bill rightly says that he can go to the Post Office for a newspaper, which isn't strictly necessary, Andy countered that individuals can, and will, act differently from organisations - however, the government has said that libraries may open for Click and Collect services.

A vote was taken and carried for Gill to organise a Click and Collect service on 2 days a week to include Saturdays, with a view to extending to 3 days. An article detailing the arrangements is to go to Ella for the Hathern Herald.

Premises
The new windows have been installed, but we are still waiting for the lantern to be fixed, which is likely to take another month.

A.O.B.
Building Contingency Fund This is a maintenance budget for building costs that should be borne by LCC. Annette is going to contact Anne King to suggest that the guttering, downpipes and fascia boards should be replaced.

Notice Board Jane has been round in circles for advice on planning, from Charnwood to Keith Harris to HPC to LCC! She will now go directly to LCC planning/conservation. Jan mentioned that we had agreement in the past from LCC to site the board alongside the path and she is going to try and find the correspondence. The board itself has not been bought, until the question of siting is resolved.

Summer Reading Challenge It is planned to launch the SRC in both digital and physical formats and it will be based on environmental issues.

Next meeting
10th March 2021