HCL Trustees Extraordinary Meeting Minutes 28th April-21

Meeting details

28th April 2021 (Via Zoom) 19:00 -20:00

Agenda

- Apologies
- Approve Minutes from March 2021
- Approval of Annual Accounts (not review of draft as previously stated)
- Strategic Plan Assignments (added at the beginning of the meeting)
- Review Actions List
- AOB (added after published agenda)
    - AGM Arrangements
    - Big Week & General village events 29th May - 5th June
    - Foundation Class Visits to the Library
    - Update on Events Co-ordinator appointment
    - Reading Agency book Collection
    - Whatsapp group...?
- Close
- Extraordinary on the 28th April.

Attendees and Apologies

Attendees

- Bill Prichard (BP)
- John Martin (JM)
- Gill Rocket (GR)
- Jane Sorby (JS)
- Jon Smith-Moorhouse (JSM)
- Annette Harper (AH)
- Andy Branch – Chair (AB)

Plan for Extraordinary Meeting

Extraordinary meeting aims:

- Approve strategic plan updates,
- Agree AGM arrangements
- Presentation of Big Week(end) proposals
- Agree April Trustees minutes ahead of the AGM

Strategic Plan Updates

Review of the strategic plans carried out. Everyone was ok aside a minor foot note added against extending the uses of the library pending the extension. Updated and attached with minutes

Agree AGM arrangements

The date set in the original schedule was the 13th of May. This clashes with the planned meeting with Anne King. It is proposed to move the date right to later in May, noting that restrictions are due to lift further on the 17th of May. The Trustees would like to do it face to face, but looking at the COVID guidance, it's unlikely unless done outdoors, so default for this will be virtual again.

Proposed date is Wednesday 26th May.

AB and JS aim to meet on the 18th to prepare the report for the AGM followed by a brief meeting with the trustees to review at 7pm on the 18th.

Action: JSM to arrange a meeting for Wednesday the 18th at 7pm – note moved to a Wednesday not a Thursday as per usual meetings)

Action: JSM to investigate the use of Martin's Zoom Room for the pre-AGM meeting and full AGM meeting.

Hathern's Big Week(end)

Hathern's big week has been reduced to the bank holiday weekend of the 28th – 31st. There is availability for involvement from HCL on the Saturday through to the Monday (29th – 31st). Cricket is being played Saturday so there won't be space outside for a gazebo but there will be space for a table inside. Space on Saturday is more limited due to the number of stalls they have managed to get (and the spaces required for each to be COVID safe) so it is unlikely we will be able to put the gazebo up, however we should be able to on Sunday and Monday if required.

The trustees agreed that the primary focus will be on the recruitment drive! This needs an 'inspiring' package putting together to provide to interested parties. It was discussed that this would start with the Trustees Roles and Responsibilities List from August 2020. One of the specific roles discussed was the events coordination role. It was suggested that this should be addressed as two roles; one role to plan and run 'internal' events – so library based clubs and activities, and one role to plan and run 'external' events such as fun raises or items like the Big Weekend

The other things to push is a sales pitch around the library re-opening

It was agreed that a book swap or give away from the excess books was an event that could run all weekend, with the recruitment and re-opening message

Gill also offered to plan and run a kids even that could be run on one of other days.

Action: JSM to share the Trustees Roles and Responsibilities List from August 2020 alongside the minutes.

Agree April Trustees minutes ahead of the AGM

This item was addressed at the beginning of the meeting and the minutes were updated to reflect the authors presence (which was absent from the list) on both the April and March minutes. These have been updated and attached.

Action: Update March and April minutes to add JSM to the list and circulate.

AOB

AOB was added and a number of items discussed

The Notice Board

The planning of the notice board discussed. LCC provided additional questions and forms relating to the installation of the board from highways. It was concluded that as the board is on LCC (HCL) land, not on the highway that this shouldn't need to involve highways. It was suggested that contact should be made with some of the neighbours in advance of any submission to ensure they are onboard. AB agreed to talk to the house closest on Green Hill.

Recruitment Poster

Everyone agreed that the draft copy from JS was good, and it can go to Sam to be turned into a poster.

Action: JS to provide the copy to Sam (SG) for the artwork to be created.

Swift Socks

Gill raised that Bill was able to secure some donations from Swifts hosiery manufacturers in the village which can be sold 'for donations' in the library once they arrive. It was agreed that a thank you letter would be required.

Action: (AB) to provide a thank you letter.

Summer Events

Gill raised that planning for summer events needs to start and have agreed to put together an initial programme of events. These can be discussed one the meeting on the 18th May

Action: GR to create a list of summer events for the library

Meeting Close

Action List

Date	Task	Trustee	Completed
5.11.20	Order children's book box and wall panel	JS	JS
	Arrange for new lighting to be installed	AH	AH
	Set up Zoom meeting with volunteers	GR	GR
	Reinstate Zoom coffee mornings	GR	GR
	Pursue possibility of donated or sponsored notice board	JSM	JSM
	Set up sub group for grant applications	JS	JS
	Complete LCC review template and circulate	JS	JS
	Radiator presets to be changed and cash box taken	AB	AB
	Periodic picking up of letters etc	GR	GR
	Set up meeting to discuss 2021 targets	AB	New Year
3.12.20	Email AK re opening hours up to Christmas and confirm Christmas closing	AB	AB
	Email volunteers re reopening, events co-ordinator	AB	AB
	Complete budget to 2025	JS	JS
	Ask AK if we can start building before receipt of S106	JS	JS
	Order notice board	JS	
	Enquire about planning permission for notice board	JS	
	Make record of PAT test date stickers	JSM	JSM
10.03.21	Dropbox needs updating with all current policies	JSM	JSM
	All policies to be added to a memory stick and provided to GR to print copies of the policies for the library file	JSM	JSM
	Communication to be put out to all volunteers stating the plan for re-opening	AB	AB
	Contact Sam to prepare social media and website updates with latest information	AB	AB
	Arrange communication to consumer – flyers?	AB	-
	Update Strategic Plan with initial names (TBC where no role recommended) for review at next meeting	JSM	JSM
	GR to provide first draft of a 'job spec' for an events volunteer	GR	GR
21.04.21	JS to pass accounts to Anne King for next financial review	JS	JS
	JSM to share updated strategic plan (updated 21.04.21)	JSM	JSM
	Gill to propose a selection of ideas for Big Week(end) at the extraordinary meeting	GR	
	JSM to set up Whatsapp group for HCL Trustees	JSM	JSM
28.04.21	Clarification and guidance on AGM from Anne King	AB	
	JSM to arrange a meeting for the 18th at 7pm and 26th at 7pm	JSM	
	JSM to share the Trustees Roles and Responsibilities List from August 2020 alongside the minutes.	JSM	JSM
	Update March and April minutes to add JSM to the list and circulate.	JSM	JSM
	JS to provide the copy to Sam (SG) for the artwork to be	JS	

	created.		
	AB to provide a thank you letter for Swift	AB	
	GR to create a list of summer events for the library	GR	