HCL Trustees Meeting Minutes 15th September 21

Meeting details

15th September 2021 (Via Zoom) 19:00 -20:00

Attendees

Andy Branch (Chair), Alison Breacker, Annette Harper, Jane Sorby, John Martin, Gill Rockett

Apologies

Jon Smith-Moorhouse, Emma Ward, Sam Gillespie

Minutes from the last Meeting

Minutes from the last meeting (AGM) and the updated Annual Report, amended to reflect a correction regarding HPC grant dates, were circulated by Jon S-M on 30th July.

Operational Reports

Gill (Volunteers)

A generic 'welcome to LCC libraries' leaflet is needed, outlining additional benefits of library membership. AB to check with Anne King that such a leaflet isn't already in production by LCC. Otherwise AB and GR to arrange a date to meet and compose.

JS to cost for approx 12 hoodies to be issued as needed on an occasional basis.

AB to speak with Sam regarding an interactive 'ideas' box on the website.

Annette (Property)

Fire Extinguishers were serviced today (September 15th)

The 2 faulty side windows have been fixed but AH is keeping an eye on the permanence of the repair.

AH to chase Anne King regarding the gutter and roof replacement.

Policy updates

Item carried forward.

Progress update

Library reopened normal hours on July 19th and groups are now back. (It was suggested that we keep a notebook with these items entered as they happen, rather than trawling through minutes to recall them!)

Noticeboard

Severn Trent has emailed to say it won't affect them. JS to chase SEE. The project will then be handed to Property to submit the application to LCC.

COVID update

no change to current policy. Current arrangements are considered suitable but Volunteers to be reminded to clean before and after every shift.

Cleaning

We have voted to employ a cleaner for 1 hour a week to ensure that the essential cleaning is covered. It would be appreciated if volunteers continued to clean as necessary and when they have time.

Future Funding from HPC

AB and JS to draft a proposal - date to be arranged.

Trustee Roles

In the absence of Jon and Emma no further changes to roles were discussed. John Martin submitted his intention to resign with effect from our net AGM in May 2022.

Event Planning

Alison provided us with the minutes of a volunteers meeting for event planning. It was agreed to print 500 leaflets to publicise the library. In the short term (2021) we need to investigate the means to access Daisy Bank, Terracotta gardens and Edward Phillips Estate. Balloons required. Keith Harris to check with William Davis about a gazebo at Daisy Bank. Contact Long Whatton school to ask if there is anything we might do through the school children - school visit, leaflets etc.

Trustee Training:

LCC has offered Trustee training for 6 monthly sessions on Tuesdays. AB has signed up but the timings aren't convenient for JS. We agreed to take another look and see if more of us could attend.

Kindles

these have never been made use of within the library and it was decided to offer them to the school to use as they see fit.

Contact Emails

We have 2 **email addresses** - the one we will keep is hatherncommunitylibrary@gmail.com AB to ask Sam to remove the other one.

Christmas closure

We will close at the end of the session on Thursday 23rd December and re-open as normal on Wednesday 29th, Thursday 30th and Friday 31st December.

Sponsored Walk

GR to speak to Martin Clayton. It was asked whether the Walking group could be revived and Resh Kandola is also going to be approached.

AOB

The Trustees gave a particular vote of thanks to Phil Clarke for his work on the garden and to Martin Clayton for running the lottery.

John Martin suggested we install a key box so that volunteers can access entry without picking up keys. It was agreed that GR would look at shifts to ensure that there was always at least one person from the village on every shift. The remaining Trustees felt that a key box would require too many people knowing the code which might impact on our insurance. Meeting ended.

Next meeting

27th October at 6.30pm.

The Finance and Premises Sub Committee

JS, AH and AB will meet on 20th October at 2pm at Dales Farm House.

Meeting Close at 8pm

Action List

Note – some historic actions we need to confirm are closed and older closed items have been archived

Date	Task	Trustee	Completed
Earlier actions archived			
15-09-21	Welcome flyer: Ask LCC if they have already have one	AB	
	Welcome flyer: Compose	AB/GR	Y
	Hoodies	JS	Y
	Noticeboard - chase SSE	JS	
	Clear shed	JS/AB	Y
	HPC Grant renewal meeting	JS/AB	Y
	Chase LCC re gutters and roof	AH	Y
	Offer Kindles to school	AH	
	Walking Group/Sponsored walk revival	GR/AH	
	Remove unwanted email address	AB/SG	Y
	Notify LCC of Christmas closing dates	GR	Y
	Contact Long Whatton school	JS	
	Ask KH about a gazebo on Daisy Bank		Y
	Purchase wine for Phil Clark, Keith Harris, and Martin Clayton	JS	Y