HCL Trustees Meeting Minutes 27th October 21

Meeting details

27th October 2021 – Library, 18:30

Attendees

Andy Branch (Chair), Alison Breacker, Annette Harper, Jane Sorby, Jon Smith-Moorhouse, Emma Ward

Apologies

John Martin

Minutes from the last Meeting

Minutes from the last meeting reviewed. It was noted that a success from the September minutes was the return to normal opening in July 2019 and groups are back on.

Action: JSM to create a log of successes to aid with Annual General Report

Action: Reminder for the next volunteer meeting to ask volunteers to add and ask visitors to add suggestions and feedback into the book on the desk to remind people to try and make it a habit.

Ali requested a new mop for cleaning – Trustees approved. Ali to purchase the required kit and pass the receipt over to Jane

Kindles were discussed and it was agreed that they would be offered to the School in September's meeting. Annette has been asked to use her school contacts to engage with them and ask if they are interested in the kindles.

It was agreed while discussing the flyer that we should look to get the content into the Hathern Herald based on the leaflet to advertise events. Further to September's meeting, it was agreed that there should not be a key box due to security risks and potential impact on the building's insurance.

Otherwise minutes were agreed with the above notes

Strategic Update

It was noted that the trustees don't appear to have copied of the 3 - 5 year plan.

Action: JSM to find the latest version and to circulate to the trustees and arrange a follow up session if required to address any gaps a.s.a.p..

It was agreed that the finished strategy should be displayed in the library for the volunteers to see, ideally on the notice board in the kitchen.

Correspondence

None to report for Sept/Oct

Accounts

Nothing over and above utilities and income from the donation box. Balance is stable currently, so no formal report brought.

Policy Review

Safeguarding Policy reviewed and agreed to be ok. There was a question around who is ultimately responsible at LCC, Nigel Thomas? This does not stop us agreeing the policy. It was noted that we don't have a specific adult safeguarding policy because it is not felt its necessary unless LCC have a specific template. This should be discussed at the next cluster meeting.

Health & Safety Policy was agreed as OK but requires a statement regarding COVID

Action: JSM to add COVID statement to the H&S policy and recirculate for approval.

Customer Services Policy was accepted but it was suggested to also add a one liner about feedback into the feedback book on the desk to reinforce the message.

Fair Process Policy was agreed except the need for a Data Protection Office. JSM agree to be the named Data Protection Officer on the board.

Action: Fair processing policy to be updated with JSM as the Data Protection Office

It was agreed that the Fair Processing note

It was noted that the HCL website does have copied of the policies – all of the current and updated polices need to be on the website

Action: JSM to provide Sam Gillespie copies of all the updated policies for the HCL website including annual report

Emma raised a question around volunteer induction process. It was noted that we don't have a formal process although a level of process is carried out informally. This is to be considered at the next volunteer meeting.

Trustees Roles

Andy announced that he will be resigning as chair and trustee from the Library effective from the end of November due to person reasons.

The trustees would like to offer their most sincere thanks to Andy for his leadership and support of HCL over the last 2 years and wish him all the best going forward.

The trustees will need a follow on session to consider the co-opting of a new chair or temporary chair.

Action: JSM to arrange a follow up session with the remaining trustees to work out what is next.

Jane also expressed her feeling of wanting to move on from the library but has agreed to continue for some time longer for now but asked for someone to step in and take on report writing. JSM agreed to take on the report writing etc from Jane having now seen a full cycle of annual events.

It is also understood that Gill Rocket is stepping down as volunteer coordinator. The trustees thank Gill for her dedication to the library in the role of volunteer coordinator and look forward to continuing to work with her as a volunteer.

It is clear that HCL needs to engage more volunteers and trustees. It was suggested by Emma that we could advertise through Val (do we have a full name for Val?) at the community centre and possibly consider joining the chamber of commerce or ask for help from the members of the chamber of commerce to investigate if they have any interest in helping out as part of their social responsibility or community support outreach programmes.

Action: JSM to request both Andy and Gill to provide a 'job description' or list of activities that they are responsible for currently to help with trustees and other volunteers to pick up jobs until their roles are filled.

Another suggestion is to contact the Loughborough Lions to see if any of their members would be interested in becoming a trustee.

Emma also made a suggestion to get in touch with other libraries to investigate if there is a potential for sharing trustees or volunteers and supporting each other.

Action: Trustees to agree who is taking which of the above actions to investigate and return to the next event.

Future Funding from HPC

Documents provided by Jane prior to the meeting propose a continued funding from Hathern Parish Council (HPC) for a short fixed period at a reduced rate to the initial grant. Trsutees are asked to review and feedback on the document.

Action: Trustees to review the HPC funding document provided by email by Jane 27/10/21 and provide feedback to Jane.

Events

Initial discussions were had about potential events and it was identified that it would be useful to have a list of key events like world book day then the trustees and volunteers can work up ideas for how we can address the events or other events and themes. It was suggested we should engage with other groups in the village for more shared events to raised awareness as well as funds.

It was agreed that the WI bowl donation is welcome in the HCL garden if the Wi can arrange its installation but concerns were raised over the fragility of the structure being a fired but not glazed bowl and if it would survive the inevitable winter weather.

Emma suggested we could investigate using the Kick Starter initiative to fund the employment of a short term formal position for someone to organise and run events to raise awareness as well as funds for the library if necessary.

Action: Emma to research if we are eligible for Kick Starter

AOB

Annette's new email address to use going forward

ash54harper@gmail.com

Next meeting

2nd of December at 18:30pm.

Meeting Close at 20:00

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
27-10-21	Provide agenda in word format not just in the email to make it easier to print ahead of the meeting	JSM	On-going
	Create a log of successes to aid with annual report creation and add each months notes after trustees meeting	JSM	On-going
	Remind volunteers to capture and request feedback from visitors to the library and make sure its captured in the feedback book in on the main desk in the library	All	
	Find the latest version of the strategic plan and share round with the trustees	JSM	
	Add COVID statement to H&S policy	JSM	
	Add Data Protection Officer name to Fair Processing Policy	JSM	
	Provide all Sam Gillespie with all latest policies and annual report for the website	JSM	
	Arrange follow up session with trustees to further discuss the need for more trustees	JSM	
	Andy to provide a 'Job Description' or 'List of Responsibilities' to aid with finding a replacement	Andy	
	Andy to provide a 'Job Description' or 'List of Responsibilities' to aid with finding a replacement	Gill	
	Agree distribution between trustees and Investigate various options for recruiting additional trusteed from suggestions offered by Emma.	All	

	Review the HPC funding document provided by email by Jane 27/10/21 and provide feedback to Jane.	All	
	Research if we are eligible for Kick Starter	EW	