HCL Trustees & Co-ordinator Meeting Minutes – 27th January 2022

Meeting details

27th January 2022 – Hathern Library, 6 - 8pm

Agenda

- Attendees and Apologies
- Review of Minutes & actions from the last meeting
- Correspondence
- Operational Papers
- Strategic Plan Update
- Volunteer coordinator role split up – an update
- Trustees Roles and Responsibilities
- AOB
    - Successes from December/Jan for annual report log
    - Update from the Volunteers Meeting
    - Article for Long Whatton News
    - Regular Trustees & Volunteer meetings (next: 16th Feb) and forward dates
    - Plans for Strategic Meeting with Trustees and Volunteers

Attendees and Apologies

Attendees

Sam Gillespie, Alison Breacker, Jane Sorby, John Martin, Annette Harper, and Jon Smith-Moorhouse

Apologies

Emma was unable to attend in person – Joined on the phone for the start of the meeting (until 6:30pm)

Review of Minutes & actions from the last meeting

Minutes were updated to reflect Alison's presence at the last meeting, and actions list updated for closure of actions as required. Updated Minutes to be turn into a pdf for the website and provided to Sam:

ACTION: JSM to provide SG with December's minutes as a pdf

Correspondence

AH; we have received comms from LCC about the roof repairs. The plan is currently to put scaffolding up on the 4th of Feb to start works but it is all still to be confirmed. This needs to be communicated to Keith Harris and Phil Clarke who have been most involved in the garden so they are aware of the potential damage to the garden.

ACTION: AH to communicate plans for scaffolding and roof repairs to Keith Harris and Phil Clarke and keep trustees up to speed as plans materialise.

Operational Papers

It was agreed that Operational Papers should have a pre-fixed breakdown of topics going forward:

- Premises
- Finance
- Events
- Strategic Planning
- Media Coordination

Premises

It was discussed around grant for insulation for the loft space. It was identified that most of the grants offer an improvement over existing fixing and the group was unsure if new insulation counted. It was suggested that some of the volunteers could fit an initial layer of insulation in a matter of hours which would be less complex than applying for a grant.

ACTION: JSM to arrange a date with Roy Dann to complete insulation in the loft of the library.

Another item raised was the short time the security light stays on for. It was agreed this could be adjusted.

ACTION: JSM to investigate changing the settings for the security light so it stays on longer.

Finance

Last of the money from LCC (grant) has been received.

JS has re-written the grant application for HPC which is to be resubmitted for consideration of ongoing support.

Currently funds from groups using the library (e.g. craft and chat) has been a bit sporadic with varying attendance during COVID. It is expected this will improve and become more stable in time. Should we find ourselves short without the LCC grant we could revisit the arrangements but this isn't deemed necessary right now.

It was noted that the four year electricity contract is due to expire on July 2022. This will need to be dealt with nearer the time as it is expected the price will go up significantly inline with current energy price inflation.

Strategic Plan Update

AB is arranging a volunteers and trustees get together. The current date plan is Thursday 10th of February. The plan is to call this a party or Soiree in the aim to reintegrate the whole team. We will use this as a chance to present a thank you and 'goodbye' for Andy Branch standing down as chair, and Gill Rocket, standing down as chair volunteer.

ACTION: AB to contact Andy Branch and Gill Rocket to secure their presence, and to inform all the volunteers about the event on the 10th of February

ACTION: SG will create a poster for the 'party' event once we have confirmed a date with Andy and Gill

This follows volunteers meeting schedule, created in December, that has been simplified and updated by JS.

ACTION: JS to provide updated version to JSM to format

ACTION: JSM to format and issue out the updated volunteers meeting schedule to the Trustees and volunteers (in accordance with the latest contact list provided)

The aim is to use the second session from the volunteers meeting schedule in March for a strategic plan review session. The aim is for a meeting in early to mid March, no later than 22nd March as JM is hosting (and is on holiday after that date)

It is suggested a regular review of the volunteers meeting schedule should be on the Agenda to consider the suggested date for the next volunteer and trustee meeting.

Volunteer coordinator role split up – an update

It was noted that we still need a dedicated person to deal with people expressing interest in HCL and getting involved. AH has taken on this responsibility as the trustee point of contact. All volunteers should direct anyone expressing interest in joining to JS.

There was some debate around rotas and who will manage this without the volunteer coordinator. It was agreed that this was one of the most difficult areas to resource and won't be solved here, but the aim is to speak to as many people as possible at the 'party' on the 10th February to find out if there was anyone else who might take this on.

Dates for training:

There is a need for various trustees to receive some training on the day-to-day operations of the library. The date that suits most is the 10th of Feb, 11:15am slot.

Trustees Roles and Responsibilities

It was agreed that we need to focus on the volunteer coordinator role but that there was a number of reports that need generating over the coming months that we don't have a dedicated person for. JS has done these in the past but doesn't want to do them all again. The aim is to bring the full list of reports and samples to the next trustees meeting and divide up the tasks.

ACTION: JS to provide a full 'to do' list of the upcoming reports and samples for the next trustees meeting

AOB

Highlights and Successes from December/January for annual report log

It was noted that not much has happened with the Xmas shutdown however, highlights are as follows:

- Groups using the library have re-started post COVID / XMAS shut down
- HCL provided a Xmas Tree for the Xmas tree festival – can we get a still from the video?
- Lots of prep for new roof and loft insulation – this has taken a year to organise!

Update from the Volunteers Meeting

Deciding on belated party – done by zoom and it's felt the follow up on the 10th will be better attended

Article for Long Whatton News

Thumbs up given for the article previously circulated all round – Jane Martin to add contact details and details of the belated HCL birthday 'party' in March.

It was agreed that the article would be suitable for submission (with some edits) for the Hathern Herald, with the addition of a note about recruitment drive for volunteers and trustees. Jane Martin was volunteered to draft provide the draft.

It was noted that the deadline for copy for the Hathern Hearld is the 11th of February.

ACTION: JM: Inform Jane Martin on the feedback about the article.

Regular Trustees & Volunteer meetings (next: 10th Feb) and forward dates

See above

Plans for Strategic Meeting with Trustees and Volunteers

See strategic plan item above.

Anniversary event 12th March

The delayed birthday event for the library is now due to take place on the 12th of March. There is a meeting on Friday 4th Feb at 2pm in the library for planning the birthday event. It was discussed that posters are needed for the event – Alison and Sam are to liaise directly on the collateral for the birthday event.

Currently the plans are for a tombola, Book sale, and some drinks and nibbles at the library for all to encourage current members to join in and new people to visit and join.

Updated Grant paperwork

See finance section above

COVID Procedures

It was noted that the latest poster from LCC has been printed and is now up in the library stating the latest guidance. In general this seems to be that we should continue to use masks where practical to ensure all volunteers and visitors to the library feel safe if they are vulnerable.

Other Actions

ACTION: JSM to add Alison to the trustees whatsapp group

Meeting ended 8pm

Next Trustees Meeting 10th March 2022

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	Noticeboard - chase SSE	JS	
	Contact Long Whatton school	JS	
	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	
01-12-21	Ensure all trustees are copied in from LCC communications	JS	Still some TBC Elvira, Sam, Emma, Alison still to be added
	Get a photo of our younger member for the annual report	GR	
27-01-22	JSM to provide SG with December's minutes as a pdf	JSM	
	JSM to investigate changing the settings for the security light so it stays on longer.	JSM	
	AB to contact Andy Branch and Gill Rocket to secure their presence, and to inform all the volunteers about the event on the 10th of February	AB	Yes
	SG will create a poster for the 'party' event once we have confirmed a date with Andy and Gill	SG	Yes
	JS to provide updated version to JSM to format	JS	Yes
	JSM to format and issue out the updated volunteers meeting schedule to the Trustees and volunteers (in accordance with the latest contact list provided)	JSM	Yes
	JS to provide a full 'to do' list of the upcoming reports and samples for the next trustees meeting	JS	
	JM: Inform Jane Martin on the feedback about the article.	JM	Yes
	JSM to add Alison to the trustees whatsapp group	JSM	Yes