HCL Trustees & Co-ordinator Meeting Minutes - Jan 2023

Meeting details

18th January 2022 – Hathern Library, 6:30pm

Agenda

- Attendees and Apologies
- Review of minutes and actions from the last meeting (*is this September?)*
- Correspondence
- Quick Review of 'Operational Papers' if required
    - Premises
    - Finance
    - Events
    - Media Coordination
- AOB
    - Volunteer vacancies
        - Training post
        - General library duty
        - Library lottery
    - Event planning
    - Meeting planning
    - Actions from Volunteer's Social Night – how, who and when to action. Sub-committee required?
    - Forward Planning / Strategy document

Attendees and Apologies

Attendees: Jon Smith-Moorhouse, Annette Harper, Jane Sorby, Alison Breacker, Emma Ward

Apologies: Nadine Underwood

Review of Minutes & actions from the last meeting

Review of December minutes written by Nadine (now saved on the dropbox). Only point of note was around acquiring some wasp nest spray to ensure there is no new nest behind the air vents in spring and consider covering the vent where the nest was previously.

ACTION: Annette to get wasp spray and place a more permanent cover over the vent of concern.

Correspondence

We had a letter from Anthony White of the History Society. They are looking for storage of local records and would like to understand if the library can help.

It was agreed that Jane will speak to Anthony to find out more about what they need to store and if that might be something to consider when we do the library extension. It was agreed that if they have any display material of local history that it could also go up in the library if there is a suitable space.

ACTION: Jane to speak to Anthony White about history society storage request

Jane explained that we have had another email from Barclays asking for business details otherwise they will freeze the account. Jane explained that she has already returned the information previously and Jon confirmed he has the same ongoing issue with Barclays continuing to request repeat company information (for another organisation) and this appears to be an issue at Barclays end.

Jane confirmed that she has managed to speak to Barclays directly and they couldn't see an issue on their system. Matter considered closed.

Operational Papers; Updates from sub groups

Premises

Annette has sent a premises report (attached).

Alison confirmed that quotes have been received for the additional outside lights and tap. Quotes reviews and everyone agreed to proceed with the quotes received. Quotes attached

ACTION: Alison to give the go-ahead to the plumber and electrician.

Finance

Janes has sent a finance report (attached).

Nothing further to report.

Events

Events committee have put together a suite of events (see attached). It was noted we don't yet have anything in for Easter, Big Week (25/6/23 to 03/06/230 and Halloween. It was agreed that it would be good to get some events in for these holidays / events but need to ask volunteers for ideas.

ACTION: ask for ideas to fill gaps of key holidays / events

It was agreed that it would be good to engage with Hathern Together again for their 2023 events. It was noted that he next Hathern Together meeting is not yet scheduled but Alison volunteered to support the meeting.

Media Coordination

It was noted that the dates for Hathern Herald scope is the 27th of Jan, and final copy by 10th Feb to Ben Hardy.

Newsletter

It was agreed that the title should be "Members & Volunteers Newsletter"

Emma ran through the extensive mail chimp newsletter content she has already created and identified areas where specific text is needed from the trustees. It was agree that we should add an item for volunteers to coordinate and run a new sponsored walk.

It was discussed if some of the FAQs from volunteer feedback session should go in but agreed this was best left for the up-coming social.

Learning from the Birthday Event is a checklist for targeted advertising to ensure better attendance so we can make sure we know what to ask of Sam. Action – Brainstorming session with Sam as Zoom Meeting. Can Nadine host this from home if she is up to it? All promotion list to be discussed

Volunteers

The trustees were sad about the news of Carmen and wish Marcos well. A sympathy card from trustees is to be arranged. It was confirmed post meeting that Marcos is intending to continue to volunteer at the library.

Suggestion Feedback

Feedback from the social night was discussed at length following Janes effort to further consolidate. It was notes that a number of items could be considered FAQs and Janes had already prepared answers.

It was proposed to get a date in the diary as soon as possible to re-engage with the volunteers and provide the feedback. Date proposed was Monday 13th Feb from 6:30pm at Hathern Club

ACTION: Jon to confirm booking of the Club. Club now booked from 6pm to allow any set up / prep, and the bar will be staffed. Date also confirmed with Nadine who wasn't present for the discussion.

It was agreed that a further zoom call would be required to resolve the remaining items.

ACTION: Jon to arrange a zoom to answer all remaining questions.

One of the questions raised the topic of demographics. It was agree we could do with augmenting out attendance data with some better granularity on demographics.

ACTION: Jon to do a prototype form for capturing demographics by month (attached)

Targets – it was discussed about doing a comparison to nearest library or present stats from previous year. This is all available, but we don't yet have other library stats extracted.

ACTION: Jon to extract relevant data for select other libraries to allow some comparisons to be drawn.

Trustee role description to be included in the newsletter.

ACTION: Jane to provide descriptions of trustee roles to Emma

AOB

Volunteers

A number of volunteer gaps in the rota need filling. Following the sad loss of Carmen, and Julia Fischer standing down, there are numerous gaps in the rota. Marcos has confirmed he intends to return to volunteering which is very much appreciated.

It was also noted that as Gill Rockett stands down to go travelling, this will leave a further 2 gaps as Gill covers two shifts in the rota.

A new posted is needed to advertise for volunteers – 2 hours every 3 weeks.

ACTION: Sam to create a new poster

Lottery

Library lottery needs a new host. John Sorby has agreed to pick this up, but needs handover from Martin.

ACTION: Jon to speak to Martin to suggest a hand over directly to John & Jane.

2023 meetings

A new meeting schedule needs setting up for 2023 meetings and to get a rough date for the AGM. It was agreed these should be every 6 weeks. The schedule needs updating and circulating.

ACTION: Jon to send around the updated meeting schedule for 2023.

PROPOSED DATE FOR NEXT TRUSTEE MEETING IS 9TH OF MARCH FOLLOWING THE VOLUTNEERS EVENT

Close at 20:30

Action List

Note –closed items have been archived

Date	Task	Trustee	Completed
Earlier actions archived			
29-09-22	Write Key safe policy draft and circulate	JSM	
	Set up face to face with wildlife group (JSM to set up a session Sean Hale / Dave Neville to include Jane, Chair plus trustees as available)	JSM	
18-01-23	Annette to get wasp spray and place a more permanent cover over the vent of concern.	AH	
	Jane to speak to Anthony White about history society storage request	JS	
	Alison to give the go-ahead to the plumber and electrician.	AB	
	Ask for ideas to fill gaps of key holidays / events	All	
	Jon to confirm booking of the Club. Club now booked from 6pm to allow any set up / prep, and the bar will be staffed. Date also confirmed with Nadine who wasn't present for the discussion.	JSM	Complete
	Jon to arrange a zoom to answer all remaining questions.	JSM	
	Jon to do a prototype form for capturing demographics by month (attached)	JSM	Complete
	Jon to extract relevant data for select other libraries to allow some comparisons to be drawn.	JSM	Complete
	Jane to provide descriptions of trustee roles to Emma	JS	Complete
	Sam to create a new poster	SG	
	Jon to speak to Martin to suggest a hand over directly to John & Jane.	JSM	Complete
	Jon to send around the updated meeting schedule for 2023	JSM	Complete

Attachments

Premises Report



Premesis Report Jan 23.pdf

Quotes

TBC

Finance Report



Treasurer's Report 190123.pdf

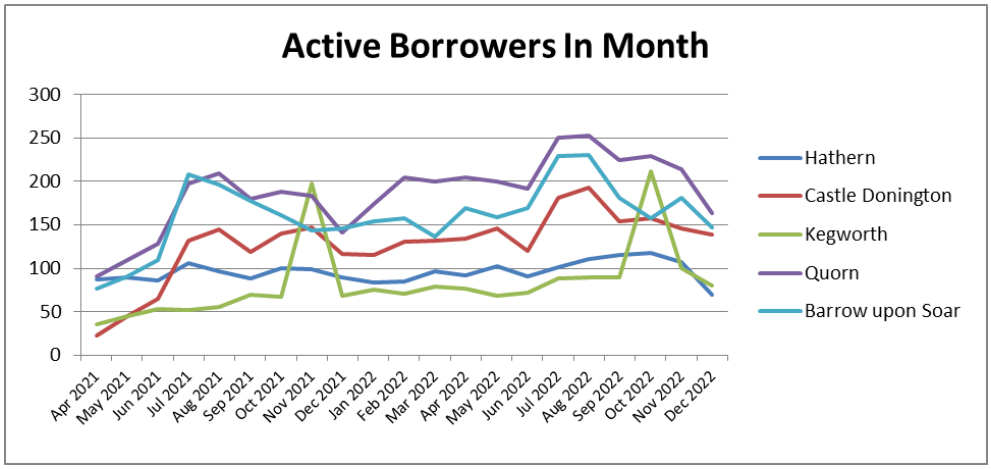
Events Calendar

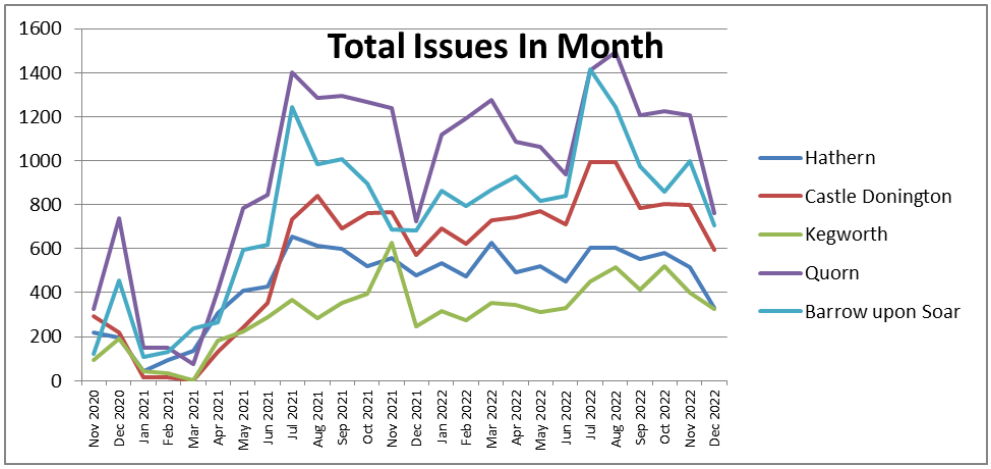
Event Date / Time	Event Title	Description
Throughout 2023	100 years of Disney	Various events expected throughout the year
Sunday 22nd January – 2pm	Chinese New Year	Year of the rabbit
Saturday 25th February 2023 10:00am – 3:00pm	Village Seed Swap	
Easter Weekend	Easter	Possible Egg hunt?
May 6th / Bank Holiday Monday	Coronation of King Charles	Likely a joint event with Hathern Together
Summer	Summery Reading Challenge	
Friday September 22nd	National Doodle Day	
October	The Big Draw	
Sunday 12th November	Diwali	Should we consider other religious festivals?
December	Christmas Festival	

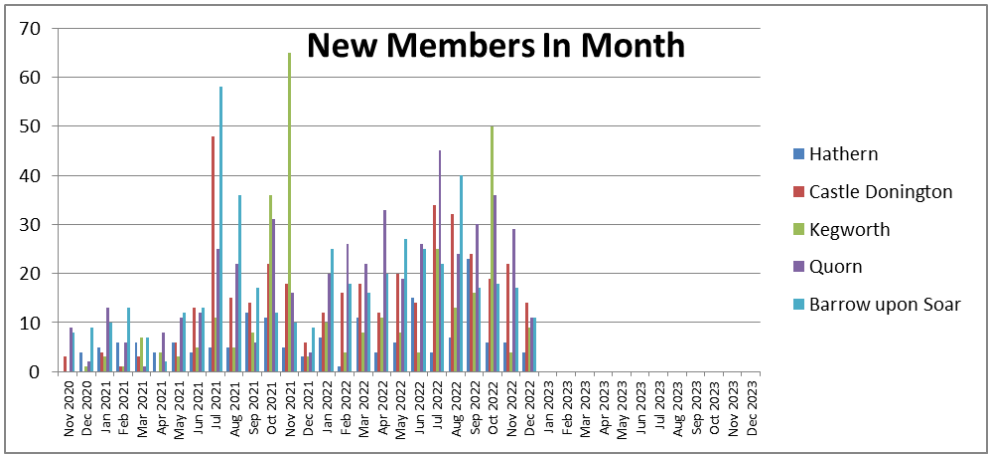
Draft Monthly Attendance List

	Tuesday		Wednesday		Thursday		Friday		Saturday	
Week 1	Date:	Tally	Date:	Tally	Date:	Tally	Date:	Tally	Date:	Tally
	Children		Children		Children		Children		Children	
	Teenages		Teenages		Teenages		Teenages		Teenages	
	Adult		Adult		Adult		Adult		Adult	
	Senior Citizen		Senior Citizen		Senior Citizen		Senior Citizen		Senior Citizen	
Week 2	Date:	Tally	Date:	Tally	Date:	Tally	Date:	Tally	Date:	Tally
	Children		Children		Children		Children		Children	
	Teenages		Teenages		Teenages		Teenages		Teenages	
	Adult		Adult		Adult		Adult		Adult	
	Senior Citizen		Senior Citizen		Senior Citizen		Senior Citizen		Senior Citizen	
Week 3	Date:	Tally	Date:	Tally	Date:	Tally	Date:	Tally	Date:	Tally
	Children		Children		Children		Children		Children	
	Teenages		Teenages		Teenages		Teenages		Teenages	
	Adult		Adult		Adult		Adult		Adult	
	Senior Citizen		Senior Citizen		Senior Citizen		Senior Citizen		Senior Citizen	
Week 4	Date:	Tally	Date:	Tally	Date:	Tally	Date:	Tally	Date:	Tally
	Children		Children		Children		Children		Children	
	Teenages		Teenages		Teenages		Teenages		Teenages	
	Adult		Adult		Adult		Adult		Adult	
	Senior Citizen		Senior Citizen		Senior Citizen		Senior Citizen		Senior Citizen	
Week 5	Date:	Tally	Date:	Tally	Date:	Tally	Date:	Tally	Date:	Tally
	Children		Children		Children		Children		Children	
	Teenages		Teenages		Teenages		Teenages		Teenages	
	Adult		Adult		Adult		Adult		Adult	
	Senior Citizen		Senior Citizen		Senior Citizen		Senior Citizen		Senior Citizen	

Data for other libraries (full data set – needs work to make it more accessible)







2023 Meeting Schedule

Updated Meeting Schedule 23.pdf