HCL Trustees & Co-ordinator Meeting Minutes – September 2022

Meeting details

29th September 2022 – Hathern Library, 6:30pm

Minutes

- Attendees and Apologies
    - Full house of trustees represented, with Gill Rockett in attendance for discussions on Volunteer Coordinator role (see AOB)
- Review of Minutes & actions from the last meeting (AGM)
    - It was identified that the comments around the accounts being available on the day of the AGM is misleading and should be corrected before the minutes are issues. Full accounts available in 4 part pdf (I haven't found a way of merging them yet but will look into it).
- Correspondence
    - Nothing to feedback
- Quick Review of 'Operational Papers' if required
    - Premises
        - AH has not had success with the LCC maintenance person to finish the windows despite chasing – AH to push again by email this time, if not, raise to LCC directly.
        - Heating programme was discussed – agreed that its due to get a little warmer in the next week so probably doesn't need to be on a regular programme **until mid-October.**
        - It was noted from Gill's mid September cluster meeting that it is not expected for libraries to open additional hours as 'community warm spaces' but promote the existing opening times offered.
        - It was also noted that as the temperature is now dropping, we need to finish the insulation – JSM to arrange another evening with Roy.

- Finance
    - Reports in to go with AGM minutes, it was noted how grateful the Trustees are for the extensive efforts that go into regular book keeping and forming the annual reports that Jane delivers for us.
    - **It was raised that a report is required under our agreement with Hathern Parish Council (HPC) for next month – AH to find out what is required from Roy and circulate around the Trustees. Next HPC F&GP meeting is 24th of October so presume it is needed by then**
- Events
    - See events timetable from the events team (appendix to these minutes) – Gill Pritchard also looking to do a talk on Christmas Customs.
- Media Coordination
    - Nothing to report

- AGM
    - Confirmation and signature of the annual report
    - Pick up items raised in AOB at the AGM:
        - Members benefits discussion
            - It was asked what members get for being members. It was agreed that a good place to start was a newsletter (volunteers and members newsletters – EW to set up a mail-chimp template. It was agreed to aim to publish one on 1st of December.
            - All Trustees to provide content to EW by 15th November.
        - Business plan engagement session
            - Can we do something very simple and digestible to start with? Trustees to lead on setting this up. It was agreed that we should start with a social based events for Trustees and Volunteers. Date agreed upon was for 18th of October in Hathern Club 7pm (room booked from 6:30 for set up). It was suggested to have tables with themes and provide post-it notes and pens. The trustees will supply some snacks, and the bar will be open with an initial tab.

- **Further discussion post meeting – it is suggested a short additional meeting to finalise plans before putting the invite out to volunteers – aim for Thursday 6th of October, 7pm in the Club (to enable invites to go out Friday 7th)**

  - Investigation into key safe to feedback to Jane Martin

    - Due diligence has been undertaken by Jane. Agreements have been sought and gained from LCC, and the buildings insurance company. Some stipulations have been made around the make and model of key safe that is acceptable to the insurance company.

    - It was identified that a key safe policy is required – JSM to draft policy.

    - Trustees unanimously agreed to proceed to purchase an appropriate key safe now due diligence has been completed.

    - Email to be provided to Jane Martin and volunteers with the update and the draft policy [JSM to action]

  - Gaps in the coordinator role scope was raised at the AGM -see AOB items

- Cluster Meeting Notes from Gill (included with the Agenda)

- AOB

  - Trustees Roles and Responsibilities

    - HCL continues to be in need of a formal chair for the trustees. Nadine Underwood has offered to stand as chair. The trustees would like to welcome Nadine to the roll, and recognise that this needs communicating to volunteers and members in due course.

  - Xmas Closure

    - Raised by Gill – no decision at this stage, we await suggestions from Anne King / next cluster meeting to fall in line with LCC recommendations where possible. JS to prompt Anne King for thoughts on Xmas opening days.

  - Successes from May / June for annual report log

- Standard agenda item to capture successes. A pop-up was held at Daisy Bank to gain greater awareness in the newer communities within the village– Trustees and volunteers are asked to share photos.

- Review dates for next meeting

  - 17th November for next Trustees meeting. 6:30pm at the Library – first item – review the first draft of the key safe policy

  - JSM to put agenda out. Add Anne King to the meeting invite to meet the new trustees and Chair.

- Library room hire charges - note Club charge £10ph, Village Hall is £8ph for repeat bookings, and £15ph for ad hoc bookings so a good range!

  - It was suggested we stick with £12ph for ad hoc, and £7.50 an hour for regular booking, with a £20 membership fee.

- Library lottery – Martin is looking to hand over the running of this as he is struggling with work / HPC / HVA / Hathern Together commitments

  - It wasn't clear in the group exactly what is involved. JSM to ask Martin to write up what is involved so we can share with all the volunteers to see if anyone is interested. It was asked if Martin might continue to post the results on Facebook as this might be the main sticking point for some potential takers

- HVA have asked if HCL will do the drinks stall at the bonfire

  - Trustees agreed that we really must as its good for awareness. A rota needs sorting

    - Notes: Gates open at 5:30 for Bonfire, so ideally staff needed from 4:30. Likely needed until 10pm but possibly close up a little earlier. It's expected that 4 volunteers will be needed on the stall so Rota can do a couple of short shifts. It will be set up much like festival with two iPads this time.

- Wildlife Group email (Sean Hale)

  - The trustees agree that it's unlikely we can help in the way the group requires but happy to sit and talk more. JSM to set up a session Sean Hale / Dave Neville to include Jane, Chair plus trustees as available.

- Possible new trustees moved into the village (Alex / Simone)
    - We didn't have much time to discuss Invite to social
- Gill's items around co-ordinator role
    - General Management
        - Gill raised a concern that whilst the trustees are providing strategy overview and volunteers are running the day to day, without the coordinator, there is a gap, no single point that brings those two things together. Example given was for revision session for volunteers that might need refreshing on processes and procedures – who would do this? Pastoral care of the volunteers could do with someone to focus. This would aid with volunteers feeling more empowered to taking ownership of issues arising rather than just putting them in the book hoping someone else will sort it. Similar with emails. Linked back to performance management.
        - Check that everyone is ok with the work load split for the coordinator role as somethings have slipped through the cracks
    - Communications
        - Through various discussions, it appears there is a bit of a divide between volunteers and trustees, possibly around a lack of understanding / visibility of what each does. It was agreed that we need to take steps to actively re-engage – see Social for 18th of October to try and address this.
    - Development Planning
        - This was raised again, as it was at the AGM. The trustees are struggling a little with what to do following previous engagement sessions about strategy but it was felt that the social event could be used as a bit of a chance to gain some anonymous feedback as there are clearly some parties that think more should be done over and above maintaining the library services in the medium term and go from there.

Action List

Actions list from previous meeting – please update for any complete actions and bring along to the meeting

Date	Task	Trustee	Completed
Earlier actions archived			
10-03-22	AH to chase up the installer to finish the sealing.	AH	
29-09-22	AGM minutes to be updated in accordance with trustees discussion and issued to all members and volunteers	JSM	
	Set up MailChimp for a members newsletter for December 2022	EW	
	Provide copy for newsletter to EW by 15th November	All	
	Set up volunteers and trustees social for 18th October	All	
	Set up session for trustees to plan social	JSM	
	Purchase Insurance approved key safe	JS	
	Write Key safe policy draft and circulate	JSM	
	Set up face to face with wildlife group	JSM	
	Set up Sum-up on new iPad	JSM	
	Set up next Trustees Meeting – end of October	JSM	

DATE and EVENT TITLE	PLANNING and PREPARATION NEEDED	PEO
Saturday 17th September Daisy Bank Engagement	Marquee on Daisy Bank green Leaflets for library and activity groups.	People to se marquee.
Week beginning 3rd October Libraries Week Theme is ***Lifelong Learning***	**Friday 7th 3.00pm** 4th reminiscence session with TV & Radio theme (BBC anniversary) Considering a 'Share and Tell' event on **Saturday 8th 10.00 am – 12.00pm** People in library doing their art / craft, available to show interested visitors how to start, have a go. Craft & Chat members? Other library volunteers / users? Use resources on website to promote.	Find out wh between us Definitely n interests.
Saturday/Sunday 1st/2nd October Scarecrow Festival and craft trail	Continuing the SRC theme of Gadgeteers: a robot made of stuff we can recycle include lots of tin cans. Items from invention convention to be displayed in the window. Scarecrow making on **Thursday 29th September at 10.30 am**	People to m in front of li Volunteers
Saturday / Sunday 15th & 16th October Postponed sponsored walk	All the planning is done, just need some people to take part in a section of the walk...possibly 3 or 4 miles?? Ask Gill R what's involved.	Willing walk
Friday 9th – Sunday 11th December Christmas Tree Festival	Need someone, or two people, to co-ordinate the decoration of our tree, get it set up on Wednesday or Thursday	
Friday 16th December 3.00pm Christmas reminiscence session	Other people to get involved in the planning of the session, contribute ideas etc.	Help with th
Saturday 18th February 2023 Village Seed Swap	*** Needs thinking about / promoting now, so people can start saving seeds. Gill R, Keith and Phil to co-ordinate and promote, liaise with other relevant village groups, Hathern Nurseries etc.	