HCL Trustees Meeting Minutes
January 2025

Meeting Details

15 January 2025 – Hathern Library, 6:30pm

Attendees

Nadine Underwood (NU), Jane Sorby (JS), Annette Harper (AH), James Hutson (JH)

Apologies

Alison Breacker (AB)

Correspondence

1. A request has been received from two people to complete their voluntary work at the library in support of their Duke of Edinburgh award. It was confirmed by LCC, that no DBS check was required if there were two people on duty. Therefore, the request was granted.
   Action:
   - **a.** AH to ring the parents and confirm that the library could accommodate the request
   - **b.** JH to help coordinate and manage volunteers
   - **c.** AH and JH to liaise together to manage request

Review of Minutes and Actions from Last Meeting

Any actions raised at the last meeting and not completed have been carried forward; see 'Actions Carried Forward' on page 3

Operational Reports

1. **Finance**
   a. The finance report has been submitted to the Charity Commission
   b. The funding proposal for 2025-2028 has been submitted and approved by the Parish Council. This was with the proviso that HCL commit to complete a feasibility study for the extension in 2025
      Action
      i. **JS** to meet with Parish Council to start preparing the SLA. Waiting for Parish Council to provide dates
   c. The electricity bill for December is £250. Although we are now out of our old fixed capped contract and with a new supplier (EDF), this seems excessive and almost double to what was paid last year
      Action
      i. **JS** to contact our supply (EDF) to confirm if the charge is correct, and to request access for our own smart meter so usage can be monitored
      ii. **JS** to compile comms for review and then to issue to volunteers, reminding us all to turn off heaters and appliances when we leave the building and to outline the cost of our electricity bills

2. **Building**
    a. Heating has been reset to automatic
3. **Events**
    a. Report from the Events Team submitted

AOB

1. New computer system. Key dates and training dates have been circulated by LCC, with 'train the trainer' training sessions being offered on 14/01 and 23/01. Volunteers attended the session on 14/01
   Action
    a. **NU** to circulate 21/01 date to volunteers to see if any interest in attending. Confirm with AK that training session 21/01 may be needed, ask when the training materials will be ready and whether these training sessions include manually running when the system is unavailable due to the upgrade
    b. **AH** to talk to AC re. the plan and strategy to cascade the training to the rest of the volunteers
2. Duke of Edinburgh volunteers (see 'Correspondence')
3. Book sale. Request received from JM to run another book sale at the library on 02/03/25. Request granted
   Action
    a. **AH** to let JM know
4. Board game sale. JS has numerous board games that can be donated to the library if they can be of use. Discussed that it board games and jigsaws are it may be worthwhile offering them with the book stall
   Action
    a. **AH** to ask JS if this is something that could be included
5. Review visitor numbers and whether there should be a change to the Tuesday and/or Thursday 4-6pm shift depending on outcome. The spreadsheet for capturing visitor numbers per shift has been completed and reviewed. It was found that although there can be small numbers of visitors on these shifts, theses shifts can also attract the greatest number of visitors throughout the week. It is very sporadic and unpredictable. Therefore, the decision was made to keep the library opening hours as is and then review again at a later date. Discussed the fall in visitor numbers and book issues as highlighted in LCC's report
   Action:
    a. **NU** to leaflet Garendon Estate
6. Talks in the library. Discussed that the wildlife group and gardening group may be interested in running a talk at the library as they are popular topics
   Action
    a. **JS** to approach the groups to gauge interest
7. Volunteer contact list is out of date
   Action
    a. **AH** to update and circulate

Date of next meeting: Monday 3rd March, 6.30pm Hathern Library

Appendix - Actions Carried Forward

Actions Carried Forward:	Who	Date
Policy review to be completed. All policies to be printed and stored in the policy folder in the library	NU	10 February 6.30
Separate Adult and Child Safeguarding Policy to be created and forwarded to LCC	NU	10 February 6.30
Anne King (LCC) to confirm whether a public PC could be provided by LCC by reinstating the 2nd public access PC they originally provided, as opposed to purchasing another under S106 (which could prove problematic as we'd be purchasing the PC but then needing to connect to the LCC network)	NU to follow up	February 2025
Surplus stock of donated books to be donated to charity. Confirmed that Loros will pick up unwanted books	JS & AH	After next book sale (10/03/25)
Providing access to the bank account in JS absence. JS to order another bank card and allow access for AH	JS	Feb 2025
Change to the Tuesday and/or Thursday 4-6pm shift. The spreadsheet for capturing visitor numbers per shift has been completed and reviewed. It was found that although there can be small numbers of visitors on these shifts, there can also be the greatest number of visitors throughout the week. It is very sporadic and unpredictable. Therefore, the decision was made to keep the library opening hours as is and then review again at a later date		Closed
Time4Leicesterhire initiative. This initiative was outlined at the Cluster Group meeting, and it seemed to gauge a lot of interest and discussion. JS to contact Emma Warm to see if she would like to do a talk at the library about it	JS	Feb 2025
iPad needs replacing if we are to continue to use Square for payments. JH to see if he has one to donate to the library as it is excessive to purchase a new one to allow for online payments	JH	Confirm by 20/01
Install new toilet roll holder	AH	Feb 2025
PAT testing needs to be completed. AH to ask contact of if they are willing to do it, if not, advertise on social media to see if anyone willing to help	AH	ASAP