HCL Trustees Meeting Minutes
June 2024

Meeting Details

3 June 2024 – Hathern Library, 6:30pm

Attendees

Nadine Underwood (NU), Jane Sorby (JS), Alison Breacker (AB), Emma Ward (EW), Annette Harper (AH)

Apologies

Jim Hutson (JH)

Review of Minutes and Actions from Last Meeting

1. **EW** provided list of recommended equipment with costs. Suggested a projector, speaker, drop-down screen, and laptop (see below)
   a) **Action - JS** to send information to Anne King (AK) to inform her what we intend to buy. Unless there are any concerns on purchasing now, JS will purchase them
   b) It was noted that HCL may already have a projector screen. JSM suggested that it may be in the shed

Correspondence

Nothing to note

Operational Reports

1. **Building**
   a) Key safe
      - Action - **JS / AB** to change key safe with a new new code for June
      - Action - **NU** to send out email to volunteers once changed
2. **Finance**
   a) Decision made to add another £20k to the reserve account. This account offers a higher interest rate and can be easily accessed if necessary
   b) Electricity contract was renewed. Noted that cost has gone up 50% from previous
   c) Report will be produced for the AGM
   d) Reviewed the 5-year budget. A flat 10% uplift was added to next year's expenditure. By 2028 our expenditure will equal our income (but grants will be applied for)
      - **Action JS** – Send copy to LCC
3. **Events**
   a) Noted that the Events Team produce and circulate an excellent report and provide an invaluable contribution to the library

b) Discussed that EW will be handing over writing the article for the Hathern Herald moving forward

- **Action NU** – to approach Events Team to ascertain whether someone was interested in picking this up
- **Action EW** - to ask that submission reminder emails are sent to JS and NU

4. Media

a) EW produced article for the Hathern Herald. Including room hire / availability

- **Action - EW** To email Ben for him to send submission dates to NU and JS for future articles
- **Action NU** – Speak to the events team (JM) to see if anyone would be willing to write the article moving forward.

AOB

1. AGM
   a. **Action NU** – to write report. this can be circulated for review via email and doesn't require separate review meeting
   b. **Action JS** - ask Graeme Spencer what AV equipment is available at Hathern Club. EW can provide a laptop if one isn't available
   c. **Action JS** – to purchase nibbles
2. Investigate solar panels to see if they will help with electricity costs
   a. **Action EW -** Send links to available grants / companies that can supply
3. Room Hire Policy to include cancellation charge and setup / pack away time (must be included and paid for with the booking)
   a. **Action NU** – Update policy with above
   b. **Action JS** – Add room hire costs and policy to agenda for next Cluster Group
4. Discussion as to whether Drop Box was the right document repository. Agreed to carry on using it as any other repository works in the same way (e.g. Google Drive).
5. Library report required to be produced every 6 months for the Parish Council
   a. **Action NU** – To prepare and send one
6. Discussed that the provision of tea and coffee at a library event is through donation. A sign should be displayed to indicate this
7. Open Gardens
   a. **Action JS** – buy plants and plant up the planters
8. Policy review – NU updated documents when submitted to LCC for annual review
   a. **Action NU** – print out hard copies and add to folder in library
   b. **Action NU** – update Policy Review document to next review date
9. Large stocks of donated books to be sorted
   a. **Action JS & AH** – to action
10. October annual volunteer social will be Tuesday 1st October at Hathern Club
    a. **Action NU** – announce at the AGM and email date to all volunteers
11. Housekeeping stock needs to be replenished, new mugs to be purchased and the existing white ones to be stored and used for events and new toilet holder to be purchased
    a. **Action AH** – to purchase required equipment and submit invoice(s) to JS for reimbursement
12. The Summer Reading Challenge's theme this year is 'Marvelous Makers'. Noted that Joe Nemeth-Ward will won the young Lego builder's competition will participate in a Lego building event
    a. **Action JW** – to approach Lego to see if they can provide any blocks for the event

b. **Action JW** – to apply for the Loughborough University grant of £750, also approach the Events Team for details on any other tools / materials needed

Date of next meeting: Monday 12 August, 6.30pm Hathern Library

Appendix

AV Equipment

ITEM	PRICE	PRICE (WITH 2YR WARRANTY)	LINK
WIRELESS MICROPHONE	20	24.69	https://www.argos.co.uk/product/9568086
LAPTOP	349	445.99	https://www.argos.co.uk/product/3151011
LAPTOP MOUSE	5.99		https://www.argos.co.uk/product/9563256
OPTICAL CABLE	14.99		https://www.argos.co.uk/product/9308064
HDMI CABLE	10.99		https://www.argos.co.uk/product/9202933
LAPTOP BAG	17.49		https://www.argos.co.uk/product/3064737
SOUND BAR	149	198.99	https://www.argos.co.uk/product/1186662
PROJECTOR	499.99	579.98	https://www.argos.co.uk/product/1253911
WIRELESS PRESENTER	8.99		https://www.amazon.co.uk/gp/product/B09V8B2PD2/ref=oxsc_act_title_1?smid=A1QXS308RQBMA3&psc=1
PROJECTOR SCREEN	124.99		https://www.amazon.co.uk/gp/product/B00519EIC6/ref=oxsc_act_title_2?smid=APLJ5AXPSKRV0&psc=1
PROJECTOR STAND	49.99		https://www.maplin.co.uk/products/properav-mobile-desk-workstation-projector-stand-white?variant=43770789036253
PROJECTOR CARRY CASE	50		
	1301.42		

Actions Carried Forward

Actions Carried Forward:	Who	Date
'HCL Strategic Planning for Future' document and 'HCL Strategic Planning Summary 2021-2026' are to be updated and combined into a single 'Strategic Plan'	NU	July 2024
Room Hire Policy needs updating to include cancellation charge and setup / pack away time (must be included and paid for with the booking)	NU	July 2024

Actions Carried Forward:	Who	Date
Investigate other room hire organisations for comparison on costs and facilities CARRY THIS forward.	EW	End June 2024
Separate Adult and Child Safeguarding Policy to be created and forwarded to LCC	NU	End June 2024
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)	AK	ASAP