# HCL Trustees Meeting Minutes

# March 2025

## Meeting Details

03 March 2025 – Hathern Library, 6:30pm

## Attendees

Nadine Underwood (NU), Jane Sorby (JS), Annette Harper (AH), James Hutson (JH), Alison Breacker (AB), Sue Morgan

## Apologies

None

## 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

## Correspondence

None to report

## Operational Reports

**Finance**

Nothing to report

**Building**

1. Heating has been reset too automatic
2. Concerns raised that the books stored in the shed for book sales are getting damp. JH offered to donate a storage unit for the shed to store the books in but concerns raised about its size and that storing the books in the shed wouldn't prevent them getting damp and damaged

   Action:
   a. AH to talk to Jane Martin about the books and whether those that are damaged could be culled
   b. JH to investigate the cost and feasibility of renting a market stall in Loughborough for a book sale to reduce our stock

**Events**

Nothing to report

**Media**

Sam Gillespie actively using social media to advertise the library and events. Nothing further to note

## Policy Review

All policies were reviewed to ensure they are still accurate and up to date. The following policies were noted to need slight updates:

- HCL Equality and Diversity policy
  Action – NU to update
- Financial Management & Controls policy
  Action – JS to update
- Health and safety
  Action – NU to update
- Safeguarding Children policy
  Action – NU to update
- An Adult Safeguarding policy is required.
  Action – NU to use the template provided by LCC for review at the next meeting

## AOB

1. Hathern Parish Council SLA 2025. Discussed that the next meeting should focus on actioning our plan for the extension and ensure that all clauses in the Hathern Parish Council SLA will be addressed. Also add setting up a working /focus group to the next agenda
2. The spreadsheet for capturing visitor numbers per shift has been completed and reviewed. This was to re-review of visitor numbers and whether there should be a change to the Tuesday and/or Thursday 4-6pm shift depending on outcome. 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

   Action
   a. JS to email the volunteers and request that only the number for visitors is captured, they don't need to record any further details
   b. JS to contact the volunteers who run the groups and send them a sheet so they can record group visitor numbers for events
3. Talks in the library. Emma Ward is no longer involved in the skills swap initiative with the council. However, has expressed an interest in doing a talk about Ecohub. She will also come in and talk to trustees about VAL. Date to be confirmed (late spring when warmer weather)

   Dave Neville is interested in doing a talk on behalf of the Wildlife Group. Date to be confirmed (late spring when warmer weather). HCL will need to provide a screen etc, as they only have a laptop

   Gardening talk

   Action:
   JS to contact Phil and Anne Clarke re. talk on behalf of the Wildlife Group

**Date of next meeting: 14 April 2025** 6.30pm Hathern Library

## Appendix - Actions Carried Forward

| Actions Carried Forward: | Who | Date |
|---|---|---|
| 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) |
| 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 | JS | March 2025 |
| Leaflet Garendon Estate using the existing Hathern Library flyer | NU | April 2025 |
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*Actions not listed have been completed and closed*