HCL Trustees Meeting Minutes
May 2025

Meeting Details

19 May 2025 - Hathern Library, 6:30pm

Attendees

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

Apologies

Alison Breacker (AB)

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 4

1. JH has spoken to Jane Martin to discuss holding a book sale at Loughborough markets, but the challenges previously raised in terms of getting stock to and from the library, the number of volunteers required etc. would be very challenging. In addition, there is a large book sale planned for Big Week, and so the action is closed.
2. AGM date confirmed for Tuesday 1 July. NU has sent out invite to volunteers, Parish Council, and all members. RSVPs have started to be received, and they will be collated. Hathern Club has been booked.
3. Strategic Plan - Community Consultation for Big Week (Saturday 31st May – Saturday 7 June)
   a. AH has contacted Jan Lievers for any information on the previous consultation and responses received. All information was saved to the thumb drive and provided to the secretary.

      Action: **NU** - To check the thumb drive

   b. Survey proposed last meeting has been drafted and sent for review. Amendment to be made so that there is no limit on the number of suggestions anyone can make for what they'd like to see the extension used for, and to also change "funds made" to "funds raised". Cut-off date 30th June

      Action: **NU** – To update the survey and reissue for approval

   c. Paper format of the survey to be drafted as the digital version. This can be available during Big Week for completion and JH suggested it can be delivered as a flyer with the Hathern Herald.

      Actions:

      i. **NU** - To draft the survey in paper/PDF format and send to JH for printing.

      ii. **JH** - To deliver with the next issue of Hathern Herald

      iii. **NU** - Check with Ben re dates to add into Herald and include if possible.

   d. Boards for Big Week. AH confirmed that the boards are available on Sunday 1st until Saturday 7th for the libraries use. After which, they can be put in Hathern Club.

JS has contacted the local History Society who have some photos that can be on the board. Other information for the board includes the QR code for the survey, the extension plans, and an introduction of the library.

There is little information already available on the library but discussed that we could include general information on when the library opened, and what the village was like at that time. e.g. opened in 1955 and how many people lived in the village and school numbers.

Actions:

i. **JS** – To print the photos provided by the History Society and laminate them ready for display. Also ask if they have any other information that could be used for the introduction.

ii. **JH** – To write a short introduction on the library.

iii. **JS & JH** – To put up the board on Sunday 1st (NU sends apologies as not available then)

iv. **NU** - Email a PDF of the survey to JH, so he can print out paper copies. Include at the bottom of the sheet that responses are to be returned to the library when opened or posted through the library's letterbox.

v. **AH** - To request the boards from the Parish Council and ensure available when needed.

vi. **NU** - Pick up the board on Saturday 7th June after Big Week and deliver to the Club.

Correspondence

1. Anne King has emailed the template for the LCC annual report.

   Action: **NU** to start the draft on the report

2. Email request from Eve Willett for an MP Surgery to be held at the library on 6 June received. This has been booked.

3. Feedback on the survey send to LCC for review has been received. Only comment was the option of 'increase the existing space' as it was ambiguous, and so this has been removed.

4. Poster for the MP Surgery received via mail and put up in the library.

Operational Reports

Finance

1. Accounts completed, audited and signed off.

2. Insurance has been renewed.

Building

1. Wasp nest still active but no bees reported in the library, so the seals have proved effective. The quote received to remove the bees (not exterminate) has been accepted and the work is to be carried out as scheduled.

   Actions:

   a. **JS** - To message and follow up on timescales.

b. **JS** - To contact the insurance broker to see if this work is covered by our insurance.

Events

1. Excellent events report issued from the Events Committee. Trustee would like to thank them for all their hard work.

Media

1. Craft and Chat group is full and so SG will no longer promote the group on social media.

AOB

1. JH raised an idea of a fundraising project to provide iPads to the school for an initiative to help children read. These would be funded by company donations rather than public donations. It would be an initiative to promote and market the library.

   Action:

   JH to speak to the Head at the school to see if this is something that they would be interested in pursuing. If it isn't an initiative for them, then follow up with the Hub. If there is some interest, then pursue further.

Date of next meeting: **TBC** 6.30pm Hathern Library

Appendix - Actions Carried Forward

#	Actions Carried Forward:	Who	Date
1	Surplus stock of donated books to be donated to charity. Confirmed that Loros will pick up unwanted books. After the books have been sorted (see action 4) AH update - Jane Martin has culled and sorted the books ready for the Big Week book sale	JS & AH	Closed
2	Leaflet Garendon Estate using the existing Hathern Library flyer	NU	2025
3	AH to talk to Jane Martin about the books and whether those that are damaged could be culled. Sort the books into 'good' which could be sold and 'bad' those to donate the Loros AH update - Jane Martin has culled and sorted the books ready for the Big Week book sale	JS & AH	Closed
4	Update remaining policies - Financial Management & Controls policy and Safeguarding Children policy. JS to send the Financial Management & Controls policy to NU to update and then all to be added to the folder which has been returned to the library	NU & JS	June 2025
5	JS to email the volunteers and request that only the number for visitors is captured, they do not need to record any further details. JS to contact the volunteers who run the groups and send them a sheet so they can record group visitor numbers for events. JS update -All members of the groups sign in each week and the numbers are recorded by Elwira	JS	Closed
6	Talks in the library. e. JS to arrange a talk by Emma Ward on the Eco Hub and Voluntary Action Leicestershire (VAL). A Tuesday evening in early July was proposed. f. JS to contact Dave Neville re Wildlife Group talk. A Tuesday evening in May was proposed. g. JS to contact Phil and Anne Clarke re. talk on behalf of the Gardening Club	JS	June 2025
7	JS to confirm if having over £10k in the account impacts charitable trust status. Update – Not correct and so close	JS	Closed
8	Cluster Group meeting. The next meeting will be at Hathern Library on Tuesday 17 June at 10a. Due to the size of the library, it was requested that only one representative from each library attends. As HCL will be hosting the event, it is our responsibility to request agenda items and issue the agenda, and then the minutes from the meeting.	NU	01/06/25

#	Actions Carried Forward:	Who	Date
	Action: JS to review minutes from last meeting, and send over the dates and information what needs to be issued to NU who will action		

Previous actions not listed have been completed and closed.