HCL Trustees Meeting Minutes
October 2024

Meeting Details

2 October 2024 – Hathern Library, 6:30pm

Attendees

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

Apologies

None

Review of Minutes and Actions from Last Meeting

1. Room Hire Policy
    a. Following review of other library's room hire charges and cancellation policies, it was agreed that our charges and terms and conditions were in-line with other organisations. Therefore an update to the policy is not required.

Correspondence

1. Email from Gill Rocket re return of bins. This has been actioned

Operational Reports

1. **Finance**
    a. £8346 in current account as of 09 August
    b. Money moving in and out the account is from lottery payments and Square payments
    c. Difficult to know when a payment has been received for the lottery if paid by bank transfer. PayPal provides a receipt which makes notification and reconciliation easier
    d. £180 from university grant left
    a. Discussed that there needs to be another person who could easily access the accounts in JS's absence.
        i. **Action** - **JS** to provide the information to AH
2. **Building**
    a. Fire extinguishers. **JS** has been in touch with our suppliers to replace our existing extinguishes to two P50 model extinguishes. Once a quote is received and is satisfactory, JS will purchase them. Supplier will fit and dispose of the old ones
    b. Electricity meter. Our new supplier (EDF) has contacted us to say they have taken over our electricity supply and will contact us to arrange the installation of the new smart meter.
    c. Noted today that there seems to be water in the sky light. It is minimal and could be due to the recent high rainfall. A 'monitor and see' approach is to be taken this week
        i. **Action** – **AH** to monitor this week and add to diary for volunteers to monitor
    d. Door handle is loose and requires tightening up
        i. **Action** – **AH** to action

e. Lorel hedge at the side of the library needs cutting down to waist height. Quote to complete this work is £245
    i. **Action – JH** to speak to another supplier he knows who has the skills to action

3. **Events**
    a. Nothing to note
4. **Media**
    a. Nothing to note

AOB

1. New trustee – AH reported that the person who expressed an interested in joining the board of trustees is unfortunately unable to take up the position at the minute. They will be in touch if this changes
2. Report of the small number of borrowers who use the library on a Thursday 4-6pm shift, and a request for some volunteers to move from the Thursday to the Tuesday shift. Agreed that we need further information on the number of borrowers who attend each shift, confirmation whether it was the Tuesday or Thursday, and the views of the volunteers on working these shifts. If we agree to change shifts/days, then notice to be provided to LCC by Christmas with a view to change for 2025
    a. **AH** – To confirm whether it is the Thursday or Tuesday shift
    b. **JH** – Prepare a spreadsheet for numbers of visitors that attend the library on each shift, which can be completed by the volunteers. This is to replace the one that is currently completed but doesn't split the day by shift. Email the template to NU
    c. **NU -** Socialise the spreadsheet with the volunteers and explain what it is for
    d. **All volunteers –** Complete the spreadsheet for a month, with a view to combine shifts and change shifts times depending on results and people's availability
3. Christmas opening times – Agreed library will be closed from 24 December and re-open again Thursday 2 January
4. Volunteer annual social event – Agreed to purchase nibbles and bake cakes for the event. NU to prepare another quiz with three prizes as last year
    a. **Action NU** – Recirculate invite and request RSVP for numbers
5. Library computer keyboard and mouse for left-handed volunteers requested
    a. **Action NU** – PC is owned by LCC, ask Anne King for guidance
6. Cluster group feedback. New library management system is coming in February, with training in January
    a. **Action – NU** when training dates confirmed by LCC, request that our trainers attend session
7. Time4 Leicestershire initiative discussed
    a. **Action – JS** to ask if Emma Ward would like to do a talk in the library about it
8. Footpath walk support. A walk is taking place to publicise the closure of a popular footpath in the village. It was queried if the library could provide support for the event
    a. **Action – NU** to follow up request with SG

Date of next meeting: Wednesday 13 October, 6.30pm Hathern Library

Appendix -

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	October 2024
Separate Adult and Child Safeguarding Policy to be created and forwarded to LCC	NU	October 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)	NU to follow up	ASAP
Send 5-year budget to LCC	JS to resend	ASAP
Print out hard copies of updated policies and put in folder in library	NU	October 2024
Update Policy Review document to next review date	NU	October 2024
Large stocks of donated books to be sorted after the Sutton Bonnington book sale	JS & AH	October 2024
Purchase new toilet roll holder and brush (JS) and then put it up (AH to ask JH). Ali to purchase from range	AB	October 2024
Purchase new mugs to replace the existing white ones (they are to be stored and used for events). Ensure they are stackable. Check JH spare mugs to see if they could be used. Ali to go to range. Get air freshener for kitchen. Extra mugs can be stored in JH's garage. Discussed new mugs for the kitchen and that the kitchen needed to be cleaned and tidied. JS and AH to clean and tidy the kitchen this Sunday	AB	October 2024
Put up sign in kitchen to remind people to wash mugs / cutlery before putting away. Sign to be laminated and put on wall	JS	October 2024
Projector screen – ask JSM if he has it (NU), and check shed (AH). JS to check her garage	NU & JS	ASAP
At the AGM it was raised if the library could hold specific events targeted at elderly residents. Discussed at the AGM that all events are open to any age group (if appropriate), and if anyone would like to run a separate event, they can approach the trustees who would support them. However, discussed that we should approach other local libraries to see if they hold specific events for this cohort of people Add to agenda for next Cluster Group	JS	
Lego event - comments about the event on social media to be added to the comments book in the library	NU to follow up	