HCL Trustees' Meeting Minutes

February 2026

Meeting Details

Date: 24th February 2026

Time: 18:00–19:50

Location: Hathern Library

Attendees

Alison Breacker (AB), Emma Derbyshire (ED), Nicola Gladden (NG), Jane Sorby (JS), Shona Farmer (SF) – Hathern Parish Council, Ben Murdoch (BM) – Hathern Parish Council

Apologies

Annette Harper (AH)

Review of Minutes and Actions from Last Meeting

Completed Actions:

- ✓ Email the collated notice board options to the committee (Jane).
- ✓ Provide list of key holders and upload it to Dropbox (Annette/Emma) - Key holder list updated; query regarding Gill Rocket's keys pending.
- ✓ Email Anne King regarding all her action points, confirming the secretary and chair as points of contact (Emma) - Anne King has responded: forwarded donations paperwork, emailed help desk regarding the Laurel, and emailed Andy regarding funding opportunities. Discussions around fire extinguisher training and music in libraries ongoing.
- ✓ Source options for a new rug from www.ruggable.co.uk and www.peters-books.co.uk and circulate for a vote (Jane).
- ✓ Updated roles and responsibilities to be added to Dropbox (Emma).
- ✓ Update Anne King on correspondence emails (Emma).
- ✓ Trustees to attend and participate in the volunteer party (all).
- ✓ Follow up with Rob Hayes regarding the lease renewal - received(Annette/Jane).

- ✓ Ask legal representative to check over the lease agreement – awaiting response (Annette/Jane).

Outstanding/New Actions:

- Order noticeboard (Jane) - Recommended: external, lockable, oak-style.
- Follow up with the football club regarding the outstanding £200 donation (Jane).
- Open United Trust account (Jane).
- Measure up for new rug – further research; consider children voting on three pre-selected options (Jane/Alison).
- Speak with Elwira to understand the information she collates and its distribution (Emma).

Correspondence

- Introductions from Shona and Ben (HPC), Nicola and Emma (HCL).
- Distribution of Hathern Herald – need clearer guidelines. Last issue delayed 3–4 weeks due to volunteer availability; Jim managing distribution, some volunteers dropped out.
- For future Hathern Herald issues, Martin to email Emma – 1st week June, 1st week September, 1st week December.
- Waste management letter – dealt with
- Contingency fund email – sum of money via LCC for building works (heaters, roof repairs). A trustee raised the potential for minor damp issues and suggested contacting LCC to clarify whether the fund could support this. No decision made; action to follow up.

Actions:

- Request Hathern Herald left in box by gate for collection by volunteers within 10 days of receipt. Contact Jim to ensure all current volunteers able to continue; (Emma cc Nicola).
- Email Keith Harris – confirm if he wishes to continue writing for the Hathern Herald (Emma cc Nicola).
- Email LCC to clarify whether the contingency fund could be used for minor building issues such as damp (Emma).

Finance Report

- Financial situation stable; largely unchanged from previous report.

Actions:

- None

Buildings Report

- Lease renewal received from LCC, this requires legal review. Sandie Hepworth contacted. If unable to assist, consider Parish Council legal contacts or small grant to cover costs.
- Fire extinguisher training for volunteers should be implemented annually.

Actions:

- ☐ Contact Sandie regarding lease renewal. Alternatively consider small grant to HPC to cover legal review costs (Jane).
- ☐ Order new noticeboard (Jane).
- ☐ Research rug options (Ruggable, John Lewis, Amazon, others), measure area, and plan children's vote (Jane/Alison).
- ☐ Email Annette to add annual fire extinguisher training to premises calendar (Emma).

Events and Social Media

- Volunteer party last month well-attended and well-received.
- Sam maintaining Instagram; posting every 1–2 weeks. Website reviewed; some outdated information remains, but recent events such as the book club are updated.
- Discussion: explore other community-run volunteer library websites for ideas.

Actions:

- ☐ Arrange discussion with Sam regarding website, social media, and content requirements (Emma)
- ☐ Request list of local libraries from Anne King (LCC) and share with Trustees (Emma)
- ☐ Explore other community run volunteer libraries websites – how they are used. To discuss at next meeting (All).

Any Other Business

- Trustee recruitment: library currently has five active trustees; however, several Trustees wish to reduce involvement over coming months. Critical need for recruitment. Shona and Ben shared Parish Council experience of recruiting.
- Consideration of creating junior ambassadors to support trustee roles, potentially engaging local secondary schools/university students.

- Nicola to attend Parish Council meeting on 16th to introduce herself as new chair.
- HPC can provide small grants for the website etc.
- Quarterly statistics requested; student volunteer tasked with creating recording sheet.

Actions:

- ☐ Arrange a meeting with Shona to develop a trustee recruitment plan, covering advertising and strategies to make adverts more effective. Establish a potential budget for the recruitment drive in consultation with the Treasurer once the plan is outlined. Initial meeting to include Shona, Nicola, and Emma; all Trustees to be informed (Emma).
- ☐ Check recording sheet from student (Emma to email Sam)

Date of Next Meeting: 14th April 2026