



THE DEVON & EXETER INSTITUTION  
LIBRARY & READING ROOMS  
(Founded 1813)  
Registered Charity No. 1172445

**Minutes of the Scheduled Board of Trustees Meeting on 6 Dec 17**

2:00 p.m.

The Reading Room, DEI

Attending:

Dr Peter Brotherton	PB
Mr Jeremy Lawford	JL
Mrs Margaret Knight	MK
Mr D Knight	DK
Mrs Katharine Chant	KC
Mrs Sandra Bond	SB
Mrs M Swift	MS
Mr Bill Leedham	BL
Mr Paul Vincent	PV
Mr John Reeves	JR

In Attendance:

Mrs Susan Kaufman	SK
Mrs Emma Dunn	ED
Mrs Anne Howard	AH

	Item	Action
1	<b>Apologies:</b> Mr John Manley-Tucker (JM-T), Mr Chris Chanter (CC), Prof Henry French (HF)	
2	<b>Conflicts of Interest:</b> No new conflicts were declared	
3	<b>Minutes of the 26 Oct Meeting:</b> After discussion the following changes were proposed: <ul style="list-style-type: none"> <li>• Change start time to 1030</li> <li>• Section 7: Change to read that 'we <i>had</i> expected'</li> </ul> The minutes were <b>AGREED</b> as a true record as amended.	
4	Matters Arising Covered in the agenda.	
5	Standing Committee reports and recommendations	
	<b>Projects and Programme</b> <ul style="list-style-type: none"> <li>• Minutes: KC commented on the budget and said that the entire university grant would be needed by the Projects and Programme Committee</li> <li>• HF: KC commented on how useful it was to have HF's perspective as a new member of the committee</li> <li>• Law Library: The potential to acquire the law library will be monitored by this committee.</li> <li>• Boiler and heating system. It was generally agreed that the</li> </ul>	

	<p>Housekeeping Committee would need to be involved in any decisions concerning the boiler.</p> <ul style="list-style-type: none"> <li>• Structural Issues: SC will be appointed as architect to review the building issues in conjunction with the structural working group.</li> <li>• Additional Member: MS asked to join this committee as she would fulfil the requirement to have a member with a back ground in education.</li> </ul> <p><i>[ED and AH left the meeting]</i></p> <ul style="list-style-type: none"> <li>• Staff contracts: KC asked to extend the staff contracts for ED and AH for 23 months, and Claire Maudling's by 12 months. There was a general discussion about the contracts, and how this request would work into the budget cycle. It was proposed that in principle, the Board supports the extension of the contracts for ED, AH and CM. The trustee members of the Finance and HR committee will implement this decision. This was proposed by KC, seconded by DK. There were 8 in favour, 1 against (MS) and this was <b>AGREED</b>.</li> </ul> <p><i>[ED and AH re-joined the meeting]</i></p> <ul style="list-style-type: none"> <li>• University Partnership: ED provided the background on the University's historical support of the DEI. A 10-year funding proposal has been submitted to the University, and as of this morning they have agreed to an annual amount of £25K for next 10 years, with the opportunity to apply for other opportune grants as they arise. ED and AH were commended for securing a 10-year agreement, and this was generally acknowledged by the Board. The commitment to the University will involve research access to the collection, formalised internships and volunteering opportunities, and embedded modules. JR commented that we would need to ensure that the University income and expenditure was reflected in the finance reports, and that we needed to operate as one organisation. It was proposed that JR works with members of staff and other trustees to reconcile the internal accounting and disposition of the University grant and this was <b>AGREED</b> nem con.</li> </ul> <p><i>[KC left the meeting at 3 p.m.]</i></p>	
	<p><b>Finance and HR:</b></p> <p>New Members: JR said that he would like to augment the DEI income by recruiting more members. It was suggested that the membership could be polled for someone with a finance background who would be willing to join the F&amp;HR committee.</p> <p>New Report Formats: JR said that SK had prepared several versions of reports in the new budget format, and these would be available at Board meetings, and for committee meetings on request. SK said that a considerable amount of work had gone into creating the proposed new formats, and that she would welcome comments from the trustees on what version they found most useful.</p> <p>AGM: It was proposed that the date of the AGM be moved from Oct to Nov to allow more time for preparation of the annual report and to avoid meeting during half-term. After discussion this was generally agreed. SB suggested that having the meeting on a</p>	

<p>Saturday would be a good idea.</p> <p>Change of Charitable Status: There will be costs involved with this, and it is being pursued with the bank, the auditor and Jane Evans.</p> <p>Signatories: The situation with signatories was discussed, and SK outlined the link between issues connected with signatories, online banking, and the creation of the new CIO account.</p> <p>Housekeeper's contract: The Finance and HR committee recommended that changes be made to bring the Housekeeper's contract into line with HMRC and employment law requirements, This was proposed by JR, seconded by BL and <b>AGREED</b> nem con.</p>	<p><b>F&amp;HR to work with JE and alter MN's contract</b></p>
<p><b>Housekeeping and Buildings Committee</b></p> <p>Terms of Reference (ToR): Work has been done on the ToR. In addition, the committee has agreed to meet monthly and will be concentrating on building maintenance requirements. The building maintenance book has been re-activated, and attendees were encouraged to enter required building repairs. It was acknowledged that this committee has an overlap with other committees.</p> <p>CR lunch service: It was acknowledged that it will be difficult to earn more income with CR lunch service.</p> <p>Evening Talks: Geoff Roberts has agreed to take over management of the evening talks programme from Diana Symes next season and he has been co-opted as a member of the Housekeeping/Building Committee.</p> <p>Events: It was noted that events in general are becoming more popular, and more frequent events were impacting the time needed for cleaning and members' use of the DEI. The committee are reviewing the current arrangements for talks, room hire and tours.</p> <p>Evening Talk Tickets: The committee requested to increase the ticket price from £12 to £15 beginning in Jan 18. JR asked if this increase would be sufficient. After discussion, it was generally agreed that when GR takes over, some other types of activities would be considered along with the potential to charge more. DK proposed that the ticket price be increased to £15 in Jan 18, with a view to increasing it further next season. BL seconded and this was <b>AGREED</b> nem con.</p> <p>Reading Room: The Housekeeping Committee has appointed a task and finish group to look at improving the presentation and image of the DEI by identifying some 'quick wins' that can be achieved at minimal cost.</p> <p>Key Holders: AH outlined the situation with key holders who could respond out of hours. Normally people who live locally fulfil this function, and care must be taken to ensure cover out of hours and during holiday periods. There was a general discussion about key holders in general, and what the specific requirements were for out of hours events. AH said that there had been an instance of the building being left un-alarmed.</p> <p>Building Capacity: AH said that the Fire Office advised us that the building capacity could be increased from 50 to 60 people. In addition, if we made the side door to the alley into a fire exit, this could be doubled. It was also recommended that emergency lighting be installed as a priority.</p>	

	<p><b>Library, Research, IT &amp; Publications:</b>  Verbal Update: This committee met last week but minutes are not yet available.  There were issues surrounding the special needs in the library to accommodate tours, study groups, and members.  ICT: An ICT Strategy working group has been set up to consider ICT Strategy DEI-wide.</p>	
	<p><b>Procedures and Membership Committee:</b>  New Chair: BL said that he had taken over as the chair of this committee, and he thanked PB for his many efforts with developing procedural documents. BL wants to continue this important process and said that ED has offered to help.  Application Process: BL said that the committee recommended that the requirements for references be removed from the membership application process. This was <b>AGREED</b> nem con.  Access Policy: PB proposed adoption of this policy, JL seconded, and it was <b>AGREED</b> nem con  Equality &amp; Diversity: This policy was proposed by PB, seconded by BL and was <b>AGREED</b> nem con.  Protocol for production and review: This document was proposed by PB, seconded by BL and <b>AGREED</b> nem con.  Peninsula Visit: PB outlined the Peninsula workshop concerning employment law that he attended. There has been a change in legislation making tribunals free of charge and this has led to increased employee claims. He commented that the policies that we have in place mirrored the recommendations in the workshop – with the exception of Whistleblowing. PB advised that the DEI has a free-of-charge meeting with Peninsula to review our requirements. It was generally agreed that the visit could proceed, but that we would need to be careful to avoid any unplanned expense. It was also generally agreed that this meeting should be held with trustees.</p>	
6	<p><b>Hon Secretary's Report:</b>  Meetings: DK said that Wed was the best day for meetings, based on trustees' preferences, and after discussion it was generally agreed that the start time would be 1045. SK pointed out that this would exclude JM-T from every meeting but it was noted that JN-T had had several opportunities to express a preference for dates and times to which he had not replied.  Papers: It was agreed that papers for the meeting should be out within 3 days of the meeting.</p>	
7	<p><b>Treasurer's Report:</b>  Reports: JR said that SK had worked with Jane Evans (JE) to develop the new formats.  Reserves: JR said that he was looking at the overall financial position, and particularly the £30K that came from the investment accounts. He said that it would be important to ensure that the DEI was self-sufficient with respect to generating income. JR said that the reserves will need to be called upon if the current course is continued. MK noted that five the fragility of the building and known areas of concern such as the structural integrity of the galleries, heating systems, and floor sinkage in the inner library that it was imperative to protect the reserve funds in case of emergency repairs. After discussion, it was generally agreed that</p>	

	<p>there are not a lot of areas where operating expenses can be reduced.</p> <p>University Contract: JR said that he was pleased to hear about the confirmation of the University funding.</p> <p>Risks: JR said that he is also reviewing the risk register.</p> <p>Membership: JR said that in his view, increasing membership will be the key to increasing income.</p>	
8	<p><b>Membership Secretary's Report:</b> <i>[taken out of order]</i></p> <p>Payments: JL said that direct debits needed to be considered to eliminate cheques/cash and the accounting paperwork associated with this.</p> <p>Renewal by calendar year: This is also under consideration as a method to simplify the renewal and follow-up process.</p> <p>University: JL said that University memberships and renewal requirements were also under review.</p> <p>Periodic payments: In response to feedback from the members, subscription payments by month or quarter are also under consideration. SK and JR will be discussing the practicalities of this with the bank.</p> <p>Hardship cases: JL said that as in the past, consideration of hardship cases will be made and increased flexibility offered to these individuals as appropriate.</p> <p>Membership Numbers: JL said that he and SK were working on analysis of membership numbers, and what information was most useful.</p>	
9/ 10	<p><b>Librarian's Report/Programme Manager's Report</b> (taken together)</p> <p>Volunteers: There will be a campaign to recruit new volunteers for the library. The need for joint volunteer training across the DEI was identified.</p> <p>Environmental Monitoring: There are plans to order the required equipment for environmental monitoring.</p> <p>Saturday Snippets: This programme has been successful and will be continued.</p> <p>Education: ED has freed up the Stirling Room for hire on Monday and Tuesday. Wed and Thurs will be used for Preservation Team activities, and on Friday for educational visits.</p> <p>Displays: The displays have proved useful at several levels of education, and will continue.</p> <p><i>[JL left the meeting at 1615]</i></p>	
11	<p><b>Health and Safety Report:</b></p> <p>Lone Working: There was a general discussion concerning lone working and what could be done to improve conditions. The trustees confirmed that the DEI should be closed if there were lone working concerns.</p> <p>Fire Door: AH emphasised that installation of the fire door between the cottage and the DEI was still outstanding.</p> <p>Defibrillator/First Aid: MS suggested that pointed we should have a defibrillator and offer first aid training.</p> <p>Side Entrance: Although not a fire exit, this area would benefit from improved housekeeping.</p>	<p><b>Housekeeping Committee to pursue installation of fire door as a priority</b></p>
13	<p><b>AOB</b></p> <p>None.</p>	

14	<b>Date of Next Meeting:</b> Wednesday 10 Jan at 10:45 The meeting was adjourned at 1630.	
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Mrs M Knight  
Chair  
Devon & Exeter Institution