



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

Minutes of the Board of Trustees

Held in the Reading Room at 10:00 on 10 October 2018

Trustees present: Margaret Knight (MK), John Reeves (JR), Derek Knight (DK), Lindsay Roderick LR), Robert Guyver (RG), Henry French (HF), Richard Templeton (RT), Sandra Bond (SB), Katharine Chant (KC), Geoff Roberts (GR)

Staff present: Emma Dunn (ED), Anne Howard (AH)

1. **Apologies:** Jeremy Lawford (JL), Christopher Chanter (CC)
2. **Conflicts of Interest:** None recorded
3. **Minutes of the last meeting on 12 September 2018:** Agreed.
4. **Matters arising** - none
5. **Chair's Report: MK**
The Autumn edition of the Newsletter has been sent out and a number of positive comments from members have been received.

6. **Hon Treasurer's Report: JR**
Budget report: The NatWest 2 bank balance is approx. £13k after payment of outstanding commitments. The COIF Investment funds have now been transferred as agreed at the September Board and stand at £240k. JR noted that the audit costs showing in this year's accounts will be accrued to the 2017-18 financial year.

JR presented two proposals to change bank accounts from NatWest to the Coop Bank and to change signatories on the accounts to current Trustees only. The following points were made in discussion:

- ED and KC emphasised the need for continuity for the NatWest 3 account as there are live grants from the HLF and the University paying into this account. There had been no operational problems with the NatWest 3 account
- There are risks involved with changing accounts, e.g. lengthy set up time and changes to members' subscription mandates
- NatWest cannot offer essential services required by the DEI e.g. salary payment by direct debit and debit card payments
- Agreed that signatories should be trustees
- RT noted that the DEI should have a policy for the avoidance of fraud if debit/credit cards are introduced. JR to investigate policies JR

The following changes for signatories were agreed for JR to action

- NatWest 2 account: Remove Tony Rhodes and Sadru Bhanji and add RT and RG as new signatories. JR
- NatWest 3 account: Remove Sadru Bhanji and Julian Nowill and add RT and RG JR

The following proposals to change bank accounts were proposed by JR and seconded by DK and agreed unanimously:

- The NatWest 1 account should be closed as soon as possible

- The NatWest 2 (operating) account should be changed from NatWest to Coop Bank
 - The NatWest 3 (project) account should be left at NatWest
- JR will implement the above changes and will talk to JL about the implications for member's subscription mandates JR

The revised Communications policy was agreed nem. con.

AH raised an issue on the workings of the imprest account. JR/DK to investigate with AH and Mary Noon JR/DK

The meeting was suspended at 10.30 for a presentation of the Annual Accounts by Ben de Cruz from Haines Watts. Notes from the discussion on the accounts for 2017/8 and his presentation for the 2018/9 audit work are recorded in an appendix to these minutes. The meeting resumed at 11.40

7. **Health & Safety: AH**

AH raised concerns about member access to the kitchen. This had already been dealt with by the Housekeeping Cttee.

The Disaster plan will be reviewed by AH with the members of the F HR and M Committee at their next meeting. JR/AH

A new contract for servicing fire extinguishers has been set up. Re-location of several existing extinguishers is required. AH /DK to action AH/DK

AH will amend the closing instructions to ensure that the dishwasher is turned off at night

Noted that annual gas servicing needs to be carried out DK

8. **Membership Secretary's Report:**

Noted that membership at the end of September stood at 731

9. **Hon. Secretary's Report: DK**

Christmas and New Year closing options were discussed, and the following schedule was agreed:

Saturday 22nd December	Open
Monday 24 December	Closed
Tuesday 25 – Sunday 30 December	Closed
Monday 31 December	Closed
Tuesday 1 January	Closed
Wednesday 2 January	Open

It was agreed that it would be preferable to have some limited opening between Christmas and the New Year in 2019/20. This will be discussed by the P&P Cttee and will form part of a members' consultation. KC

The meeting was suspended at 12 noon for a presentation by Graham Higgins from Griffin Chartered Accountants. Notes from this discussion are recorded in an appendix to these minutes. The meeting resumed at 12.35

Following the presentation, the Board considered the two presentations from Haines Watts and Griffin and resolved that a recommendation be put to the AGM that:

- *Griffin Chartered Accountants be appointed as the DEI's Auditors/ Independent Examiners in 2018/19.*

Proposed by Katharine Chant; seconded by Margaret Knight and carried unanimously

10. Librarian's Report: AH

Bonham's had visited to provide a valuation on the collection and identified valuable books are being moved to a more secure location

A new volunteer with experience of illustrations collections management has been recruited. It is planned to create an Access database of the collection preparatory to any digitisation plans.

AH has recruited a relative volunteer cataloguer to support Paul Auchterlonie. Agreed that there is no conflict of interest.

There was little interest from members in the Poetry Day

The Adopt a Book promotional afternoon will take place on Thursday 11 October

The DEI will host the Independent Libraries Association annual conference in June 2019. Agreed to set up an Eventbrite account for ticket sales for this event.

Bearne's will auction unwanted DEI material at their Spring 2019 sale

11. Standing Committee reports and recommendations**11.1 Housekeeping and Buildings Committee:**

DK noted that the 2018 evening talk's events are selling well

11.2 Library, Research and Publications Ctte

GR/MK and David Parker will meet in the near future to progress the publications working group

12. Partnerships and Programme Manager's report: ED

The proposed changes to the Terms of Reference were agreed but the issue of reporting lines for the Simon Cartlidge still needs to be resolved.

Digitisation project: KC, MK, JR and AH will meet to consider the way forward for this project, including funding issues. JR offered to support with project management.

ED tabled a document illustrating the programme of activity to date and encouraged Trustees to attend and support member consultation events

HF left the meeting at 12.55pm

The number of members at the P&P meeting, including the need for contractors to attend the whole meeting, was discussed

13. AOB – none recorded

The meeting concluded at 13.00.

Date of next meeting: Wednesday 13 November 2018 at 10:00