



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 14 November 2018

Trustees present: Margaret Knight (MK), John Reeves (JR), Derek Knight (DK), Lindsay Roderick LR), Robert Guyver (RG), Richard Templeton (RT), Sandra Bond (SB), Katharine Chant (KC), Jeremy Lawford (JL), Christopher Chanter (CC)

Staff present: Anne Howard (AH)

1. **Apologies:** Henry French (HF), Geoff Roberts (GR)
2. **Conflicts of Interest:** None recorded
3. **Minutes of the last meeting** on 10 October 2018: The following amendments were made to the minutes  
**Sec 7 Health & Safety:** two amendments to the minutes  
The section on the Disaster plan should read '*AH will prepare a summary of the Disaster Plan which will be reviewed by the whole Board at the January 2019 meeting.*'  
  
An additional sentence on Risk Register to be added to read '*The Risk Register will be reviewed by John Reeves and reported to the Board*'
4. **Matters arising - none**  
**Sec 9: opening times.** KC said the option of additional opening times between Christmas and the New Year was not offered at the first member consultation meeting but would be raised at the following two sessions
5. **Chair's Report: MK**  
MK noted that the DEI had been busy since the last board meeting. The Global Lives module is now under way and the first consultation event has been held. The Exeter Literary Festival will be held this weekend. Planning is under way for the Independent Libraries' Association conference at the DEI and MK will be meeting with Jon-Paul Hedge, Director of Communications & Marketing at Exeter CC, next week.
6. **Hon Treasurer's Report: JR**  
JR reported on the NatWest 3 account.
  - The account balance is £63,910 and is ring fenced for approved purposes set out in the P&P budget
  - £4k has been transferred to NatWest 2 account to cover 1<sup>st</sup> quarter agreed expenditure on salaries and other miscellaneous items
  - Receipt of this year's grant income from the University is expected imminently and £2k of this budget will be transferred to NatWest 2 to cover office admin and room hire
  - The final HLF draw down has been completed
  - There has been an unexpected additional £5k from a VAT refund payment. KC proposed that £2k of this figure be transferred to NatWest 2 account to support room hire costs. This was agreed nem. con.

JR reviewed the NatWest 2 account. The current balance stands at £18600 after the transfer of funds from NatWest 3 to cover the 1<sup>st</sup> quarter expenditure

Both income and expenditure are approx. 25% of target figures after 4 months. Income is expected to pick up after the usual quiet summer period. Actual expenditure will fall once the audit and professional fees for valuations are moved back into the 2017/18 accounting period.

The NatWest 2 bank account has not yet been transferred to the Coop bank but JR has a meeting with them scheduled for tomorrow. JR will confirm what ID is required and will bring these details to the Annual Board meeting on 27 November. JR will also check with the bank on what actions need to be taken to process any changes to standing orders from members for subscription payments. JR

Debit cards from the Coop Bank would be available we think for AH, Mary Noon and Emma Dunn which will then be available for use by the office if required. JR will check if AH, MN and ED then need to be added as signatories to this account JR

*CC joined the meeting at 10:30*

JR would prefer the NatWest 3 account to be transferred as well as NatWest 2 as the level of service received from NatWest is not good. KC commented that it may be a good time to transfer this once the University payment has been received as the HLF draw down is now complete and no further grant applications have yet been made. It was agreed to consult with Emma Dunn and then review this position at the Annual Board meeting JR

Linking the Charitable Association to the CIO: The charity commission had informed JL that a set of accounts for the Charitable Association, for the period from 1 July to the date that the assets were transferred on the 30 July 2017, needed to be filed before the two charities could be linked. The options are to file either an incomplete set of accounts or a separate set of accounts for this period.

JR had checked with Haines -Watts who had advised that it was not logical to produce a separate set of accounts for this period. The pros and cons of the options were fully discussed and it was noted that, once the charities were linked, we would not be able to alter the accounts for the Charitable Association.

After discussion it was agreed that we should follow the advice received from Haines -Watts as we should then be covered by their professional indemnity liability.

It was resolved that '*Trustees confirm that they are willing to proceed with linking the two charities by filing an incomplete record of accounts for the Charitable Association for the period from 1 July to the date that the assets were transferred*'. Proposed by JR, seconded by DK and agreed unanimously. JR, MK and JL were asked to take this matter forward after the date of the AGM JR/ MK /JL

JR confirmed that a new 12-month contract with Lee Bingham (LB) had been agreed and that, on LB's advice his contract should be reduced from 5 hrs to 3 hrs per week as he was confident that he could cover the work in this time. Some additional time may be required for occasional requirements such as Audit, Gift Aid returns etc. This will be finalised at the next FHR &M meeting in January

## 7. **Health & Safety: AH** – nothing to report

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

JL presented his written report and noted that membership at the end of October stood at 740. There were encouraging signs that members were renewing their annual subscriptions and there had been a net increase in membership of 27 since July.

JL noted that he will continue to support the oversight of university membership after the AGM as there was a case for reviewing these annually to ensure that WebCollect total membership did not exceed 1500 which would incur additional costs.

MK noted that JL was standing down as a trustee at the AGM and proposed a vote of thanks, unanimously agreed, to JL, not only for his recent work as Membership Secretary but for his dedicated service as at trustee over a 10-year period.

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

DK noted that the 1819 regulator time piece in the DEI foyer had been taken away for servicing and would be returned in February 2019. Competitive quotes had been received for this work.

The preparations for the AGM are in place and DK circulated notes giving advance warning of the Board of Trustees' annual meeting on 27 November. A detailed agenda will be available for trustees after the AGM

The use of DEI email addresses was checked. DK to contact Tom Chant to provide support in case of difficulty

DK

DK confirmed that a raffle will take place at the Christmas party and it was agreed that the proceeds should go towards the conservation of the Emmanuel Jeffrey oil painting in the Outer Library

**10. Librarian's Report: AH**

AH reported on the successful work on cleaning and encapsulating the illustrations collection. A stock check of illustrations will take place in January to scope the requirements for a digitisation funding bid.

The Independent Libraries Association Annual Conference will be held at the DEI over the weekend of 7- 9 May 2019. It was agreed that the DEI would be closed to members on Saturday 8 May. The theme will be Adaptation, Change and Continuity in Independent Libraries and AH, as an ILA committee member, is leading on preparing the agenda and speakers for this conference. Trustees endorsed this event and suggested possible speakers for AH to pursue

AH reported that the Global Lives module was under way and the DEI had built on the experience of last year to better support student enquiries. The output from the student's work will be on display in the DEI and there will be a celebratory event for all involved at the DEI on Thursday 6 December at 6pm to which all trustees are invited.

AH has been in discussions with Ian Maxted about sustaining his Devon Bibliography. Outcomes of the discussions will be reported to the Library Committee

KC reflected on recent conversations with members about DEI events and the need for more non-academic activities. Agreed to pursue this at a new members' event to be held in January which MK is organising

MK

**11. Partnerships and Programme Manager's report: ED**

ED had prepared a written report which detailed her recent and upcoming activities and events. KC confirmed that the results of the member consultation events will be presented to the January Board meeting

**12. Standing Committee reports and recommendations****12.1 Housekeeping and Buildings Committee:**

DK presented a verbal report on the 6 November committee meeting. Actions are being taken to prepare estimates for essential redecoration; arrange fundraising activities and to review and update the laptop/ projector equipment. AH asked that this review must include requirements for the working use of a laptop in the library as well as its use for talks and events.

**12.2 Library, Research and Publications Committee**

MK outlined recent difficulties in establishing the DEI as a publishing house. Arrangements have already been made with a DEI member for a proposed publication which had not been agreed by the Library, Research and Publications Committee or the Board of Trustees. These agreements are vital in advance of initial approaches to prospective authors if the DEI is to allow the use of its imprint on a publication. After discussion amongst trustees it was agreed that the title in question could be published but without the DEI imprint. MK will contact all the individuals concerned to explain this decision. A discussion on the future of the publishing house proposal will be taken to the Library, Research and Publications Committee.

**13. AOB – none recorded**

The meeting concluded at 12:35.

**Date of next meeting:** The annual meeting of the Board of Trustees (trustees only) will be on Tuesday 27 November 2018 at 10:00. Dates for future Board meetings will be set at this time