



DEVON & EXETER  
INSTITUTION

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

<b>Minutes of the Board of Trustees</b>		
	Held in the Reading Room at 10:30 on 16 January 2019	
	Trustees present: Margaret Knight (MK), John Reeves (JR), Derek Knight (DK), Lindsay Roderick LR), Robert Guyver (RG), Katharine Chant (KC),	
	Others present: Emma Dunn (ED), Anne Howard (AH), Ian Watt	
<b>1.</b>	<b>Apologies:</b> Geoff Roberts (GR), Christopher Chanter (CC), Sandra Bond (SB), Richard Templeton (RT), Henry French (HF),	
<b>2.</b>	<b>Conflicts of Interest:</b> None recorded	
<b>3.</b>	<b>Minutes of the last meeting on 14 November:</b> Agreed.	
<b>4.</b>	<b>Matters arising</b>	
	It was agreed that the discussion on the Disaster Plan will be postponed to the March Board meeting	AH
<b>5.</b>	<b>Chair's Report: MK</b>	
	<ul style="list-style-type: none"> <li>The job descriptions and establishment of two new posts (Saturday Activities Coordinator and DEI Administration Assistant) were approved</li> <li>The amended JDs for Chair, Hon Secretary and Membership Secretary were approved</li> <li>The amended ToRs for the Chairs and Housekeeping Cttees were approved</li> </ul>	
<b>6.</b>	<b>Hon Treasurer's Report: JR</b>	
	<b>Budget report:</b> JR reported on the budget update to 9 January	
	<b>Report of the FHR &amp;M committee:</b> the following recommendations were approved by the Board	
	<ul style="list-style-type: none"> <li>offer life membership but limit to 3 this financial year. Same prices as last year</li> <li>DEI should not pursue corporate membership offer at present</li> <li>Jeremy Lawford to produce a guide to the membership process as an aide memoire for volunteers</li> </ul>	
	<ul style="list-style-type: none"> <li>To ask ED to put on DEI home page that University members are associate members and do not have voting rights, &amp; also that they cannot borrow books</li> <li>Volunteers at DEI must be a DEI subscriber/member.</li> </ul>	JR/ DK
	<ul style="list-style-type: none"> <li>In view of current unsteady economic position, to leave investments in Unit Funds with COIF, until things have improved.</li> </ul>	
	<ul style="list-style-type: none"> <li>To work up a formal and clear policy on Lone Working at the DEI with inputs from Trustees, and for Board approval.</li> </ul>	DK
	<ul style="list-style-type: none"> <li>Legacy Policy: Leaflet to be prepared and circulated to Committee members, and then professionally printed. Legacy book to be obtained/ started and later we review if more is needed. Shane Cormie to talk to other ILAs for comparison/to consider best practice.</li> </ul>	
	<b>Membership Secretary report:</b> The increase in membership numbers was noted	
<b>7.</b>	<b>Hon. Secretary's Report: DK</b>	
	The following resolution was proposed by DK and seconded by JR	

	<i>'In accordance with Clause 9 of the constitution, members who are members of the Institution by virtue of their association with the University of Exeter and do not pay an annual subscription be classed as associate members without voting rights and without benefit of any financial discounts offered by the Institution'</i>	
	DK reported on the incident of burglary at the DEI on the morning of the Tuesday 8 January. He outlined additional security measures including additional lighting in the side passage, enhancements to the intruder alarms and a revision to the locking up procedures. These measures were agreed by the Board. JR & DK will check whether we need to inform our building insurers of this incident. The Board expressed their thanks to Mary Noon for her prompt and correct handling of this incident.	JR/ DK
	Report of the Housekeeping Committee on 15 January – no queries were raised on this verbal report	
<b>8.</b>	<b>Partnerships and Programme Committee</b>	
	<b>HLF project evaluation report:</b> The Board thanked ED for her work in preparing this report and endorsed findings and lessons learned. They unanimously agreed the wording of the final paragraph of the report which reads:	
	<i>'This report was received by the Board of Trustees on 16 January 2019. The Trustees note the overwhelmingly positive feedback and findings. However they acknowledge this has been achieved via a very steep learning curve and are determined to build on the lessons learnt. They would put on record their appreciation of the thorough and thoughtful way in which Emma has approached the delivery of the Activity Plan. While an undoubted team effort its successful conclusion would not have been possible at all without her firm guidance and adherence to the core values and aims of the Institution. The Board of Trustees express their commitment to ongoing development of the Devon and Exeter Institution.'</i>	
	<b>Future Project Consultation Results:</b> ED outlined the findings of the consultation and the following membership of the follow up focus groups was agreed:	
	<ul style="list-style-type: none"> <li>• Staff and Volunteers: ED, AH, MK, LR, KC</li> <li>• Collections: ED, AH, MK, HF, Nicola Thomas</li> <li>• Buildings: ED, AH, MK, DK, JR, KC</li> </ul>	
	<b>Minutes of the P&amp;P committee</b> were discussed and noted	
<b>9.</b>	<b>Partnerships and programme Manager report</b>	
	The report was noted	
<b>10.</b>	<b>Librarian's report</b>	
	AH briefed the Board on recent activities in the library	
<b>11.</b>	<b>Health and Safety:</b> - nothing to report	
<b>12.</b>	<b>Library Research and Publications Committee</b>	
	The following points were noted and approved by the Board:	
	<ul style="list-style-type: none"> <li>• The ILA annual conference will be held at the DEI over the weekend 7-9 June</li> <li>• The proposal to have publications as a standing item on the agenda of future Library Committee meetings was agreed</li> </ul>	
<b>13.</b>	<b>AOB</b>	
<b>14.</b>	Date of the next meeting: 13 February to include a Townsweb presentation at 11.00	

