

Minutes of the Board of Trustees

Held in the Reading Room at 10:00 on 8th May 2019

Trustees present: Margaret Knight (MK), Derek Knight (DK), Robert Guyver (RG), Richard Templeton (RT), Christopher Chanter (CC), Geoff Roberts (GR), Sandra Bond (SB), Lindsay Roderick (LR)

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

In attendance: Ian Watt

1. **Apologies:** Henry French (HF), Katharine Chant (KC)

2. **Conflicts of Interest:** None recorded

3. **Minutes of the last meeting of 17th April 2019**
These were agreed as a true and accurate record.

4. **Matters arising**
County Show: DK reported that Ian Varndell (from the Devonshire Association) is meeting with the Devon Family History Society who are also interested in joint participation at the Show. More definite proposals will be available after this meeting for the DEI to consider. JR pointed out that the cost benefit of our participation and the location of any stand within the showground need to be considered.

The fire quiz was yet to be circulated.

AH

The kitchen will be redecorated in late May which will require suspension of the lunch service.

CC arrived at 10.09.

5. **Chair's report: MK**
MK had circulated a role specification for trustees which included a process for trustee recruitment which was agreed by the Board.

In accordance with the Constitution, one third of the trustees must seek re-election each year at the AGM. A decision on which trustees will seek re-election in 2019 needs to be taken.

6. **Hon Treasurer's Report: JR**
JR updated the board on current balances. Investments have been more buoyant. Whilst operating income is ahead of expenditure the surpluses will be lower at the end of the year than previously anticipated.

JR said that direct bank payments to staff would happen this month for the first time. Debit cards for AH and MN are still awaited.

Risk Assessments: The discussion focussed on item 1 (security of building, people and collection). The most valuable books are located in the galleries, which would be lost in a fire. It was agreed that JR and AH would look into the possibility of fireproof cupboards and better location of such material. It was agreed that one item on the Risk Register would be discussed in detail at every Board meeting.

**JR,
AH**

It was stressed that it is vital to make sure that the front door needs to be shut if the front hall is unattended. It was agreed that the Saturday staff need to reinforce this for volunteers and JR would raise the issue at volunteers meetings. **JR**

Membership: JR reported membership currently stands at 747 members. After a large rise in recruitment in the last year the number of new joiners has currently levelled off.

7. Hon Secretary's report: DK

DK noted that both AH and ED would be away for periods in August and support from trustees during this period would be welcome

He had received a complaint from a member about students using the Institution to which he had replied. It was agreed that our terms of our partnership with the University is of mutual benefit and this was unanimously supported by the trustees.

8. Partnership and Programme Manager's report: ED

ED spoke to her written report detailing her current activities which was warmly welcomed by trustees. She noted that a mandatory outcome of a successful NLHF bid would be to widen participation. It is essential for the DEI to target new audiences such as working aged people, family groups, adult and teenage groups interested in creative writing. Wellbeing is important, with a concern for socially isolated and housebound members.

Website and Social media: ED noted that visits to the DEI website have doubled in the last month.

9. Librarian's report: AH

AH spoke to her written report detailing her current activities and outline the plans for the forthcoming ILA conference.

10. Health & Safety: AH

The side passage needs to be cleared of moss. The dementia walk is yet to be done.

11 Any other business

CC explained that the Inner Library bookcase ends were too damaged to be renovated and proposed that they were painted in an appropriate style. ED approved of this suggestion which was unanimously agreed.

The meeting closed at 12.05.

Date of next meeting: Wednesday 12th June 2019 at 10:00