

### Minutes of the Board of Trustees

Held in the Reading Room at 10:00 on 10<sup>th</sup> July 2019

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

Staff present: Emma Dunn (ED) for item 9 only

In attendance: Ian Watt

1. **Apologies:** Robert Guyver (RG)
2. **Conflicts of Interest:** JR declared a conflict of interest in relation to the proposed appointment of Shane Cormie as a trustee, and left the meeting for the discussion and vote on that item.
3. **Confidential session**
4. **Minutes of the last meeting of 8<sup>th</sup> May 2019**  
These were agreed as a true and accurate record.

5. **Matters arising**

JR noted that he had outstanding action points relating to ensuring that the front door being shut if the front hall is unattended and consideration of the location of valuable books. JR

DK reported that the kitchen has now been redecorated and, following a further inspection, the food hygiene rating is now Good (4). Long standing ventilation problems in the kitchen preclude a top rating of 5.

6. **Chair's report: MK**

MK stated that Shane Cormie (SC) had applied to be a trustee. She and RG had interviewed him and recommended him for appointment. The appointment was proposed by MK, seconded by SB and approved unanimously.

MK reported on the meeting of the Chairs' Committee of 28<sup>th</sup> May.

Trustee election rotation. MK and SB will stand for re-election at the 2019 AGM (*following the meeting CC also agreed to stand for re-election at the 2019 AGM*). SC will also need to be elected by members at the 2019 AGM. KC, JR and DK will need to stand for re-election at the 2020 AGM.

Strategic Planning day: DK noted that a letter would be sent to staff informing them of the aims of the review. DK

Library, Research and Publications Committee: MK reported on a productive meeting. David Parker raised a query on the P&P manager's report regarding collaborative doctoral awards to which ED is responding ED

ILA conference: This had been a successful high-profile event with many useful contacts being made.

Digitisation project: £20,000 has been granted by the Pilgrim Trust and £1000 by

FODA. MK is preparing a further bid to TownsWeb for up to £6,000 - submission required by 28 July. The project will begin in September. The job description has been circulated for the post of coordinator, and it was agreed to proceed with recruitment. The line manager for the post will initially be ED.

**7. Hon Treasurer's Report: JR**

JR reported that the current account balance stood at £8,718. The auditor's bill is due for payment in September. The COIF investments statement is expected shortly.

During May debit cards for Anne Howard and Mary Noon had arrived, and Internet banking had been used to pay salaries for the first time. DK asked if Ceri McWilliams should have a debit card to order stationary. JR pointed out that this was unnecessary as payments could be made via BACS.

An application was made on 25<sup>th</sup> June to transfer the NatWest 3 account to the Co-Op Bank. When this has happened ED will be issued a Co-op bank debit card.

2018/19 budget, JR noted that, except for life memberships, subscription income is on target. Expenditure is carefully controlled, and the accounts show a £9,735 surplus. However, as noted above, the auditor's fees are yet to be paid, and some end of year adjustments will be necessary.

The 2019/20 budget will be circulated. Adjustments agreed at the Finance, HR and Membership Committee meeting and the Trustees meeting in April have been made. JR asked to be informed of any further necessary adjustments **JR**

Risk Register: ED had written a paper, which had been circulated, on the management of risks following the resignation of the Librarian. MK said that she had already contacted key partners and volunteers and other immediate actions are being addressed. KC said that support for Global Lives had been discussed, and additional support for three hours a day would be provided.

Membership: JR reported membership currently stands at 757. There has been a 5% increase in membership over the last 12 months, and steady development is anticipated.

**8. Hon Secretary's report: DK**

Housekeeping and Buildings Committee: The new Reading Room chairs have been installed. The Courtenay Room income was below target, but Mary Noon has now introduced innovative ideas to boost income. KC said that more volunteer support would be needed for Mary, and consideration needs to be given to covering her absences.

The front of the building and kitchen have now been redecorated, and quotes have been accepted for redecoration the gentlemen's lavatory, the Courtenay Room corridor and rear exterior windows in September

Consideration is being given to improving lighting for reading in the library.

DK has taken over responsibility for Health and Safety matters for the time being. There will be a Fire Service inspection in August. LR said she was concerned about dog fouling at the rear of the building. DK said he would deal with the matter. **DK**

**9. Partnership and Programme Manager's report: ED**

ED spoke to her report, which had been circulated.

[CC arrived at 1150]

JR asked if the Twitter statistics could be further broken down. ED replied that she thought it unlikely. JR asked about match funding. ED said that volunteer time and other contributions in kind could be used.

**10. Any other business**

There was no other business.

The meeting closed at 12.00

**Date of next meeting:** Wednesday 11<sup>th</sup> September, 2019 at 10:00