

Minutes of the Board of Trustees

Held in the Reading Room at 10:00 on 11th September 2019

Trustees present: Margaret Knight (MK), Derek Knight (DK), John Reeves (JR), Richard Templeton (RT), Geoff Roberts (GR), Sandra Bond (SB), Lindsay Roderick (LR), Katharine Chant (KC), Shane Cormie (SC)

Staff present: Emma Dunn (ED), Ceri McWilliams (CM)

In attendance: Ian Watt

1. **Apologies:** Robert Guyver (RG), Henry French (HF), Christopher Chanter (CC)

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

3. **Confidential session**

4. **Minutes of the last meeting of 8th May 2019**

These were agreed as a true and accurate record.

5. **Matters arising**

On Item 5, JR noted that he and MK have looked at the location of valuable books. There appeared to be fire resistant panels at the back of the bookcases but no insulation behind. Ian Hawkins will open these cupboards every Monday and monitor for humidity and temperature. JR will report back to the next board meeting. MK said that in the recent inspection by the Fire Service they had said that they would be able to save some of the contents. JR

DK stated that his action under items 6 and 7 had been completed

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

MK welcomed SC as a trustee, and thanked him for taking on this role. She also expressed her thanks for the work of SC and SB and other volunteers in maintaining library service in the absence of a librarian.

Digitisation Project: MK reported that a Digitisation Project Co-ordinator, Carol Anderson, has been appointed, and will start on Monday 16th September. The software will be installed on 24th September. Townsweb have been paid £4,500 for part payment of the software package, PastView.

Chairs meeting of 1st August: MK reported that the Committee had agreed to hold interviews for the Librarian post on 19th September which had been subsequently approved electronically by the Board. The interview panel will consist of DK, Emma Dunn and Paul Auchterlonie. MK and KC would greet shortlisted applicants on arrival for interview. KC asked to see all applications before shortlisting took place as she wished to be more involved in the selection process. After discussion it was agreed that shortlisting should be carried out by the interview panel and any trustee who wished to see all applications forms from candidates applying for the post could see printed copies in the office. DK said that he would be reviewing all employment and recruitment procedures. DK

The proposed Christmas closing dates were agreed.

AGM preparations: MK said that the Newsletter had been circulated to members, and the financial statement will be circulated with the AGM papers. MK, CC and SB will stand for re-election and SC for election, as trustees. The Annual Meeting of the board will take place on Friday 25 October, the day after the AGM at 10:00

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

Financial Statements: Misty Nickells, FCA, of Griffin Chartered Accountants presented the Independently Inspected Financial Statements for the year ended 30th June 2019. She drew the trustees' attention to the following points:

- P 22, n 16: While unrestricted funds stood at £1,714,958 at year end, quite a lot of this is heritage assets, as detailed p 19, n 11. The free reserves are therefore £330,033.
- P 20, n 12 Investments stand at £279,327. This is towards the upper end of the reserves policy amount but is prudent for a charity of the size of the DEI, especially given its stewardship of an historic building. It must also be remembered that the value of investments is fluid and can fall as well as rise.

JR asked what comprised the £85,822 of donations and subscriptions on p 14, n 3. It was suggested that gift aid could comprise a component, and JR stated that he would examine this ahead of the AGM.

JR

The board approved, and MK signed, the Trustee's Report and Financial Statements, which Griffin will file with the Charity Commission.

Report of the Finance, HR and Membership Committee meeting of 3rd Sept JR presented these minutes, which had previously been circulated. He said that all bank accounts are now with the Co-Operative Bank, and all accounts with the National Westminster Bank have been closed. ED has now been issued with a debit card with a £500 daily limit.

It was agreed that savings account be opened to hold profits from fundraising events.

JR said that he would reconcile cash books with bank statements quarterly and check debit card use each month. He will report to the board each quarter on these checks.

JR said that he would meet with ED to discuss the standardisation of the financial procedures she uses to ensure that they are in line with procedures adopted by the DEI

JR said that keys for a safe deposit box at the National Westminster Bank had been found in the office. The bank has conducted a formal enquiry and confirmed that such a box no longer exists. The keys will be placed in the archive

RT will replace Julian Nowill as a signatory on the CCLA account

SC has produced a new legacy leaflet and 750 copies have been printed.

On the current balance sheet, MK noted that the funding received for digitisation was £21,500 rather than the stated £27,000. JR asked that he be provided with accurate figures to ensure that financial records are kept up to date

Risk Register: JR said that this had not changed since July. It was agreed to discuss at the next board meeting IT connectivity. DK suggested this might include a wider discussion about the use of space in the DEI.

Membership: JR said that membership currently stands at 759. There has been little enrolment over the summer, but this is in line with previous years. New

membership applications tend to pick up in the autumn, especially with the Heritage Open Days.

8. Hon Secretary's report: DK

Housekeeping and Buildings Committee: DK noted some points from the meeting of 10th September. The efficiency of the Wi-Fi needs examining. Also the heating system is coming towards the end of its life. These will be considered by the P & P Committee in association with future funding bids.

New reading lights have been installed.

The events programme is well in hand including planning for the Christmas party

DK said there was an ongoing issue with access to the rear of the building being restricted by lorries parking in front of the gates. KC said that this could cause problems if ambulance or other emergency vehicle access was needed. The Board agreed it was a serious issue. DK will contact the City Council with regard to the possibility of crosshatching, and also Princesshay security.

DK

Health and Safety: The Fire Service visited in August to update their building plans and to generally review the building. DK provide them with a revised list of priority items to be rescued in the event of a fire.

9. Partnership and Programme Manager's report: ED

ED reported on plans for Heritage Open Day activities on 21st September, including a visit from a poet between 1400 and 1500hrs and the composition of haiku. The Literary Festival will open on 7th November. Global Lives induction will begin in the first week of October. This year it will run jointly with RAMM. There are three school visits booked for this term.

National Lottery Heritage Fund bid: ED explained the next stage of the bid process. The deadline for submission is midday on 19th November. She will circulate a draft to trustees on 18th October. The NLHF are supportive and helpful. The trustees reaffirmed their enthusiasm and support.

10. Communications Action Points

DK said that he would explain the employment template resources located on the DEI Sharing drive at a future Trustee meeting

Induction sessions for library volunteers will take place in advance of the start of the Global Lives project.

11. Any other business

DK said that he was pleased that regular staff meetings are now taking place.

The meeting closed at 13.05

Date of next meeting: Wednesday 9th October, 2019 at 10:00