



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

Part 2 Minutes of the Board of Trustees Meeting

Held in the Reading Room at 10:40 on 9 October 2019

Trustees present: Margaret Knight (MK), Derek Knight (DK), John Reeves (JR), Geoff Roberts (GR), Sandra Bond (SB), Shane Cormie (SC), Robert Guyver (RG), Henry French (HF), Christopher Chanter (CC)

Staff present: Emma Dunn (ED)

In attendance: Emma Laws (EL)

1. **Apologies:** Richard Templeton (RT), Lindsay Roderick (LR), Katharine Chant (KC)

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

3. Welcome and introduction to Emma Laws who starts work on Mon 14 October

4. **Minutes of the last meeting of 11 September 2019**

These were agreed as a true and accurate record.

5. **Matters arising**

The date and time of the Annual Meeting of trustees was confirmed as 2.00pm on Friday 25 October in the Reading Room

JR stated that he had clarified that the £85,822 stated on p14 of the Financial statement was mainly subscription income

DK had contacted Devon County Council Highways Department who would look into improving the signage and road markings at the rear of the building to prevent lorries restricting access to the side passage car park

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

Digitisation Project: MK reported that the Digitisation Project Co-ordinator, Carol Anderson, has started work on preparing several boxes of illustrations for digital imaging, including the Exeter Diocesan Architectural Society drawings. A training session on the PastView software had been received. A substantial part of the Pilgrim Trust budget has now been spent and renewal of our contact with the UoE Digital Humanities Department is planned.

Visits: SB, MK & DK had visited the London Library in the last month. SB reported that there is increasing use of the London Library online resources, by our members at the DEI, including those from the Research Group led by Julia Neville.

MK had a meeting with James Anthony-Edwards, recently appointed UoE Librarian, which identified areas of cooperation for future development

MK is meeting with the Dean of Exeter Cathedral this afternoon

Library Activities: SB reported that use of the DEI by UoE students is beginning to increase this term. The use of the Library Desk Communications Book is proving valuable for all library volunteers. MK thanked all the volunteers who have maintained the library service in the absence of a Librarian

SC reported that he and Ceri McWilliams had attended several Business Improvement District events which had identified useful media & publicity contacts.

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

Budget report: As expected, the Summer quarter has produced a low monthly pro-rata income. However, there is still a £2858 surplus of income over expenditure in the current financial year. The operating account bank balance remains at approx. £10,000. JR will open a new savings account next week to ring fence fundraising contributions JR

The second payment on the PastView software is due but funding from the Pilgrim Trust for this item has not yet been received.

The following resolution was proposed by JR seconded by DK and approved nem con

- *That the Devon and Exeter Institution appoint Griffin Chartered Accountants as Independent Examiners of the accounts for 2019-20 financial year*

Membership report: membership stands at 751 but there are a number of renewals due in September that are still outstanding. Approx. 15 new members joined following visits to the DEI during the recent heritage open days and additional visits had been encouraged by recent press coverage in Devon Life, the Express and Echo and DevonLive.

Risk Register: The inadequacies of the current broadband and wifi provision were discussed. JR will update the Risk Register to record actions that need to be taken to mitigate the associated risks and that infrastructure improvements will be included the NLHF bid for Round 1 implementation.

Conflicting demands for use of areas of the DEI, particularly in the Inner Library, were identified as a new risk which could have implications for membership retention. JR will add this to the Risk Register. EL will observe how members, staff and volunteers use the Inner Library. JR

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

AGM and Annual Meeting preparations: DK reported that arrangements for the AGM on 24 October are in hand and asked for any comments for inclusion for his Annual Review from the Trustees Report. A draft agenda for the Annual meeting on 25 October was circulated which identified areas for discussion at the meeting, including standing committee representation

Housekeeping and Buildings update: Re-decoration of gents' lavatories and the Courtenay Room corridor has been delayed until Spring 2020. DK recorded his thanks to Sally Dyer who covered the lunch provision during Mary Noon's two-week holiday. The autumn events programme has started with an excellent fundraising talk from Todd Gray and Mark Stoye. DK confirmed that no further action will be taken on the proposal to work in partnership with the Devonshire Association to have a 'heritage tent' at the Devon County Show as the costs would be prohibitive.

Health & Safety: Fire alarm and fire extinguisher annual service checks have been carried out. JR requested that the DEI acquires slip hazard signage boards – DK to action. DK recommended that an independent trustee portfolio to oversee Health & Safety is considered at the Annual Meeting of trustees DK

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

Report from the P&P committee on 25 September: Minutes of this meeting had been circulated with the agenda and ED reported on a follow up meeting between herself, ED, LR, KC and MK which had firmed up the breakdown of costings between Round 1 and Round 2 of the NLHF bid. We have received enthusiastic letters of support from various partner and local organisations, including one from the Director of RAMM. DK proposed

and SC seconded the following resolution to accompany the scoping documents for the capital works outlined in our NLHF application to be submitted in November which was approved unanimously:

- *The Trustees wholeheartedly endorse the capital works programme included in the National Lottery Heritage Fund bid and note that they have been refined by testing them against the findings of our public consultation and that they have been subject to a rigorous process of discounting.*

ED reported that the Cathedral are also submitting a NLHF bid in November and she had been in contact with the NHLF about the impact of this on our application. ED will circulate a draft of the application next week and it was agreed that a resolution in support of the application's submission be proposed at the Annual Meeting of Trustees on 25 October

Trustees will have the opportunity to comment on the draft bid and can feedback directly to ED by email or in person by Friday 1 November

CC left the meeting at 12 noon

Partnerships and Programme Manager's report: a written report had been circulated with the agenda for this meeting. ED emphasised that the successful public engagement activities highlighted in the report were fundamental to the DEI's case for support from the NLHF. EL indicated she would like to be actively involved to ensure that library activities are aligning with the grant funded programmes of activity and are fully integrated in any future development project. It was agreed that both ED and EL should be members of the P&P and Library, Research and Publications Committees and should attend Board of Trustee meetings.

10. Communications Action Points

The revised Risk Register will be circulated to all staff and the issue of conflicting demands of use of space in the library will be raised by ED at the Friday staff meeting

JR
ED

11. Any other business

The line management responsibilities for the Digitization Project Co-ordinator will be reviewed by ED, EL and MK now that EL has been appointed and Carol Anderson will be informed.

JR noted that the Digitization project funds should be shown in the grant account rather than the operational account and he will adjust accordingly with Lee Bingham

JR

The meeting closed at 12.45

Date of next meeting: Wednesday 13 November 2019 at 10:00. Apologies for this meeting noted from JR and SC