

Part 2 Minutes of the Board of Trustees Meeting

Held in the Reading Room at 10:40 on 13 November 2019

Trustees present: Margaret Knight (MK), Derek Knight (DK), Geoff Roberts (GR), Sandra Bond (SB), Robert Guyver (RG), Henry French (HF), Richard Templeton (RT), Lindsay Roderick (LR), Katharine Chant (KC)

Staff present: Emma Dunn (ED), Emma Laws (EL)

1. **Apologies:** Christopher Chanter (CC), Shane Cormie (SC), John Reeves (JR)

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

4. **Minutes of the last meeting of 9 October 2019**

These were agreed as a true and accurate record.

5. **Matters arising**

DK noted that a slip hazard sign had been acquired

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

58 members attended the AGM and many returned to the DEI for refreshments where a display of the illustrations being prepared for digitisation were on display.

James Anthony-Edwards, recently appointed UoE Librarian, is now our formal contact for our partnership agreement with the University.

In a follow up to recent trustee visits to the London Library, it was noted that DEI members are making more use of the London Library online database and book loan facility

MK reported that the vote to renew the InExeter Business improvement was successfully approved

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

In JR's absence MK noted that the current budget report shows a small operating surplus of income over expenditure

Membership is currently 761 and the recent heritage events, open days and the literary festival have attracted significant interest in new membership applications.

Recent technical problems with WebCollect are being addressed

There have been no changes to the Risk Register

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

The provisional 2020 trustee meeting dates were agreed. The autumn half term date in 2020 was identified as w/c 26 Oct and MK will make an early booking of the Guildhall for the AGM

MK

Report from the Housekeeping & Buildings Cttee:

- The low usage of the Courtenay room lunch service is being investigated
- Princesshay gas cylinders have been removed from the vicinity of the DEI garden wall
- Local Devon county councillor has been contacted to assist improving the access to

- the rear car park in Chapel Street and to prevent blockages by unloading lorries
- Arrangements are being made to dispose of the contents of the garden shed
 - Future planning of talks and events need to be coordinated with library and education programming and with the marketing group. SC will bring proposals to the next Board meeting SC
 - No changes recommended to the Terms of Reference of the committee

Health & Safety: nothing to report

9. **Library Research and Publications Committee: MK**

The following changes to the terms of Terms of Reference were approved:

- Responsibility for IT was removed
- The appointment of the committee Chair could either be a trustee or the Librarian
- Emma Laws was appointed as chair of the committee

10 **Librarian's report: EL**

EL is making changes to some library procedures and these will be shared with library volunteers at a meeting in early December.

Issue slips have been ordered from Storm Press to improve the recording of loans and missing books

Collective collection management has been introduced with volunteers having designated responsibility for the maintenance of stock areas in the Inner Library

EL has had a productive visit and meeting with Deborah Phillips at the SW Heritage Centre. EL has ordered high quality book pillows for book displays at competitive prices from them

Digitisation project update: The first shipment of illustrations for digitisation will be sent to TownsWeb in next few weeks. Packaging and transport options are being finalised. Photographic records of items sent will be kept and a memo receipt sheet will be prepared. Illustrations will be catalogued on their return.

EL commented that storage materials for illustrations are being investigated with support from the SW heritage centre

11. **Partnerships and Programme Manager's report: ED**

ED noted that the key points of the NLHF bid previously circulated were:

- The uplift to £1m has been approved by the NLHF and provides a good contingency and resource for public engagement
- We have an extensive list letters of support from partner organisations/ individuals
- The Project Overview Statement has been revised to read:

Our project builds upon the legacy of transformational change in recent years and will secure these developments, ensuring that an even wider range of people are able to benefit from our collection, programme and Grade II listed building.*

Five years ago, it was our aspiration to use the opportunity given by a development project (supported by grants from NLHF and Historic England) to provide a secure foundation on which to build, enabling our founders' original vision to connect and contribute to contemporary needs.

What began as a structural restoration of the roof, resulted in a profound re-organisation of the institution, its priorities and its audiences. This project will cement the transformation in management, activities and audiences by creating physical space and essential infrastructure for them to flourish.

In this project we will address the pressing need to reconsider the way we use space in the

building; we will upgrade service areas and further develop and disseminate our academic knowledge of the collection and our capacity to enhance well-being. What is central to our project is the creative drive to engage with a wider range of people as our charitable objects demand and as our founders intended in 1813.

ED & KC will carry out a final review of the application before submission this week. A decision is expected in late March and the January P&P meeting will focus on preparing for success. It was noted that recent readings from the environmental control systems (Tin Tag) will be included in the bid application.

Open events: 198 people attended the recent heritage Open Days, 75% of whom had not visited the DEI before. The Haiku project organised by the Heritage Network Group proved very popular across the city.

Exeter Literary Festival: a successful launch event was held at the DEI. The Board congratulated ED and Ceri McWilliams for their successful work in administering the event. ED had programmed two festival events; one for a family audience and one adult talk and both events were full to capacity.

KC reported that the Lit Fest Steering group were very appreciative of the DEI role & contribution and that this had positioned us as a potential partner for Unesco City of Literature.

EL noted that these large-scale events had not interrupted readers and researchers in the inner library and there had been no complaints

Global Lives: the DEI is participating in this module for the 3rd year and the preparatory work on student induction and mentoring has worked well. The expertise of DEI members at mentoring sessions has provided mutual benefits to both students and members alike.

10. Communications Action Points

Publicity for the Deck the Halls event on 30 November is required

ED

SC is preparing a marketing proposal to be discussed at the January Board meeting

SC

The Exeter City of Literature project will be a standing item on future Board meetings

11. Any other business

None

The meeting closed at 12.40

Date of next meeting: Wednesday 22 January at 10:00. Apologies for this meeting noted from GB, SB and LR