

Minutes of the Board of Trustees Meeting

Wednesday 19 August 2020: at 10:00. Due to the COVID-19 restrictions, meeting was held by Zoom

Trustees participating - Margaret Knight (MK), Derek Knight (DK), Henry French (HF), Geoff Roberts (GR), Sandra Bond (SB), Shane Cormie (SC), John Reeves (JR).

Richard Templeton (RT) joined the meeting at 10:30

Apologies: Emma Dunn (ED), Robert Guyver; Christopher Chanter (CC) was unable to connect to zoom

Staff participating - Emma Laws (EL) PT 2 only

Pt 1 Meeting: trustees only

- 1. Recruitment of new trustees and skills matrix:** MK informed the meeting that JR intended to stand for re-election as a trustee at the 2020 AGM but would stand down as Treasurer at this date. MK thanked JR for his three-year stewardship of the accounts which has put the DEI on a sound financial footing.

The skills audit has reinforced the need to recruit new trustees with objective heritage sector experience, finance and accounting, digital information and historic building knowledge. GR added that knowledge of publicity was an additional useful skill not mentioned in the matrix. It was agreed that we need to recruit from a wider base of candidates and MK will draw up an advert for release next week. RT recommended the Nurole recruitment platform which specifically targets non-executive trustee applications. Trustee nominations for election by members at the AGM will be subject to the agreed process for trustee recruitment. JR and DK will stand for re-election as trustees at the AGM and HF confirmed that he is willing to stand again as the UoE nominated trustee

MK

- 2. AGM and Annual meeting of Trustees:** The date of Thursday 22 Oct for the 2020 AGM was agreed. Covid-19 restrictions at the Guildhall have reduced its seating capacity below the numbers need for a quorum. It was agreed to provisionally arrange for this meeting to be held virtually subject to Charity Commission Covid-19 guidance which currently allows resolutions to be passed electronically or by post. DK to take this forward and to inform members via the next edition of the monthly newsheet. The Annual Meeting of Trustees was fixed for Tuesday 27 October at 10.00

DK

A proposal to grant life membership was agreed.

Pt 2 Meeting

- 3. Minutes of the last meeting on 8 July 2020 -** were agreed
- 4. Matters arising –** The two emergency NLHF funding grants applied for by ED have been received
- 5. Directors' report:**
EL reported that there now is a 'Support Us' page on the website detailing the Adopt and Book, Rescue a Book, Gift and In Memoriam Schemes. A donate button has also been added

Four items of merchandising, including Christmas Cards and Notelet packs will be available for the Heritage Opening Days in September. A variety of further images from the collection are being identified to expand the range.

An A3 scanner with 1600dpi resolution has been purchased with training and set up support. Larger items in the collection can be scanned and collated using Photoshop software. This will facilitate the

further digitisation of the collection, prioritizing its unique artworks.

Now that the DEI is re-opening to members, EL will reduce the weekly Isolation Creations feature to a monthly frequency and all these articles will be included in the ongoing Collection Review to be submitted to the NLHF in 2021.

The Summer Recharge days have had a limited take up possibly due to a reluctance by members to use public transport. As from the 2nd week in September and subject to the availability of volunteers and school re-opening, the DEI will open five days a week (Tuesday to Saturday) from 10am to 3pm with the following restrictions:

- Reading Room and Stirling Room will be available for study for up to 6 bookable spaces
- The Outer Library will be available with access to newspapers and magazines (Members will be required to wear gloves)
- Courtenay Room will be available for tea and coffee. Sealed snacks will be available. Contactless payment will be in operation.
- Access to the Inner Library and to the book collection is restricted to Tuesday and Thursdays only and is bookable in advance.

Full risk assessments on every service have been carried out and all rooms cleaned daily. Track and trace records will be kept.

Programme update from ED: The live Saturday activities have been popular and well received. A film company has used the Outer Library for a film location for a documentary on Churchill. Filming for the autumn series of online lectures start soon – the first lecture will be by EL on Beatrix Potter. The UoE conference on the ‘German Dreams’ exhibition will take place next year

6. Hon. Treasurer’s report: JR

Bank balances currently stand at: Coop 1 £20,194; Coop 2 £31,767; Savings £25,502 (inc. NLHF emergency funding); Investment £319,000 (at end of June)

Budget report: JR noted that it is still early in the year to assess performance against budgets. It was noted that the budget label for the *Expenditure Development Phase (L) Digitisation – Pilgrim Trust* needs amending (JR to action). JR clarified that the cost of merchandising is coded under *Library Expenses* and the Newsletter production costs are coded to *Marketing* JR

FHRM Cttee report: JR reported on the action points listed in the minutes. The Cash flow report is in development and Lee Bingham is now reconciling the cash books and bank statements on a monthly basis and a quarterly report will be provided for trustees.

Membership report: noted that we have 85 fewer members than this time a year ago. Agreed that we need to keep in touch with recently lapsed members to inform them of the re-opening schedule

The Independent Inspection of Accounts is now at an advanced stage. A zoom meeting has been arranged between Griffin and JR, MK and RT next week.

7. Leadership Team report

Following a referral from the FHRM, the Leadership Team had reviewed the role of this committee and considered that in future, membership reports should be considered by the Leadership Team and that HR issues be dealt with by line management and adherence to DEI policies and procedures (including referral to trustees if appropriate). DK suggested the need for the creation of an annual trustee review of staff conditions of service. The proposal for the Leadership Team to revise the existing FHRM Terms of Reference for approval at the Annual meeting of Trustees was unanimously agreed.

The meeting ended at 11.40

Date of next meeting: Wednesday 16 September at 10.00. The meeting will be held by zoom and will start with the presentation of accounts by Griffin Accountants.

