

Minutes of the Trustee Board Meeting held at 7 pm on Thursday 14th July 2022 at the Station Master's House

Those Present: Ian Anderson, Tony Gadd, Tim Hall, Wendy Hewitt, Jo Ives, Phil Margham, Rhona Morris, Sylvia Thompson, Kim Wallis, Andy Webb.

1. Phil welcomed everyone to the meeting and advised that Sylvia would be joining us in one hour.

2. **Declarations of Interest.** Rhona asked that anyone with any personal interests to an agenda item should declare them at the relevant point during the course of the meeting.

3. Minutes

The minutes of the meeting were taken as read. Matters arising would be covered within the agenda.

4. Trustee Update

Phil announced with some sadness that Sylvia Thompson had decided to resign as a Trustee. Sylvia was one of the founder members of the library project, and has been an inspiration to others with her persuasive and positive approach. She has made a real contribution to the development of the Library. Sylvia's resignation will take effect from 1st September so this would be her last meeting. Phil invited Sylvia to a farewell tea party in her honour in September, which she was pleased to accept.

Phil advised that the Constitution did not require us to appoint another Trustee unless we felt it was necessary. It was agreed not to appoint another Trustee before the next AGM in March 2023. Under our constitutional rules one third of elected Trustees retire each year. As we will have six elected Trustees in March, the two with the longest service (Phil and Andy) will retire and can offer themselves for re-election.

5. Building Report

Kim advised that he is reviewing the three insurance policies and has asked the insurers, SiB, to come in to make sure the policies are current. He will ensure we are also covered for the BMC facilities. **Action Kim**

Kim advised that he has extended the fire system/extinguisher contract with SafeIS whose charging are comparable with competitors.

Kim will liaise with the Charity's Architect David Head and Merseyrail/Network Rail regarding the completion of the Non-Complex Design Planning process. **Action: Kim**

Ian confirmed that three additional light weight fire extinguishers have been installed in addition to the original, heavier, ones. Ian confirmed that a weekly fire alarm test is carried out each Monday night and noted in the fire log book. Ian also advised that a maintenance log book will be placed by the phone in reception from Monday 18th July to log any building issues. The logging of faults with the lift may help us identify any patterns to minimise future lift problems.

Stannah, the lift manufacturer & servicing company, will only act on directions from Mitie, the services company of Network Rail. This makes it difficult for us to know what is going on. Phil asked Kim to see if he can identify a contact within Merseyrail as our contact for the lift so we had a more effective communications route with Merseyrail for Mitie to sort out lift problems more quickly. **Action Kim**

Wendy advised that the voting of the outside space was complete. A total of 32 votes were cast.

The winner with 14 votes was the Sidings, proposed by Sandra Waters, with the Coal Yard receiving 6 votes and the Back yard receiving four votes. We will advise volunteers at the opening on 23rd July and also include it in the next Newsletter. **Action: Wendy**

5. Building Report

Wendy and Ian will source a suitable railway-themed plaque for the Sidings. **Action: Wendy and Ian**

Wendy advised that they were still researching regarding a “wind in” easily accessible (to volunteers) canopy and waterproof bench cushions and would report back once they had sourced these with costing. To date £320 of the agreed £500 has been spent on upgrading the Sidings **Action: Wendy and Ian**

The **SMILE** community project with Farnborough Road Junior School is progressing well.

They have used their £120 prize to:-

1. Buy and fill three plant troughs which will be kindly fitted into wooden window boxes by Ian. There will be a commemorative plaque on it.
2. Brightly painted train and carriages for display in the Sidings
3. Decorated the blackboard in the Sidings for the summer holidays celebrating our close partnership.

Some pupils and teachers will come into the Library on Monday 18th July for the official “handover” and for some photos which Sylvia has kindly agreed to take for us. Jane Wallis and Gaynor Rimmer, our school liaison volunteers will also be attending. **Action Wendy and Sylvia**

The new tall shelving unit in the Library has been crafted and installed by Phil in place of the computer station in the library. It looks absolutely amazing and further enhances the existing shelving. Phil was thanked for all his hard work.

Phil asked Ian to purchase the blackboard A Frame (£130). It will replace the White A Frame at the front of the Library which will be transferred for use at the BMC. **Action: Ian**

Ian advised that the two new banners, one stating “Library Open” and one stating “Welcome” would be in situ for the 23rd July Open Day and Birthday celebration. **Action: Ian**

The celebration banner for the 23rd July is being created by Rosa, the Work Experience young adult, supervised by Ian.

6. I.T. Report

“**Skedda**”, **bespoke Meeting Room software**. This cloud-based, easy- to- use free system allows up to five administrators and is supported by email and live chat. Andy advised installation had been delayed due to covid. A training session was taking place on Tuesday 19th July for Session leaders, and those unable to attend would be trained by Carol Wright and Roger Daniels. **Action: Andy**

The Point-of-Sale terminal (with till roll) will be tested again with live transactions on 28th July. All Session Leaders will be fully trained. It is hoped to be fully operational by the end of September. This point of sale terminal will also be used at events for ticket/raffle sales etc. **Action: Andy**

The Instagram training and promotional video session with C & N Digital went very well. **Action: Andy to follow up regarding receipt of the promotional video of the Library.**

The library software costs £1400 annually. Andy will review whether we reduce the number of user name log in to reduce charges before the next renewal. **Action: Andy July 2023**

Andy wants to review and overhaul the website and will look at this in October. Concern was expressed at the work involved and it is hoped that a volunteer can be found to share the workload. **Action: Andy**

7. Finance Report

Tony advised he was still awaiting the new banking authorisation signatories for himself and Andy to be completed by Barclays bank. This had been requested in mid April. **Action: Tony**

7. Finance Report continued

Tony presented updated figures in his report. Total current balances as at 30th June were
Bank Accounts: Main Account £5045.96 Sales Account: £5613.49 Reserve Savings: £40,005.42

Tony advised he was talking with Utility Aid, a specialist utility broker for charities who can get better contracts due to buying in the name of many charities. The contract would run from September. It is hoped this will be a much better contract than the one being offered in renewal with Total Gas and Power. He has also forwarded them the current electricity bill for comment. **Action: Tony**

8. Events Process & Team update

Jo showed us the planner outline which is filed in shared Google docs within the "Operations" folder sub folder of the "Events" folder.

The current plan is to roll out planned events until the year end including Christmas events, and then review later in the year to roll it forward.

The planner, the Skedda system and the "detail" of the event will work together to give the details of the events. Jo advised we are currently planning two to three music events a year and a quiz for volunteers every couple of months, together with the Library open mornings.

Jo declared an interest in hiring the Band who would be performing at the 60's 70s event in September/early October, as the band is led by her daughter's boyfriend.

Jo advised next steps were to create an Events team that would meet monthly who would between them run the operation of the individual events. She would keep Judith Hunter of the Comms Group fully informed. Tim would forward Jo some volunteer names who have expressed interest. **Action Tim and Jo.**

Phil thanked Jo for the work and progress she has made.

9. Managers' Report

Rota cover is working well using a WhatsApp system. Linda Morris has a list of volunteers willing to fill in at short notice.

DBS Checks: 34 volunteers have DBS checks completed up to July 2022-

Books donations are buoyant and sales of those books not wanted in the library gross £400 - £500 per month. After costs (including the rent of the church premises) the net income is split 50:50 between BCHL and a reserved fund held by BCHL for use at the church premises.

Books not used by the library go to book swaps, one of which being located in the food bank at the church which takes children's books for the families using the food bank.

The Monkey Puzzle Nursery's five-year agreement started in July 2021. Tim and Wendy will ask Liz Rea to liaise with the library regarding this year's selection from their donation of £500 worth of books. **Action: Wendy & Tim.**

The distribution of flyers advertising the Station Master's House to the PR8 4 area of Birkdale which covered 4913 households would be delayed until September so opening hours at the BMC could be updated. **Action: Tim**

Tim is hoping the information flyers, now to be distributed at the end of the summer, will encourage more use of the home visiting service. He will review take-up of the service in the autumn. **Action: Tim**

The Birkdale Methodist Church have formally approved our proposal for the new larger room. The additional bookshelves are being built. The costs come out of the gross book sales. When complete we will be able to store 9000, instead of 6000 books between both sites. **Action: Tim**

Six Artists will display pictures on the picture rails installed in the meeting rooms from mid-August.

9. Managers' Report

Guidelines for the type of artwork that is acceptable to the Charity and the process are being drawn up. A 20% commission will be taken. **Action: Tim**

10. Communications Update

'Welcome pack'

A Welcome pack for new library members has been put together by Judith and her committee. It includes information on how to join the 200+ club. It will be printed in house for three months to measure its impact and to measure if there is more take up for the 200+ Club.

Social media

The Instagram templates have been developed and Instagram is about to go live.

Cath is running a Social Media Competition for the summer which is child focussed. Ideas are based on extreme reading, recognition for reading in "extreme places" eg up a tree, in a boat etc with a £10 book token prize

Charity Donor Relationships

The "Thank You" card to companies and individuals who donated funding and time to the Library to get it up and running has been printed and sent out to donors and emailed to those we do not have addresses for. Our thanks to Mandy and Phil for making this happen. Phil has suggested we look into printing a Birkdale Library Christmas card and is getting a quote for 1000 cards. If successful, hopefully this will become an annual tradition. **Action Phil**

"Book corner" in the Liverpool Bound Waiting Room at Birkdale station

The book corner has books on three bookshelves and there is a notice stating it is provided by the Civic Society. We think we should offer to manage the bookshelves, as part of our volunteers' responsibilities as we are literally next door. Ian advised he would contact Charlotte Bigland, chairperson of the Civic Society and ask to meet up for coffee to develop a closer partnership between the two charities. **Action: Ian**

11. Charity Governance Code

Rhona briefly described the Charity Governance Code which she wants Trustees to review and decide whether the BCHL would wish to adopt or not. In addition, the NCVO, a partner to the Charity Commission, have refined the Code to meet the needs of micro charities (turnover less than £100,000) and Rhona asked us to consider its suitability for the BCHL. Rhona would send us links giving further information and asked for this to be put nearer the top of the Agenda for discussion and a decision to be taken in September. **Action: Rhona, Action: Wendy (Agenda)**

Rhona advised that there are free resources available on the NCVO website until the end of July

12. Review of Formal Policies

Rhona advised that as a Board we should decide what policies we need to have in place. It was agreed that any policies in existence should be forwarded to Wendy who would collect them together in the google shared drive under Trustees folder, under Formal Policies: **Action all, Action Wendy**

13. Any Other Business

Andy asked about the chair layout within the children's Library. Ian confirmed it was two adult chairs and two child chairs.

Jo suggested we may want to look at providing adult pin badges and child stickers to library member. **Ian to check out suitable products & pricing to see if we wish to take this further.**

Final item - exempt from publication, personal information.

Date of Next Meeting is Thursday 8th September at 7 pm.

16.7.22.