

# Suffolk's Libraries IPS

The Industrial & Provident Society Limited enabling county-wide library services supported by Suffolk County Council

## ANNUAL GENERAL MEETING MINUTES

Title of Meeting	Suffolk's Libraries IPS Ltd. - AGM
Date	1st October 2020
Place	Blended Zoom meeting from The Wolsey Room, Ipswich County Library
Time	6:30pm – 8:00pm
Attendees	Those present in The Wolsey Room were: Tony Brown (Chair), Sylvia Knights (Vice Chair), Bruce Leeke (Chief Executive), Maureen Garratt-Simpson (Honorary Secretary), Mandy Wilkinson (Head of Finance), Ian Youngs (Head of IT), James Powell (Marketing and Communications Manager), Nikki Hulse (Business Development Manager)  (for a full list of those who attended via Zoom, please contact Nikki Hulse at Nikki.Hulse@suffolklibraries.co.uk)
1.	<b><u>Welcome</u></b>  The Chair welcomed the members, staff and other interested parties to Suffolk Libraries' eight Annual General Meeting.
2.	<b><u>Apologies for Absence</u></b> <ul style="list-style-type: none"><li>• Christine Douglas – Friends of Bungay Library</li><li>• Rick Sutton – Friends of Saxmundham Library</li><li>• Chris Channell – Barclays Bank</li><li>• Chris Fardon – Arts Council</li></ul>
3.	<b><u>Minutes</u></b>  The minutes from the AGM 2019 were accepted as a true account of discussions.  <b>Proposed: Maureen Garratt-Simpson (Ipswich County Library)</b> <b>Seconded: Sylvia Knights (Bungay Library)</b>
4.	<b><u>Annual Report</u></b>  Tony Brown (Chair) gave a speech highlighting another year of hard work and progress. He also commended colleagues for setting up this virtual meeting in unprecedented times. He thanked the five departing Board members for their time, commitment and sharing their considerable knowledge and experience with Suffolk Libraries. The Chair also commented on the wonderful work and digital engagement offered by Suffolk Libraries during lockdown and how there is a task ahead to engage with new customers and the challenge to shift their perceptions of libraries and think of them in different ways.  He finished by saying the Annual report presented another year of hard work and

	<p>considerable progress.</p> <p>Bruce Leeke (Chief Executive) presented a speech on how libraries keep people happy, healthy and together. Whether through the millions of items we loan – around 3 million in the past year, with a 65% increase in digital borrowing, or the 204,000 visits to events and activities or over 5,000 days of volunteering or even the outreach to rural communities through our mobile and home library services and how we are providing spaces, services and knowledge to assist with this.</p> <p>The Chief Executive finished his speech by referring to the ‘social value of Suffolk Libraries and last year Suffolk Libraries were able to show that just 3 of the regular activities generate over £2 million in social value every year and provide a return on investment of over £8 for every £1 spent on them.</p>
5.	<p><b><u>Accounts 2018/19</u></b></p> <p>Maureen Garratt Simpson (Honorary Secretary) presented a speech explaining the outcome for the year was an overall deficit of 28 thousand pounds, which can be broken down into a deficit of 47 thousand pounds from normal activities and a small surplus of 19 thousand in activities undertaken from projects financed with restricted funds.</p> <p>The budget for the year 2019-20 was accepted by the Board with an expectation of a deficit of 124 thousand, so pulling this back to a deficit of 47 thousand during some difficult trading times in the last QTR of the year was a good achievement. The deficit budget was accepted by the Board as it allowed for the groundwork to be laid for future independent income to be generated by Suffolk Libraries.</p> <p>She concluded by saying that Suffolk Libraries had again been supported by all of the Friends Groups who had provided £510,000 towards Suffolk Libraries since 2012.</p> <p>There were no questions and the accounts were accepted and approved.</p> <p><b>Proposed: Sylvia Knights (Bungay Library)</b>  <b>Seconded: Maureen Garratt-Simpson (Ipswich County Library)</b></p>
6.	<p><b><u>Appointment of Auditor</u></b></p> <p>The nominated members had been asked to consider the appointment of Larking Gowen as the society’s auditor for the ensuing year by proxy vote. 14 votes were received with one abstaining and 13 in agreement.</p> <p>The appointment was agreed in order to maintain the positive working relationship.</p> <p>Sylvia Knights (Vice Chair) thanked the Auditors and the Suffolk Libraries Finance Team for working remotely together to produce this years accounts</p> <p><b>Proposed: Tony Brown (Beccles Library)</b>  <b>Seconded: Bruce Leeke (Chief Executive)</b></p>

7.	<p><b><u>Announcement of the election of up to five Suffolk Libraries IPS Ltd Board Members</u></b></p> <p>Due to the retirement cycle, Sue Buck, Sarah Wilson and Sylvia Knights were required to step down from the Board this year and nominations were sought from our membership to become a Board member. Sally Irvine also sadly decided that she would also retire from being a Board member. The membership were asked to vote in 5 Board members at the AGM and 5 nominees were put forward meaning these would automatically take a place on the Board. The successful nominee was:</p> <ul style="list-style-type: none"> <li>• <b>Kathy Oliver (Southwold Library)</b></li> <li>• <b>Sheila Fox (Leiston Library)</b></li> <li>• <b>Debra Reay (Ixworth Library)</b></li> <li>• <b>Derrick Haley (Thurston Library)</b></li> <li>• <b>Liz Ditton (Kesgrave Library)</b></li> </ul> <p>The Chair welcomed the new Board members.</p>
8.	<p><b><u>How libraries support wellbeing in the community</u></b></p> <p>A short video was played showing how Suffolk Libraries supports wellbeing in the community.</p>
9.	<p><b><u>Guest Speaker</u></b></p> <p>Jon Neal, Chief Executive of Suffolk Mind was the guest speaker and spoke of the mission of Suffolk Mind in how it wants to make Suffolk the best place in the world for talking about and taking care of mental health. He also spoke of the book 'The Midnight Library' which he started reading in lockdown and what people need in life such as: food and drink, sleep, movement, security, control, community, status, privacy, emotional connection, attention, achievement and meaning and purpose.</p> <p>He also mentioned social media and spending time on-line and the negative affects this might have to ones wellbeing.</p> <p>Jon finished his speech by mentioning that Suffolk Mind and Suffolk Libraries will continue to grow their positive relationship.</p>
10.	<p><b><u>Suffolk Libraries – A Year in Pictures</u></b></p> <p>A look back in photos of events, projects and infographics of Suffolk Libraries over the past year.</p>
11.	<p><b><u>Closing remarks</u></b></p> <p>The Chair thanked the members for their attendance via Zoom, all the departing Board members and the Suffolk Libraries staff.</p> <p>A final video was played: Thankyou – Suffolk Libraries in lockdown.</p>

