

MINUTES

Title of Meeting:	Suffolk's Libraries
Purpose:	To further the development of Suffolk Libraries
Date:	Thursday 16 th December 2021
Place:	Virtual meeting via Zoom
Times:	4pm-5.15pm
Attendees:	<ul style="list-style-type: none"> • Belle Bradley (Board Member) • Bruce Leeke (CEO) • Debra Reay (Board Member) (Chair) • Derrick Haley (Board Member) • Kathy Oliver (Board Member) • Krupa Sodha (Board Member) • Liz Ditton (Board Member) • Maureen Garratt-Simpson (Board Member) • Rebecca Leek (Board Member) • Sylvia Knights (Board Member) (Vice Chair) • Tony Brown (Board Member)
Standing Invitees:	<ul style="list-style-type: none"> • Councillor Andrew Reid (SCC) • Gemma Levi (SCC) • Jayne Austin (SCC) • Sam Cayford (SCC)
Invited:	<ul style="list-style-type: none"> • Laura Richardson (Governance Coordinator/Minute Taker) • Mandy Wilkinson (Head of Finance)

No.	Item:	Who:
1.	Welcome and Apologies (<i>Information</i>) <i>TB, AR, JA, GL.</i>	Chair
2.	Declarations of Interest (<i>Information</i>) <i>None.</i>	Chair
3.	Review and Update Action Log (<i>Decision</i>) <i>Updated, see attached.</i>	Chair
4.	Review and agree Minutes of last meeting 28/10/21 (<i>Decision</i>) <i>Agreed as correct.</i>	Chair

5.	<p>Committee Updates: (Information)</p> <ul style="list-style-type: none"> • Finance and Audit – SK: Met 25/11/21 SK elected Chair. NPO update from KV, reported ‘Lets Get Creative’ ready to launch, organising a Christmas tea dance, working on rebidding process can bid upwards of previous band. SPINE: Up and running again, Spydus contract renewal May 2024 with option to extend until May 2026. Reviewing diversity of book offers, such as other languages. Discussed size of IT team, not possible currently, very hardworking team. TOR reviewed and adopted. Approved salary changes from 1st January 2022 starting from 4%, in particular to increase pay differential between LIAs and Managers. Approved Investment Policy and Financial Regulations. • Governance and Risk – postponed until 13th January. • HR – LD: Met 8/12/21. Visits by Health and Safety Executive going well, pleased with safety measures in place at sites. Approved safeguarding, collective grievance and career progression policy. HR Manager has attended a course to help LP support managers to focus on staffs strengths and how to extend them. Kickstart: 6 of the 3rd cohort have been recruited, 3 more are to be interviewed. Another cohort are being recruited. 14 so far have been employed by Suffolk Libraries. Training take up positive. Access champions developing a document to help staff support people to access the libraries. Quick Wins: Recruited 6 LIAs to cover relief and sickness. IT looking into providing Sunday cover if possible. Support course on using social media being developed. • Health and Safety – no update since last meeting. Next meeting in April. • Business Development & Sustainability Working Group - no update since last meeting. Next meeting to be arranged. 	SK BL LD MGS TB
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6.	<p>Environmental sustainability (Information) Agreed at Environmental and Sustainability Focus Group 3/12/21 to add as a standing item on Board agendas. BL: This is a staff focus group looking at environmental sustainability of the organisation. Action plan developed, meeting in new year to ratify this and will then be taken to the next SLT and Board meetings. The groups vision is: To take the lead in empowering Suffolk communities to take proactive action in protecting the environment.</p> <p>To achieve its ambitious vision Suffolk Libraries has decided to start the change process by looking at what it can do to proactively make it the most environmentally sustainable organisation possible. To enable the change to a more sustainable future the charity will:</p> <ul style="list-style-type: none"> • Review what is does now and research how it can learn from or collaborate with others • Celebrate what it does well • Commit to making the changes necessary by making them a priority for the Board/SLT • Implement the recommendations of this action plan • Evaluate the impact of the changes and commit to continual improvement <p>Suffolk Libraries has committed to immediate action and this simple plan outlines how it intends to implement change. The actions below are broken down into 5 key areas, many of which overlap. These are:</p> <ul style="list-style-type: none"> • Influence, Process and Partners • Buildings • Materials and Resources • Behaviours • Awareness and Training <p>DR: Pleased with the energetic staff response to this. (4:24pm SK left the meeting)</p>	BL
7.	<p>Risk (Information)</p> <ul style="list-style-type: none"> • Agreed at G&R 3/6/21 as new standing agenda item for each committee (even if no update to be given) BL: Board agreed previously to review risk registers annually, this is on the closed agenda. Although not updated since Omicron variant and restrictions have changed, staff are aware of new guidance to follow and SLT are preparing their teams should restrictions revert to social distancing/lockdowns. 	BL

8.	<p>Chief Executives Report (Information)</p> <p>BL: Key highlights are:</p> <ul style="list-style-type: none"> • Digital services continuing to grow, Tea Dances did take place and were successful. • Liaising with Integrated Care Academy at Suffolk University to develop services in communities to support health needs. • From January (covid depending) starting baby weighing in libraries. • BL/Compliance Manager and Head of Service Delivery closely monitoring guidance regarding covid measures <p>Questions:</p> <p>KO: Does Amazon book store pay for itself, and book cost seems high? BL: Yes pays for its self, team research value of old stock and sell on Amazon. LD: When did device to your door stop? BL: Renamed to laptop loans as people now collect from libraries. Will continue if there is another lockdown. DR: Will Omicron and potential library closures effect the social research project? BL: Over 400 surveys completed, met minimum threshold for the research last week. LD: How did baby weighing idea come to the library? SC: Family hub conversations suggested the idea. BL: Norfolk libraries already offer this.</p>	BL
9.	<p>Finance Report and Management Accounts (Information)</p> <p>MW: Without the unbudgeted recovery grants the month of November resulted in a deficit of (£25K). Overall the YTD deficit would be (£420K), without the recovery grant, against a budgeted deficit of (£284K); a (£136K) adverse variance. With the unbudgeted recovery grants of £366K the actual YTD position is a deficit of (£54K).</p> <p>Loss is partly due to stop in regular income streams such as room hire being affected by the new covid variant, Omicron. Costs are where expected to be. Gas and electric prices are currently locked in but will rise next year.</p> <p>Properties:</p> <p>New children’s corner being put in Lavenham library funded by their friend’s group, hoping to be complete by March. Southwold hoping to move in Easter. Framlingham roof being done in new year. Kesgrave library car park is for library customers only, review if any cases of confrontation.</p> <p>Contract Renewal:</p> <p>RL: What are implications in terms of sustainability resources such as solar panels, water tanks etc? MW: SCC have a large contract to meet sustainability agendas, are looking into insulation of libraries, installing carbon meters etc. Suffolk Libraries can support SCC to make any changes/improvements to buildings. BL: SCC are committed to this agenda, first meeting regarding this with Suffolk Libraries was just last week. SC: Climate change is councils’ priority, just recruited two climate change officers can liaise with them to help drive this forward. LD: Can Suffolk libraries link up with SCC? BL: Yes, that is part of the action plan, but initially most actions are internal. SC: Can arrange a meeting with the new Climate Change Officers, Property Team and Suffolk Libraries. SC will liaise with MW outside of the meeting. 7</p>	MW

10.	Any other business (<i>Information or Decision depending on what needs reviewing</i>)	Chair
11.		

- WE ARE AIMING TO FINISH THE OPEN MEETING AT 5:15PM TO ALLOW A 10 MINUTE TEA BREAK UNTIL THE CLOSED MEETING STARTS AT 5:25PM
- BOARD MEMBERS TO STAY CONNECTED TO THE ZOOM CALL FOR THE CLOSED MEETING TO FOLLOW AT 5:25PM