

FINAL BOARD MINUTES

Title of Meeting:	Suffolk's Libraries Board Meeting
Purpose:	To further the development of Suffolk Libraries
Date:	Thursday 23 rd June 2022
Place:	Hybrid meeting in person at Woodbridge Library as well as via Zoom
Times:	4.15pm-6pm
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 Bobby Bennett (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) • Melissa Matthews (Creative Programmes Manager)

No.	Item:
1.	Welcome and Apologies (<i>Information</i>) Gemma Jayne Sam Tony
2.	Declarations of Interest (<i>Information</i>) None
3.	Review and Update Action Log (<i>Information</i>) All actions are complete Add to next meeting Ian to update re phishing campaign results
4.	Review and agree Minutes of last meeting 28/4/2222 (<i>Decision</i>) LR to amend formatting mistakes, content agreed as correct

<p>5.</p>	<p>Chief Executives Report (Information) People’s champions awards went really well, thanks to Di and Daniel for their hard work. Next time invite more external attendees e.g., corporate support, press, stakeholders across Suffolk. Funding from arts council received to carry out research finding out why people don’t use libraries, creating toolkit for other libraries to use too. BL is lead at the moment, ph may take over. RL percentages of male and female library card holders have remained the same throughout covid.</p>
<p>6.</p>	<p>Finance Report and Management Accounts (Information) Up to end of May, June accounts to be started Audit meeting yesterday, no changes to accounts Worked well as hybrid method, most sent digitally then spent a day together Larking Gowan attending F&A 17th August and board 25th august If anyone wishes to speak with them directly let LR or mw know Income generation still growing incrementally Utilities being monitored, asked for estimates to work from until actual costs are known Mobile libraries diesel costs rising</p> <p>Property updates – see attached report</p> <p>Freddie’s fund - £5,000 donation to be used specifically to encourage literacy within the libraries for older people</p> <p>Any other questions please contact Mandy directly.</p>

7.	<p>NPO Update (Information) Attended Suffolk festival, showcased core activities to gain new audiences £50k fund received for '50 things to do before your 5' focus group of 35 members involved Working on next reporting period, first report due next week Received arts council feedback, risk rating increased from 6 – 7, procurement process has increased risk. Mitigation is plans for cost reductions Focussing on two strands, arts based, and early years offer, emphasis on quality over quantity Second risk identified is lack of engagement from young people post covid, mitigation by restarting youth council to become involved Regular reporting to relationship manager Louisa Steele to keep informed of any changes Georgie Quinn has moved to marketing team, liaising with Tim Ellet to cover Georgie role, creative communications assistant role developed, who will be managed by Georgie once post recruited</p> <p>DR praise for getting application in. RL what is meant by retiring BLOC brand? MM: initially programme was youth focussed, now a broader focus discussing integrating more within SL offer not a separate entity as BLOC (based on customer feedback) will be a gradual process</p> <p>Discussion around the risk level given by arts council for the programme. BL not concerned at the current time. RL can only control what you can control, MM agreed they are prioritising the priorities.</p> <p>LD is their closer inspection on the budget? MM yes as have new relationship manager, currently on track.</p> <p>Any other questions to MM directly.</p>
8.	<p>Policies (Decision)</p> <ul style="list-style-type: none"> • Environmental Policy (for approval). Last policy written by Mike was created jan 2016, reviewed annually, minor changes to include priorities for Julie's bicycle, arts council England, spotlighted nom board reps on environmental group, number of libraries and staff updated, specific about environmental action plan, agreed to share knowledge with wider partners and provide staff training. • RL: investment in resources not mentioned? BL: it is detailed within action plan which policy refers too. LR will link to this once policy approved and is in final document place. MM to update at future meeting. • SK proposed adoption of policy. Seconded by dh. Unanimous show of hands in support.
9.	<p>Environmental sustainability (Information)</p> <ul style="list-style-type: none"> • Focus group meeting regularly and action log regularly updated. Recruiting environmental lead champion for organisation being recruited, meeting Jenny patch to forward this. MW and GL reviewing recycling means across the organisation.
10.	<p>Data Collection</p> <ul style="list-style-type: none"> • Verbal update from Krystal Vittles (DCEO). • Queries about why we asked for monitoring data recently, aim is to find out is SLT and the board representative of its community. Suffolk is very diverse. Important to comply where we can with needs of funders as intent is for good reason and obtaining funds means the organisation can provide wonderful services/activities. MM can select prefer not to say if not comfortable answering. KV data requests may increase in future and further narrative can be provided in future if needed. DR and SK agreed.

11.	<p>University of Suffolk Research – Clinical Benefits of Library Activities (<i>Information</i>)</p> <ul style="list-style-type: none"> • Summary attached; full report available upon request. Executive summary to be provided by the university as soon as available, ph created this summary from their report. LR to share full report with all board members. • BL in regular discussions about social prescribing, still difficult to get the message across what libraries already offer
12.	<p>Committee Updates: (<i>Information</i>)</p> <p>12.1 Finance and Audit – 26th May last meeting, spine 289 Suffolk items went to Cambridge. 157 items from Cambridge came into Suffolk. average time for Cambridge item 17 days. Content resource: physical lending still increasing. No major it issues, trialing new security product egress to protect staff from malicious emails. SK discussed Beccles (and others) library managers who attend transition evenings at schools to sign families up for library cards.</p> <p>12.2 Governance and Risk – met 12th May. discussing financial risks of ongoing losses, this year’s budget, next financial year. MW produced scenarios to reduce costs and their implications. Saved SCC 35% since taken over contract and offering more services, covering price increases up until now. Looking at ways to reduce outgoings by £500k during the next financial year and will keep reviewing if contract value is reduced in the future. Ongoing discussions with SCC over next few months.</p> <p>12.3 HR – met 5th May. Proposed to take staff survey about covid safety precautions remaining in place. Covid policies have been archived for now as no longer relevant. New prison library staff and lead very proactive and going well, aim to integrate prison staff into SL more. Kickstarters awards nominations deadline 1st June. Making life better survey planned for September and to include volunteers. Training updates shared with several committees, recommendation that quarterly report is produced and used for relevant meetings rather than duplicating work for HR team. Group approved this unanimously.</p> <p>12.4 Health and Safety – met 12th may. All lone workers now have safety devices (1 per library). All library vehicles have a safety device and tracker too. External lighting review carried out, work in progress still. Training well attended in person and virtually. Next meeting 8th September.</p> <p>12.5 Business Development & Sustainability Working Group – <i>no update since last meeting.</i></p>
13.	<p>Risk (<i>Information</i>) See 12.2 for update.</p>
14.	<p>10-year celebrations – ‘Summer of Celebration’ (<i>Information</i>)</p> <ul style="list-style-type: none"> • Good progress of collating videos of congratulations on Suffolk libraries celebrating 10 years. Individual libraries planning own events if they wish. Radio talks planned. BL to share videos with the board when available.
15.	<p>Any other business (<i>Information or Decision depending on what needs reviewing</i>)</p> <ul style="list-style-type: none"> • Visit to the Stock Unit – suggested date and time of 23rd September 9.30-12.15 for 6 board members (can arrange a second visit if needed for more to attend) – all to please let LR know if attending (SK, LD, DR so far). • SK next F&A moved to 17th august if anyone else wishes to attend let LR know.

***Board Members only to stay for closed meeting.
Open meeting closed 5.56pm and closed meeting began.***