

OPEN AGENDA

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| Title of Meeting: | Suffolk's Libraries |
| Purpose: | To further the development of Suffolk Libraries |
| Date: | Thursday 24 th February 2022 |
| Place: | Virtual meeting via Zoom |
| Times: | 4pm-5:30pm |
| 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) • Sam Cayford (SCC) |
| Invited: | <ul style="list-style-type: none"> • Laura Richardson (Governance Coordinator/Minute Taker) • Mandy Wilkinson (Head of Finance) • Georgie Quinn (Project Manager) • Gareth Lewry (Compliance Manager) |

| No. | Item: |
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| 1. | Welcome and Apologies (<i>Information</i>) Apologies: Tony Brown, Gemma Levi (SCC), Maureen Garratt-Simpson, Andrew Reid (SCC) |
| 2. | Declarations of Interest (<i>Information</i>) None |
| 3. | Review and Update Action Log (<i>Information</i>) All actions have been completed; no update required |
| 4. | Review and agree Minutes of last meeting 16/12/21 (<i>Decision</i>) Approved. |

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| 5. | <p>Committee Updates: (Information)</p> <p>5.1 Finance and Audit – SK: last met 20/1/22 via zoom, NPO update from Melissa Matthews confirmed receiving 5th year extension funding and putting in bid for next 3 years funding. Lets get creative going well. Tea dances very successful. Stowmarket garden project well received. Presence at latitude festival this year. SPINE slowly restarting. Up to 81% of pre-covid borrowing levels. Summer reading challenge 2022 focus is science, aiming to increase participation. LFT test kits no longer to be available in libraries, although did increase footfall. Netloan upgraded, now windows only platform reducing need for other licences (saving costs).</p> <p>5.2 Governance and Risk – RL: Krupa observed the meeting, reviewed TOR and discussed the governance model at SL. Complaints policy was looked at, since been amended by SK/GL. Agreed to add risk to all committee agendas.</p> <p>5.3 HR - LD: Risk mention prisons concerns, covid measures being encouraged but not mandatory, policies approved were maternity, disciplinary and a new policy: recruitment, levelling up of annual leave – will be taken to board to approve at April meeting, kick-starters emphasising diversity bringing to the organisation (ages 18-24), 7/8 starting apprenticeship by beginning of march, engagement champions (x10 applied), covid influenza and emotional health making up 50% of staff absences.</p> <p>5.4 Health and Safety – no update since last meeting</p> <p>5.5 Business Development & Sustainability Working Group – <i>no</i> update since last meeting</p> |
| 6. | <p>Risk</p> <p>6.1 Standing agenda item – verbal update from Bruce Leeke (CEO) <i>(Information)</i></p> <p>6.2 Risk Appetite Statement (Approved by G&R 13/1/22) – Board to agree risk position for each category (Gareth Lewry to introduce) <i>(Decision)</i> technology – flag importance of improving library systems. Review statement annually. GL to colour columns and reshare with SLT. Board agreed positions and approved.</p> |
| 7. | <p>Policies (Decision)</p> <p>Complaints Policy to be approved - Reviewed at G&R 13/1/22, SK/GL have added re complaints to/from the board <i>(changes in red)</i> – LR to make minor amends, group approved the policy.</p> |
| 8. | <p>Environmental sustainability (Decision)</p> <p>Environmental Sustainability Action Plan – Update – board to approve for actions to go ahead before it is shared with staff. BL gave overview of the attached action plan. BB: shared how everyone at the meeting was very passionate, agrees that the format is measurable and important to begin taking action. DH supported this. DR: Add any actions board can do to support this?</p> <p>DR asked board if they approve, all agreed. BL: Evolving document so will be continually added too.</p> |
| 9. | <p>‘Lets Get Creative’ Update</p> <p>Presentation by Georgie Quinn, Project Lead <i>(Information)</i></p> <p>16:55 GQ joined the meeting.</p> <p>Website recently went live, promoting free arts/culture activities/events across Suffolk. All local and for staff/customers/general public. Soft launch initially, focussing on filling the content before pushing marketing further. 8 new creative mentors recruited, making 16 in total (all are existing staff members). 5 minute wonder sessions were very well received with over 20 organisations/artists taking part, and over 55 staff members attending. Board members can message GQ if want any further details on the project/future plans. Board gave congratulations to GQ on the Let's Get Creative initiative.</p> |

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| 10. | <p>Chief Executives Report (Information) See attached report - Any queries to BL after the meeting. Section 5 is a new addition on performance which can be added quarterly going forward.</p> |
| 11. | <p>11.1 Finance Report and Management Accounts (Information) – MW: No major updates since last meeting. Highlighted page 4 which is year on year comparison summary, shows difference from pre covid, covid, to now covid recovery starting. Would have been a large deficit if did not receive the covid grants during 20/21. Any queries to MW.</p> <p>11.2 Budget 2022/23 (proposed by F&A 20/1/22) (Information) – BL: shared a presentation. £400k deficit budget set for 22/23. Covid reduced annual income by £200k. SL needs to generate at least £100k a year to cover inflation and salary increases. Reserves on £1.3 million (policy states £900k which is 2 months running costs). DH: Organization doing all it can during challenging financial times, all realistic. DR echoed DH comments. DR asked group to approve, all approved 22/23 budget.</p> |
| 12. | <p>SCC Library Consultation Update from Sam Cayford (SCC). SC: Thanked for patience around contract extension, should be signed off in next week. Will take through to July 2024. Consultation process opportunity for SCC to gain views of partners, staff and public. Plan is for informal meaningful engagement of diverse range of stakeholders during 2022. Key groups: Suffolk libraries board, then SL staff consultations beginning from 21/3/22 (x10 face to face meetings planned around the county), delivering key messages and asking what staff think works well and not so well and what they would like to see in future. Will then speak to friends groups, partner organisations, then the public (through online surveys, face to face groups and email/website created by SCC). Want to seek as many views as possible. SC asking for support from board for this process and joint working during the process. DR: pleased to facilitate/contribute in any way board can, welcome opportunity to help shape future of libraries in Suffolk. SK: echoed DR comments, if later in year if any help needed from board to perhaps contact their local libraries please contact board, SC thanked SK for support. BL thanked SC for support and clear communication continually.</p> |
| 13. | <p>Any other business (Information or Decision depending on what needs reviewing) RL: mentoring of new trustees has begun, SK and RL are mentors for Belle and Krupa. BB and KS said going really well, improved their confidence for today's meeting and looking forward to going forward as board members.</p> |
| 14. | <p>Date of next meeting: (Information) 28th April 4pm-6pm via Zoom</p> |