

**Suffolk's Libraries IPS**

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

**OPEN BOARD MINUTES**

<b>Title of Meeting:</b>	<b>Suffolk's Libraries IPS Board Meeting</b>	
<b>Purpose:</b>	To further the development of Suffolk Libraries	
<b>Date:</b>	Thursday 27 <sup>th</sup> October 2022	
<b>Place:</b>	Hybrid meeting via Teams video call and in person at Stowmarket Library	
<b>Time:</b>	4pm-6pm	
<b>Board Invitees:</b>	<b>Names:</b>	<b>Attending or Apologies:</b>
	<ul style="list-style-type: none"> <li>• Bruce Leeke (CEO)</li> <li>• Belle Bradley</li> <li>• Debra Reay (Chair)</li> <li>• Derrick Haley</li> <li>• Liz Ditton</li> <li>• Maureen Garratt-Simpson (Treasurer)</li> <li>• Rebecca Leek</li> <li>• Sylvia Knights (Vice Chair)</li> <li>• Tony Brown</li> </ul>	<ul style="list-style-type: none"> <li>• In Person</li> <li>• Via Teams</li> <li>• In person</li> <li>• Apologies</li> <li>• Via Teams</li> <li>• Via Teams</li> <li>• Via Teams</li> <li>• Via Teams</li> <li>• In Person</li> <li>• In Person</li> </ul>
<b>Standing SCC Invitees:</b>	<ul style="list-style-type: none"> <li>• Andrew Cuthbertson</li> <li>• Bobby Bennet</li> <li>• Deborah Sage</li> <li>• Gemma Levi</li> </ul>	<ul style="list-style-type: none"> <li>• Apologies</li> <li>• Apologies</li> <li>• Apologies</li> <li>• Apologies</li> </ul>
<b>Staff Invitees:</b>	<ul style="list-style-type: none"> <li>• Laura Richardson (Governance Coordinator/Minute Taker)</li> <li>• Mandy Wilkinson (Head of Finance)</li> </ul>	<ul style="list-style-type: none"> <li>• In Person</li> <li>• In Person</li> </ul>
<b>External Invitees:</b>	<ul style="list-style-type: none"> <li>• Sophia Downey (Youth Literacy Ambassador) (in person)</li> <li>• Kathryn Downey (Accompanying Sophia Downey)</li> </ul>	<ul style="list-style-type: none"> <li>• In Person</li> <li>• In Person</li> </ul>

<b>No.</b>	<b>Item:</b>
<b>1.</b>	<p><b>Welcome and apologies (Information)</b>            First meeting of the new board cycle, therefore LR will chair first three items</p> <p>Item led by LR            Apologies: AC, GL, BBe, DS, DH            Kathy Oliver and Krupa Sodha have resigned since last board meeting</p>

<p><b>2.</b></p>	<p><b>Agreement of co-options (Decision)</b>  Item led by LR</p> <p>Board to note that Kathy Oliver and Krupa Sodha have resigned since last board meeting. LR confirmed that Maureen was re-elected at the AGM.</p> <p><b>Proposal:</b> LR proposed Co-option of SK (Member co-option), TB (Member co-option) RL (Non-member co-option), BBr (young trustee)  <b>Decision</b> - group agreed by show of hands.</p>
<p><b>3.</b></p>	<p><b>Election of Chair, Vice Chair, Honorary Secretary (Decision)</b>  Item led by LR</p> <p><b>Proposal:</b> Expressions of Interest received from Debra Reay for Chair, and Sylvia Knights for Vice Chair - LR therefore proposed that they are elected. <b>Decision</b> – group agreed by show of hands.</p> <p><b>Proposal:</b> Volunteer for Honorary Secretary still needed - MGS offered. <b>Decision</b> - group agreed by show of hands.</p> <p>DR took over as Chair</p>
<p><b>4.</b></p>	<p><b>Declarations of interest and Board Code of Conduct (Information)</b>  Item led by DR</p> <p>DR asked for any declarations of interest, none were declared  All to return completed and signed pecuniary interest form and codes of conduct by <b>Friday 25<sup>th</sup> November 2022 to LR either hard copy or via email</b></p>
<p><b>5.</b></p>	<p><b>Minutes of previous meeting of 28 August 2022 (Decision)</b>  Item led by DR</p> <p><b>Decision</b> - Group approved the minutes of 28/8/22.</p> <p>Discover More update from BL: Bid to library improvement fund through SCC and they gave match funding of £41k, find out in next few weeks if successful.</p>

**6. Appointments to existing committees (Information)**

Item led by DR

Some discussion via email prior to meeting

**Proposal:**

DR/SK do not wish to reduce quoracy levels of committees, instead recommend that Board members commit to membership of at **least 2 committees** in the coming year.

DR/SK suggested all Board Members become voting members of F&A) – will ensure all Board members are fully briefed and at the same time on F&A matters and would streamline urgent decision where needed in the months ahead. It should also reduce length/need for such detailed of reporting from MW at Board in addition to F&A meetings.

Given the challenges ahead as a Board need to ensure that G&R and HR are also at **full strength**

**Decision** - Full support from the board for this suggestion of all joining F&A and at least two other committees by show of hands.

**Actions:**

LR to amend TOR to say one third plus one for quoracy, rather than numbers as SK suggested

Another member is needed to join H&S committee, LR to circulate updated list of committee members to group after meeting to encourage sign up to H&S too

**Discussion around committees quoracy:**

SK recommended all sign up to F&A committee, even if can't attend will receive papers and can vote on any decisions that may need making, and review finances in more detail. Also ensures committee will be quorate for future. MGS agreed and seconded the proposal.

BBr happy to be invited, attendance may be challenging due to full time work and other committees.

SK: if a member of committees are able to vote, could send in enquiries and can vote via email before the meeting if this will help

DR: Any other comments?

RL: happy to join F&A and HR, happy to continue chairing G&R and next meeting will review TOR more deeply and strengthening the G&R committee.

LD: Supported all of above

TB: support RLs suggestions, emphasis on board recruitment – need to identify more members.

DR and LR met yesterday to discuss this and plan to liaises with Diane Moore and Daniel Harvey to talk with library managers and friends groups about becoming members.

7.	<p><b>Review of the terms of references for committees and the Board: (Decision)</b> Item led by DR.</p> <p>Job titles have been updated to reflect recent changes.</p> <p><b>Proposal:</b> To change the number of board members present to make committees quorate from three to two (board remains at four)</p> <p><b>Discussion:</b> DR/SK do not wish to reduce quoracy levels of committees, instead recommend that Board members commit to membership of at <b>least 2 committees</b> in the coming year.</p> <p><b>Decision:</b> Decision deferred, to follow by email for approval to ensure consistency and that all comply with Charity Commission requirements</p> <p><b>Actions:</b> LR to amend TOR to say one third plus one for quoracy, rather than numbers as SK suggested and then circulate to the board for approval via email following this meeting.</p>
8.	<p><b>Establishment of any new committees (If any) (Decision)</b> Item led by DR.</p> <p>No new committees put forward. BL: If SL do announce any changes may need to develop a working group in future, but not at the moment.</p>
9.	<p><b>Review and adopt: (Decision)</b> Item led by DR</p> <ul style="list-style-type: none"> <li>• Standing Orders 2021-2024 (no changes) - <b>decision</b> deferred to follow by email for approval to ensure consistency and that all comply with Charity Commission requirements, <b>action LR to follow up by email to the board</b></li> <li>• Finance Regulations 2022-2023 (amended to reflect the name changes of positions, and to change the depreciation policy to end in 2024 rather than 2022 – pg. 16) - <b>decision</b> - group approved this policy by show of hands, <b>action</b> LR to file accordingly</li> </ul>
10.	<p><b>Review of: (Decision)</b> Item led by DR</p> <ul style="list-style-type: none"> <li>• Representation on or work with external bodies and arrangements for reporting back (within attachment)</li> <li>• The Board’s complaints procedure – see page 4 and 5</li> <li>• The Board’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 – see pages 12 and 13</li> </ul> <p><b>Decision:</b> Board approved by raise of hands.</p>

<p><b>11.</b></p>	<p><b>Set/agree dates/times for remainder of 2022/23 (Information)</b>  Item led by DR</p> <p>Meeting dates attached and circulated to board prior to this meeting</p> <p><b>Discussion:</b>  SK: would prefer meetings to go back to 10am-12pm due to other commitments if agreed by others  RL: how does the 4-6pm work for staff too e.g. BL/MW?  MW: ideally a 5pm finish but more important that more attend and perhaps if earlier more time for people to stay for a chat as do not get together very often  MGS agreed mornings, and option to stay for lunch  BB would be able to make earlier in the day by rearranging things if needed  BL: decision made previously to move to 4-6pm following feedback from working people who struggled to commit (although no others committed to the board since this feedback)</p> <p><b>Decision:</b> Group agreed on 12pm-2pm on Thursdays for board meetings, board meetings will endeavour to be in person and committees will continue via teams.</p> <p><b>Action:</b> LR to amend dates (Committees to stay online)</p>
<p><b>12.</b></p>	<p><b>Committee reports: (Information)</b></p> <p><b>Finance and Audit (SK)</b> – F&amp;A last met 17/8 SK met MW on 15/9</p> <p><b>Governance and Risk (RL)</b> – no update as not met since last meeting</p> <p><b>HR (LD)</b> – Thanks given to LD by the group, SK in particular fed-back useful having a written report, full report found <a href="#">here</a>.</p> <p><b>Health and Safety (MGS)</b> – met 20/10, group discussed portable appliance testing (PAT) traditionally have been checked every 2 years, group agreed to move to 3 yearly. Focus group reviewing H&amp;S staff handbook, an incident was reported where some shelving on wheels feel over and is being looked into, tube lighting being changed to LED, discussed emotional support animals and no legislation in place to support these yet. Fire regulations changing next year, Compliance Manger is monitoring this. External lighting at Kesgrave being discussed with the landlord.</p> <p><b>Business Development and Sustainability Working Group (TB)</b> –TB to meet with Bruce to discuss future of the group, may need some amends to meet future needs of the organisation. LD: review what staff members need to join this committee too. TB agreed for those who have time to commit to this.</p>

<p><b>13.</b></p>	<p><b>Management reports: (Information)</b></p> <p><b>Chief Executive (BL)</b> – national media profile has increased e.g. warm spaces promotion on GMB. Next Thursday being interviewed by BBC breakfast. Be kind in kind campaign launching 13<sup>th</sup> November, supported by Paddy &amp; Scott’s providing tea and coffee. Restarting of UK visa service at Ipswich Library generating good income and great support to the community by the staff working on this. TB: Can recordings be shared? BL: can’t be shared unfortunately (the interview with Victoria Derbyshire). SK: James Powell has shared a link to those he can. DR gave her congratulations to the team on the media profile recently (supported by the board). BL looking into external PR agency to promote MKS research project results.</p> <p>DR mentioned thanks to Diane Muirhead on recent your needs met training, and thanks to Maxine for her hard work on the great staff awards evening.</p> <p><b>Head of Finance (MW)</b> – income from UK visa service doing really well financially and support to the community. Energy unit costs have been fixed at 22p for business, for 6 months. Costings: 10k reduction in costs for October. Barclays room hire contract is at an end, hoping to be renewed in November. Properties: Mildenhall costs higher than expected, current invoice at 1£7k – SCC will need to support this. Corporate sponsorship letters have gone out, £1k from 100 businesses- Fundraising Manager Alex Downing is following up on these. Discussion around Glemsford lease being up for renewal soon. Oulton Broad now has steps at the rear, now safe to exit the library.</p>
<p><b>14.</b></p>	<p><b>Introduction to Youth Literacy Ambassador (Information)</b></p> <p>Sophia Downey shared her presentation with the board. Sophia contacted the Chief Executive expressing her passion for youth literacy. Suffolk Libraries responded and were able to offer Sophia the opportunity to become the organisations first Youth Literacy Ambassador.</p> <p><b>Discussion:</b></p> <p>TB: What are barriers to reading?  No school library, people prefer devices/outside activities to reading  Went to a primary school that promoted reading, had its own library, family encourages reading from babies  Kathryn: home environment plays a role  SK: Common issue that schools cannot afford a school library. Bungay library is sponsored by the Lions and takes a small pop up library to local schools  BL: knows a staff member who goes out to a local high school could link with  BL: any support with social media e.g. tik tok would be greatly appreciated  BB gave great praise and thanks to Sophia and would happily support  LD: Has becoming a youth ambassador encourage reading within your school? SD: Still at start of journey, encouraging school to build a new library  KD: gave an example of Sophia talking with others on holiday about their ways of accessing books/literature and the similarities/differences. TB: really interesting, something SL could follow up on.  SK: where is local library? SD: Eye library – BL: good to get Eye library involved with the school</p> <p><b>Actions:</b></p> <p>LR to share the youth ambassador role description with the board  RL will contact BL and see how she can support in the future</p>

15.	<p><b>Any other business</b></p> <p>Led by DR</p> <p>None put forward</p> <p><b>Information:</b> Peter Aldous MP visiting Beccles library tomorrow, SK attending</p>
16.	<p><b>Dates of Upcoming Meetings: (Information)</b></p> <ul style="list-style-type: none"> <li>• 17<sup>th</sup> November Wolsey Room Ipswich Library 10am-3.30pm Board Strategy Review Day</li> <li>• 1<sup>st</sup> December Finance and Audit Committee Teams 9.30-11.30</li> <li>• 8<sup>th</sup> December HR Committee Teams 9.30-11.30</li> <li>• 13<sup>th</sup> December Governance and Risk Committee Teams 9.30-11.30</li> <li>• 15<sup>th</sup> December Board Meeting Woodbridge Library 11.30-1.30pm</li> </ul>

**Board Members to stay on for a closed meeting.**