

BIDFORD COMMUNITY LIBRARY LTD

BCL 05/12
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Directors Meeting - 05/12 Meeting Record

Date:	Tuesday 26 th April 2012
Chair:	Mr. Mike Gerrard
Minute Taker:	Mr. Kim James

01.00	Attendance:
	Mr. Mike Gerrard (MG) Mrs. Angela Ballard (AB) Mr. Chris Hill (CH) Mrs. Elizabeth Uggerloese (EU) Mrs. Patricia Atkins (PA) Mrs. Gilly Stapleton (GS) Mr. Kim James (KJ)

02:00	Apologies
	None

Open Session

Minute Ref:	Summary:	Action:
03:00	<p>Minutes of Previous Meetings:</p> <p>The minutes of the meeting held on Thursday 27th March 2012 were confirmed and signed.</p>	
04:00	<p>Company Matters:</p> <p>a) Insurances (<i>Minute 01/12 – 04.09 h</i>) EU confirmed that the following policies are in place.</p> <p style="margin-left: 40px;">i) Public & Employers Liability ii) Contents Insurance</p> <p>b) KJ made the board aware of the need to have Directors Liability Insurance as all Directors have a personal liability to the company for decisions taken by them as directors. Following discussion it was agreed that EU would obtain quotation for insurance cover.</p> <p>c) KJ presented to the board a comprehensive report by Graham Smith on the IT infrastructure & the problems experienced since the library opened on the 2nd April 2012. The Board noted the report and agreed:</p> <p style="margin-left: 40px;">i) To establish an IT Asset Register ii) Develop operations procedures iii) Introduce a time logging sheet for public users iv) Introduce shut down procedures for WCC terminal v) Upgrade McAfee security protection vi) E-mail management policy to be implemented</p>	<p style="text-align: center;">EU</p> <p style="text-align: center;">KJ</p>

	<p>vii) To purchase surge protection leads</p> <p>The board chose not to at this time to recommend the purchase of MS-Office Professional Software.</p> <p>Report attached as appendices to the minutes.</p>	KJ
05:00	<p>Volunteer Matters:</p> <p>a) Volunteer Role Profiles – Library Assistant (<i>Minute 01/12 – 05.01 a</i>) AB gave an update on the progress and stated this was ongoing work.</p> <p>b) Training - To receive an update on Volunteer Training Programme - AB /PA reported that most volunteers had now been shown how to operate the systems within the library.</p> <p>c) Rota - PA presented the rota for May.</p> <p>d) AB gave a verbal progress report of the library operation to date whilst there have been some minor issues the first month had been very successful and the service provided was good and professional, however, reliance on a small number of volunteers had been the key to this. The board agreed that it was imperative that more volunteers become fully familiarised with the processes. AB stated that the public had been very supportive especially as at peak times some queues had formed.</p> <p>With only one work station this had increased customer waiting times and prevented more volunteers learning the system. AB to raise the issue with the County Library Service.</p> <p>e) The board discussed the greater use of e-mails for contacting volunteers, using this media for procedural matters & information, Directors also considered making use of text messaging.</p> <p>f) To receive report on Volunteer Meeting held on 19/04/12</p> <p><u>Issues raised by volunteers:</u></p> <p>a. Volunteer Notice Board - <i>Agreed</i></p> <p>b. CAB 1st & 3rd Fridays – <i>Note</i></p> <p>c. Fines – <i>County Policy</i></p> <p>d. Security Codes - <i>Noted</i></p> <p>e. Contact Numbers – <i>Agreed to update lists</i></p> <p>f. Water Machine – <i>Agreed to investigate</i></p> <p>g. Tea & Coffee Machine for library users – <i>Further information</i></p> <p>h. Community Notice Board – Charge for small advertisements – <i>Agreed 20p per post card per week</i></p>	<p>AB/GS</p> <p>AB/PA</p> <p>PA</p> <p>AB</p> <p>All</p> <p>PA</p> <p>AB/PA KJ KJ EU</p>
06:00	<p>Finance:</p> <p>a) Business Plan – Work in Progress</p> <p>b) Subscriptions – Application Forms with the company logo will be printed with an initial run of 250 leaflets.</p>	<p>MG/CH/KJ</p> <p>KJ/EU</p>

	<p>c) Promotional material was considered detailing opening times, EU to obtain the cost of printed bookmarksers.</p> <p>d) KJ reported that a business rate demand of £7,404.66 had been received from the Stratford on Avon District Council; both KJ & EU had been in contact with Mr. Dave Webb Head of Revenues with regard to making a Rate Relief Application of 80% against this demand. EU to obtain the forms.</p>	<p>EU</p> <p>KJ/EU</p>
07:00	<p>Communications & Community Cohesion:</p> <p>a) The board received an update on the progress of the official opening</p> <ul style="list-style-type: none"> • Principle Guest • Invited Guests • Refreshments • Order of ceremony • Press Releases <p>Principal guest the celebrated children's author Anne Fine OBE. Anne Fine OBE is one of the most popular and successful children's writers in Britain today. She was also the Children's Laureate between 2001 and 2003.</p> <p>b) The Board approved expenditure to cover the costs of the official opening</p> <p>c) KJ asked the Board to consider making the minutes of the Directors Meeting available on the Web Site and to the local Parish Councils, this was agreed.</p> <p>d) KJ had received an e-mail expressing concern over a perceived lack of communication "Letting the Public Know" the library was open, this issue was discussed and whilst the Board did not agree with the complainants views it would make full use of all the avenues available, however, it was a matter for the local press on what they report.</p>	<p>KJ</p>
08:00	<p>Property Maintenance:</p> <p>a) To receive report of any property issues – None</p> <p>b) To receive report of automated door issues & approve maintenance contract with Automatic Doors Ltd. No contract documentation had been received.</p>	
09:00	<p>Community Cohesion & Hub</p> <p>No business items</p>	
10:00	<p>Health & Safety</p> <p>a) No issues were raised.</p>	
11:00	<p>Correspondence:</p> <p><i>Correspondence received by e-mail from WCC dealt with under its respective item</i></p>	

12:00	<p>Notified Business:</p> <p>No items were tabled.</p>	
13:00	<p>Date & Time of Next Meeting:</p> <p>Thursday 24th May 2012 @ 18:30hrs The Library Bramley Way Bidford on Avon.</p>	

Closed Session - Confidential Business

No:	Item:	
CB 01:00	CRB Checks – The board received an update on CRB checks there were still several volunteers to submit forms EU/AB to progress as a matter of urgency.	EU/AB
CB 02:02	<p>KJ tabled a suggestion that the Board consider the appointment of an additional director he reported that it had been brought to his attention by AB that one volunteer had provided exceptional support to the company since the library opening, trained volunteers, completed additional shifts and was very enthusiastic.</p> <p>The Board agreed that the Company Secretary make a formal approach to the volunteer, and should they agree then the Company Secretary should formalise the position.</p> <p>It was agreed if the response was positive then the volunteer would be formally proposed at the next meeting of the Board of Directors and take up the role of Company Director with immediate effect following nomination.</p>	KJ

Formal Approval of Meeting Minutes		Date
Signed:		
Print Name:		

Meeting closed at: 20:25 hrs