

Suffolk's Libraries IPS

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

OPEN BOARD MEETING MINUTES

Title of Meeting	Suffolk Libraries IPS - Board Meeting
Date	26 th September 2013
Place	Meeting Room 1, County Library Ipswich
Time	12.30pm – 2.00pm
Attendees	Alison Wheeler (GM), Sue Buck, Sylvia Knights, Sue Brotherwood, Tony Brown, Anne Mallalieu, Jonathan Ogden, Bob Roberts, Stephen Taylor (SCC), Richard Hunt (SCC), Cllr Beccy Hopfensperger (SCC), Charlotte Clark, Marion Harvey
Invited	Nikki Sturmeay (Clerk to the Board)

		Action
1.	<u>Apologies</u> Stephen Taylor, Marion Harvey	
2.	<u>Declarations of Interest</u> None	
3.	<u>Minutes of previous meeting (21st August 2013)</u> The minutes were confirmed for accuracy as a true account of discussions. <u>Matters Arising</u> There were no matters arising but SK updated the Board that the CIO application for Halesworth is currently with the Charity Commission.	
4.	<u>Election of Chair, Vice Chair and Honorary Secretary</u> All Directors were asked to cast their vote from those who had expressed an interest in the Board roles. The vote was confidential and initially there was a draw for the role of Chair. After further discussions and a confidential re-vote the following were elected to the Board roles: Chair – Tony Brown Vice-Chair – Sylvia Knights Honorary Secretary – Anne Mallalieu	
5.	<u>Agreement on Committee Membership</u> The Committee membership will be made up as follows: Staffing	

	<p>Tony Brown Bob Roberts Sue Buck Sylvia Knights</p> <p>Finance and Audit Sue Brotherwood Anne Mallalieu Jonathan Ogden Sylvia Knights</p> <p>Governance Sylvia Knights Jonathan Ogden Tony Brown</p> <p>Health and Safety Bob Roberts</p> <p>The terms of reference will be agreed at the first of each of these committees and the Chair of each committee will be decided by general consensus at the first of each meeting.</p>	
<p>6.</p>	<p><u>Management Reports</u></p> <p>1. General Managers Report The General Manager presented the report and highlighted the following areas:</p> <ol style="list-style-type: none"> I. The 6-monthly reports will be available for the next Board meeting in November. II. Suffolk Libraries now has over 2,000 followers on Twitter and over 200 'likes' on Facebook. III. A response has been drafted regarding the SCC budget news which has recently been in the local press. SCC are close to arranging the budgets and these will be discussed at the Contract Sum meeting in October. IV. The state-of-art Library has been opened in Birmingham and a trip to see it will be arranged. V. World Music Day is on 19th and 20th October 2013 and Libraries will be participating across the County. VI. A Board sponsor is needed for the Future Strategy Programme. <p>2. Finance The General Manager discussed the reports with the Board and explained the following:</p> <ol style="list-style-type: none"> I. The employee costs are slightly under budget but as these are the biggest cost to Suffolk Libraries they must be checked on a regular basis. II. The Support Services costs are £48k over budget due to dual costs for CSD and our own back office working simultaneously. <p>The General Manager gave further explanation to the monthly, year-to-date and forecast at year-end figures.</p>	<p>AW/NS</p> <p>NS</p>
<p>7.</p>	<p><u>Next meeting and CLORE</u></p>	

	<p>The dates for future meetings will be arranged by the Clerk to the Board who will send these to all Board Members.</p> <p>The following meetings have already been arranged:</p> <p>Staffing Committee – 21st October 2013 CLORE – 26th October 2013 F&A and Governance Committees – 30th October 2013</p> <p>Timings and venues to be confirmed by the Clerk to the Board.</p>	<p>NS</p>
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