

**Minutes of Meeting of Board of Trustees Held on Wednesday 31st October 2018
18.00 hrs in Kilmardinny House.**

Present:

Glen Johnstone	(GJ)	Independent Director
Gillian Renwick	(GR)	Partner Director (Vice Chair)
Jim Gibbons	(JG)	Partner Director
Jim Neill	(JN)	Independent Director
Jimmy Watson	(JW)	Independent Director
Maeve Kilcoyne	(MK)	Company Secretary
Mark Grant	(MG)	General Manager
Sandy Marshall	(SM)	Independent Director (Chair)
Sheila Mechan	(SMe)	Partner Director
Susan Murray	(SMu)	Partner Director

Apologies:

Iqbal Singh Bedi	(IB)	Independent Director
Stewart MacDonald	(SMD)	Partner Director
Thomas Robertson	(TR)	Trade Union Director

In Attendance:

Christine Miller	(CM)	Cultural Services Manager
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Item	Subject	Action
1.	Welcome	
2.	Apologies As above	
3.	Declaration of Director's interests None	
4.	Minutes of Meeting of 19th September and Matters Arising MG advised the Board that since the meeting of the 19 th September Brewin Dolphin had confirmed that we have no tie in to the ten year investment period for the funds from the Lillie Trust, and also that if the Board decided to use another company other than Brewin Dolphin the maximum exit payment would be £15 per fund in the Trust which would cost a maximum of £450. Proposed by JN. Seconded by JW.	

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5.	<p>Revenue Savings Options.</p> <p>SM welcomed CM who then delivered a detailed presentation on the operation of the small libraries.</p> <p>SMe observed that one of the small libraries was almost twice as busy as the other two, she would be interested in seeing figures broken down per library. MG advised that the figures had been included in previous savings proposal options and that possible savings for closure were circa £28k per Library with the bulk of the costs being for employees.</p> <p>CM pointed out that it should be remembered all of these small libraries have only one member of staff and therefore have to close at lunchtime to allow that member of staff to have a break.</p> <p>SM thanked CM for her presentation.</p> <p>GR asked what other tasks the smaller libraries staff are doing if the footfall is light. CM advised that back office tasks are allocated to employees at the smaller Libraries to help ensure staff are fully utilised. JW asked how this work would be done if a small library closed. MG stated that there would be less stock to process and if required the bigger branch libraries would pick this up.</p> <p>JW said it is important to know the skill mix of staff throughout libraries. CM explained frontline staff are not qualified Librarians. Qualified are based at library headquarters and give service support to all libraries. CM explained that frontline cultural assistants are well trained to deliver a range of library services.</p> <p>JW asked CM what her thoughts were on combining Hub and library frontline staff? MG advised that this it has been looked into and yes there is a range of duties that could be shared but there is also a need to have a trained informed library cultural assistant to a quality service. JW said any dilution of frontline library service will impact on people using the service.</p> <p>JW asked if we make these cuts now how much further can cuts go before the service is ruined. CM said we have five larger libraries delivering a comprehensive service and that they would continue to do so.</p> <p>SMe asked CM if she could see a correlation between café use and library use. CM advised that users tend to be the same people. MG added that the café use at William Patrick Library is relatively low and operates with a subsidy.</p> <p>JW asked about revenue streams in the five bigger libraries. CM advised that the mobile printing function to library printers will help increase income. CM further advised that the flexible work space at Bishopbriggs library and hub may help with revenue for things like classes. MG added things like ancestry classes may help but the majority of services are free and that the income for the libraries was only a small percentage of the overall income for EDLCT.</p> <p>JW asked CM what the future of a library service is in her view. CM said that services are constantly changing and that the ebook and other digital services</p>	

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	<p>are proving successful. CM added that it is the range of services that we can provide that make for a successful and inclusive Library.</p> <p>JW asked for more information on the home library service. CM explained that books are selected by library staff and distributed to houses and care homes through a network of volunteers.</p> <p>GR asked if there was any scope for increasing the activities such as bookbug and therefore footfall at Lenzie library. MG said that this was difficult due to the size of the library and that even in bigger libraries the buggies take up a lot of space and that Lenzie was not suitable for larger classes. CM advised that this is another reason why school visits tend to be William Patrick library and not Lenzie.</p> <p>SM thanked CM again for her presentation and answering questions.</p> <p>SM asked the board to have a discussion around the closure/reduction in hours. SMe stated that as Westerton has more footfall than the other two small libraries she felt that Westerton has the potential to do more in the community and that there are a few things that could make Westerton feasible:</p> <ul style="list-style-type: none"> - Close to schools. - A café could boost library function. - Attached to a Community Hall - Westerton is a garden suburb and it has a personality and character of its own. - Westerton train station locality and library service of mobile printing could increase use and income. <p>SMu said her view had stayed the same from the original F&A meeting, we need to make savings.</p> <p>GR added that SMe's Westerton argument is the same argument for Lenzie library. She said Lenzie library is the only free publically available amenity in the area and it is near a train station making it amenable for commuters and students. GR said we should start with a marketing plan rather than cutting it off to begin with. MG said there is an ongoing marketing plan and the size of library influences the range of activities / programmes that can be offered at each library.</p> <p>SMe said could other options be looked at like moving the library function to a hall or elsewhere. SMe added that she understands that largest saving would be from staff however you would be losing staff and adding work to library headquarter staff. MG advised that the stock wouldn't be there to process so it would not be passed to the larger libraries.</p> <p>JW said we need to stop working year to year that we need a 5 year budget plan. SMu explained the Council only get year on year funding from the Scottish Government and therefore it makes it difficult to allocate funding to EDLCT and other services on a longer term basis. MG advised that it is a challenge for EDLCT as we don't know the management fee for the coming year and that key income areas have plateaued. MG said in negotiation with EDC we need to advise them that if funding is being reduced it is unlikely that we will be able to provide the same level of services.</p>	

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	<p>SME reiterated that she felt Westerton should be not be closed as it has more usage than the other two libraries.</p> <p>JW said we need a dialogue with EDC and not to be reactionary each year. SMu said the constraint is the year on year budget process. SMu said it is about investment and regeneration and in terms of libraries she looks at hubs and sees the multiple use of space that helps protect library service.</p> <p>JG asked about reducing afternoon opening times.</p> <p>JN commented that we have five bigger library facilities to cater for the EDC residents.</p> <p>SMu said we don't have a consensus for Option 1 to close all 3 libraries. SME asked if there was any way a vote would be done on closing individual small libraries. GR said based on what is around Westerton there should be a higher footfall than there is.</p> <p>SM stated that there had been a robust discussion with all Directors airing their views and asked that as there is not a consensus that we move to a vote on the two options.</p> <p>Option 1 close all three small libraries:</p> <p>Five voted in favour of this option with two voting against with one abstention.</p> <p>Option 2 Reduce opening hours all three small libraries:</p> <p>Two voted in favour of this option and four against with two abstentions</p> <p>Option 1 was carried.</p>	
6.	<p>Update on Trade Union Consultative Ballot.</p> <p>MG advised that Unison and Unite have now agreed as per the briefing note and GMB are out to ballot with result to be confirmed.</p>	MG
7.	<p>Operational Performance Report.</p> <p>SM asked if there is any comments on the Operational Performance Report.</p> <p>GJ asked if the time and cost compiling information for the Scottish Child Abuse Inquiry would be incremental. MG confirmed that was the case. GR asked what staff were involved and do they have anything to do with libraries, MG advised that EDLCT's archivist would be involved.</p> <p>JW asked about the swimming usage reduction, MG said the drop in usage is partially due to industrial action and weather. He added that on the plus side</p>	

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	some of the areas around exercise referral and gym usage are increasing again.	
8.	<p>AOCB</p> <p>MG asked if the 14th November would be suitable for the Christmas night out.</p> <p>MK to email out a copy of official Kirkintilloch Town Hall (KTH) opening. KTH and Heritage centre opening will be at 11am arrival, then an opportunity to look around the new facility and exhibition. SM and Provost will do the welcoming and speeches followed by a photo opportunity and refreshments.</p> <p>JN added that we should find out where we are as an organisation in relation to Community Planning and where we are we sitting as a Trust. Can we measure benefits? MG stated that we feed into all the local outcome agreements and that it might be useful to get an officer along from Community Planning Partnership to present to the Board.</p> <p>SMu said there is a healthy town award and that this is something that could be delivered around a Leisure Centre.</p>	MK
9.	Date of Next Meeting 19th December, Kirkintilloch Leisure Centre	

Signed:



Date: 16 January 2019