

Book 28 Library Meeting Minutes

Date of Meeting:

01/03/21 18:00

Present:

Rebecca Franklin, Isadore Auerbach George, Darelle Bridges, Vik K-F, Michael Elias

Next Meeting:

15/03/21 18:00

1. Announcements

- 1.1. 6 more donors to reach 100

2. Agenda

- 2.1. Fundraising follow up
- 2.2. LFP training
- 2.3. 'Pride in London' events site
- 2.4. Spotighting library services / PDF for LGBTQIA+ collections development
- 2.5. Public library emergency
- 2.6. Goals and objectives / impact framework
- 2.7. Organise budget meeting
- 2.8. Volunteer Organisation
- 2.9. GDPR/Data lead
- 2.10. Surveying BAME LGBTQIA library users
- 2.11. Safeguarding policy
- 2.12. Merchandise idea
- 2.13. Easy read documents

2.14. AHSN LGBT+ health inequalities

2.15. Collections development policy

3. Discussion and Actions taken

- 3.1. Fundraising retrospective: Our fundraising went well - we hit 60% of our goal by the last day. Next time we should consider a stretch goal and what timeframe is most effective. We should also tie in events more closely with the fundraiser, by mentioning the progress of the fundraiser and setting goals for the end of the event (e.g. "Let's try and get £200 closer tonight"). We can be more forthright - messaging a wider circle of people to boost our profile. The Jhalak Prize team said that we should have asked them. In summary keep fundraising updates short and clear, and do not be ashamed to ask anyone and everyone to promote.
- 3.2. The Library Freedom Project does a free course that one of us could apply to. One is on infrastructure for privacy, the other on teaching privacy for library staff and users. Vik is interested depending on the time commitment
- 3.3. Discussed 'Pride in London' events site - it is not worth using at the moment.
- 3.4. To promote better library provisions for LGBTQIA+ people in the UK we should produce a set of guidelines outlining how to examples of good LGBTQIA+ services in areas such as collections, outreach, policy, and events. We should aim to make a free guideline PDF that library services could use to see where to improve. At a later date we will consider paid accreditation or awards, similar to Stonewall Awards or a Michelin star. The guidelines would give *an* example of best practice - for accreditation or awards we would still look at what libraries did in practice. To meet this goal we aim to have a release date by the 5/5/21 - this is when Dore is speaking at the Critical Approaches to Libraries Conference (CALC). Vik and Darrelle will start collating a list of library services based on the Public Libraries News directory. Dore will start drafting the best practice policy.
- 3.5. We should campaign in solidarity with public libraries that are not LGBTQIA+ specific. This is due to multiple public libraries being potentially closed, and in line with our belief that the best thing for LGBTQIA+ people is well-funded public libraries with comprehensive LGBTQIA+ stock. Dore is going to organise an event by the end of March and will need a volunteer to support running it.
- 3.6. Producing an impact framework is delayed while we move and cannot provide an in-person library service. Understanding our goals will rely on our budget and collections development. We have not surveyed our own library users but we have reason to believe that we should be focusing on specific groups, goals, and aims based on research on LGBTQIA+ service provision across the UK. We are primarily accountable to LGBTQIA+ library users across the UK.
- 3.7. On 15/03/21 we will have a budget/finance specific meeting, featuring anything urgent. All volunteers should bring ideas about how to allocate our budget, e.g. hiring an in-house trans writer or funding level 1 safeguarding training.

- 3.8. After the 15/03/21 budget meeting Rebecca and Dore will have a meeting with the prospective volunteers.
- 3.9. We do not need flawless GDPR and we are unlikely to breach GDPR seriously. We do not regularly process data about people and our team is far below 200 people. Dore is happy to look over any surveys or data collection as and when, and we can survey any incoming volunteers to see if there is a GDPR specialist.
- 3.10. We should consider how to survey BAME LBGTQIA+ library users in the UK, as nobody has yet.
- 3.11. We do not have children at the center and will rarely encounter safeguarding issues. While at the center, Carla is the safeguarding lead. Safeguarding applies to children and vulnerable adults (those who age/illness/disability are unable to look after themselves or protect themselves from harm of exploitation). Homeless adults are vulnerable adults. Our aim is to produce a sensible safeguarding policy that we can all understand. This should address what things are safeguarding concerns, who they are safeguarding concern for, and who we would take these concerns to if we had them. This should be considered bearing in mind that referring our service users to the police may subject them to more harm, so they will not be the default point of contact. Dore and Rebecca are responsible for the safeguarding of volunteers. We should work on this ASAP.
- 3.12. Merchandise ideas - discussed and agreed that stylised bookcase style bookmarks with a table on one side to write titles would be a good merchandise idea. All to bring up merchandise ideas at the budget meeting.
- 3.13. We should produce easy-ready versions of our key policy documents. We should set aside £50 to have these produced.
- 3.14. The Academic Health Science Networks (AHSN) are putting out a call for evidence to produce a guide for best practice for LGBT+ people, in order to reduce LGBT+ health inequalities. We should be aware of this and see if it is relevant when they make the call for contributions.
- 3.15. Reviewed our collections development policy prior to publication. Made some changes and flagged changes for Rebecca to make before our budget meeting.

4. Actions to do

- 4.1. Rebecca to estimate timeframes on laptop acquisition methods
- 4.2. Rebecca to bookkeep for the budget meeting
- 4.3. Rebecca to prepare details regarding CIC status for the budget meeting
- 4.4. Rebecca to organise volunteer meeting
- 4.5. Rebecca to calendar that we need to fix a publication for LBGTQIA+ best practice document by 5/5/21 as Dore will promote it at the CALC conference

- 4.6. Rebecca to tidy up collections development policy document, including adding in reference to what steps we have and will make towards disabled access
- 4.7. Rebecca to send Dore the collections development policy ready to be published on the website, alongside our pricing structure
- 4.8. Dore to publish collections development policy and pricing structure on the website
- 4.9. Dore to research, talk to researchers, and feedback to all regarding LGBTQIA+ best practice library guidelines
- 4.10. Dore to raise easy-read policy documents with illustrations at the budget meeting
- 4.11. Dore and Vik to monitor Library Freedom Project for updates regarding the crash course
- 4.12. Darrelle and Vik to make a Google sheets document of the 144 UK library services, based on the link below
<https://www.publiclibrariesnews.com/about-public-libraries-news/information>
- 4.13. All to consider how to survey BAME LGBTQIA+ library users
- 4.14. All to consider safeguarding logistics in reference to the centers new location, and online events
- 4.15. All to raise merchandise ideas for the budget meeting
- 4.16. Post budget meeting, Rebecca to raise drafting comms to potential consultation clients, emailing donors to thank them, and finding stakeholder board members

Signed and Distributed



Rebecca Franklin

11/03/21

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