

Friends of Halesworth County Library

Minutes of meeting of the Trustees held on 31st May 2017

Present: Alison Britton (in the Chair), Wendy Boyden, Natalie Evans, Sheila Freeman, Ali Hopkins, Evelyn Lindqvist, David Olds, Yvonne Sandison, Irene Thomas

Apologies: Mike Stevens

		Action
1. Minutes	Minutes of meeting held on 9 th May were read and approved, with corrections to the spelling of Boyden and Sandison.	
2. Matters arising	<p>Re Gazebo – David Olds reported the cost of a lightweight gazebo to be around £200 and suggested a size of 3m x 3m or 2.5m x 2.5m. All agreed this was a reasonable sum and he will pursue a firm price.</p> <p>All Trustees were reminded to look online at what activities other Libraries are holding (noting that these update very regularly).</p>	<p>David</p> <p>All</p>
3. Community Forum	<p>Alison Britton reported back on the Forum held at Hacheston. (Some Trustees have not received Daniel Harvey's follow up email and AB to forward). In brief, nominations for the SL Board will be coming up in July – AGM in Wherstead on 28th September.</p> <p>Next Community Forum in Woodbridge on Monday 11th September.</p>	Alison
4. Library Manager's report	<p>Ali Hopkins reported that the refurbishment of the Junior Library will take place on 20th July (and that she will be on holiday then). The Contractors, fg, say the work will take one day.</p> <p>13th July has been booked for wall painting.</p> <p>Volunteers will shelf clear on Wednesday 19th and the 20th. All to assist.</p> <p>The exercise class will be given the option to carry on upstairs (without charge due to noise/disruption)</p> <p>An opening event was discussed, with invitations to a range of people including Sylvia Knights and the local Press.</p> <p>It was agreed that in case the work ran over, and the start of the school holidays, it would be best to hold an event during the first week of September with the suggestion of a big name author to be invited. Further discussions of details to take place at our next meeting on 11th July.</p>	All
Events Co-ordinator's Report	<p>Sheila Freeman requested our forthcoming events dates be circulated to all Trustees</p> <p>A photographic competition, with a reading theme in a Suffolk location, is planned for summer, with winning entries featuring on a calendar (closing date 16th September).</p> <p>Plant Sale. The Millennium Green Trust again shared proceeds 50/50 making £100 for the Library. Bank Holiday weekend was suggested as not the best day – Halesworth Thoroughfare was very quiet after an initial busy start. Sheila suggested buying plug plants to grow on for sale next year.</p> <p>6th June – Francesca's book launch (she is decorating the library)</p> <p>10th August – Natalie's book launch</p> <p>27th August – Antique Street Market stall – good quality bric-a-brac always needed as well as people to help on the day.</p>	<p>Evelyn</p> <p>Alison</p> <p>All</p>

Communications	<p>Alison Britton reported that when she puts a photo of Ali Hopkins on our Facebook page, it always receives loads of “likes”!</p> <p>Statistics from Facebook show that one post made on 9th May asking people to click “like” was seen by over 2,000 people and liked by 76, thus demonstrating that our FB site is very popular and an effective form of communication.</p>	
5. Induction	<p>Induction took the form of a discussion of what the new and established trustees believed to be their role.</p> <p>Documents which Suffolk Libraries suggest be given to new Trustees include:</p> <ul style="list-style-type: none"> • FoHCL Constitution (distributed by email and hard copy also available in Library) • Minutes of recent meetings • Suffolk Libraries IPS membership document Ali Hopkins will find this among Library documents and it will be circulated • Annual Report and Accounts (when produced) <p>Suffolk Libraries recommends the Charity Commission website, especially “Essential 6 Duties “and an excerpt from this was circulated. (See email from Alison Britton dated 30th May for other useful links).</p> <p>Alison distributed the following documents at the meeting:</p> <ul style="list-style-type: none"> • “Briefing for Trustees of FoHCL” (a revised edition by AB, approved by Sylvia Knights, of a document prepared by SK in 2014). • Alison Wheeler’s Community Group meetings briefing paper from the Community Forum, “The Next Five Years,” • Suffolk Libraries Handout “Suffolk Libraries Friends Groups - Frequently Asked Questions.” <p>The group felt that the role of the Trustees included (in no particular order):</p> <ul style="list-style-type: none"> • Promoting and supporting the Library and increasing participation (which could include outreach activities) • Raising public awareness of the Library’s status and safeguarding its future, as necessary and feasible. • Fund-raising and governance (overseeing the wise, efficient and ethical use of FoHCL money) <p>The “Briefing for Trustees of FoHCL” includes guidance that all major decisions must be taken by all Trustees. As Sheila mentioned and we discussed, this certainly does not mean that we can’t have sub groups carrying out specific tasks and reporting back to the Trustees. Indeed, we should always endeavour to utilise Trustees’ particular skills and strengths and not expect “everyone to do everything”.</p> <p>We went on to discuss how to increase outreach to local schools as they are increasingly OFSTED focussed, as well as to home educated children and other groups. Local cub and brownie groups were mentioned. David Olds volunteered to visit Holton and Edgar Sewter Primaries to promote the Reading Challenge.</p> <p>All to think about ideas to promote the Library externally.</p>	<p>Evelyn to circulate</p> <p>All</p> <p>All</p>

	<p>David pointed out that we need to become smarter with gaining media exposure (Men's Shed and Halesworth in Bloom are frequently in the local papers).</p> <p>We should also consider approaching local companies to encourage them to select us as their nominated charity.</p>	
6. Date next meeting	<p>Next meeting Tuesday 11th July at 5.30pm at the Library.</p> <p>As well as general business we will spend time on the topic of activities for Friends Recruitment month (September).</p>	