

Friends of Halesworth County Library

Minutes of meeting of the Trustees held on 10th April 2018

Present: Alison Britton (Chair/Minutes), David Borer, Sheila Freeman, Ali Hopkins, David Olds, Irene Thomas

		Actions
1. Welcome and Apologies	<ul style="list-style-type: none"> Apologies from Evelyn Lindqvist, Natalie Evans, Yvonne Sandison 	
2. Minutes	<ul style="list-style-type: none"> Minutes of meeting held on 27th February 2018 were approved with one small amendment – point seven, David Borer had also heard from the HMRC. 	AB to amend and sign and pass hard copy to Ali to file.
3. Matters arising	<ul style="list-style-type: none"> 3. Brandon King has weeded the non-fiction and reference books. 4. The “For sale” shelves are now on casters and moveable. Other shelving is too heavy to be put on casters, so we need to replace it. Thinking about consulting fg, the company which refurbished the Junior Library. 4. We need to provide feedback on the vinyl sheet and then it can be printed by EPS (£128 +VAT) and put on the door. 7. Agreed that Irene was suitable to represent our issues at the HTC when she is comfortable to do so. Queries can always be referred to Ali/Alison. 7. David Borer had also been contacted by HMRC and it all seems routine. 	<p>AH</p> <p>All</p> <p>AB to confirm with HTC</p>
4. Reports: Library Manager AH	<ul style="list-style-type: none"> Crime Prevention Officer has been made redundant before he visited the Library to observe. So, we are back to square one. There had been recent bad behaviour in which two boys were bullied and the bully was told to leave. The “victims” had to be let out of the back of the Library as they were too scared to leave by the front door. Children’s activities have been going well and have been well attended. Numbers for Baby Bounce and Tot Rock have diminished, and Ali is negotiating with the Day Nursery to have visits there and have the Nursery visit us. Trustees agreed to money being spent on instruments and books related to singing. 	AH
Treasurer DB	<ul style="list-style-type: none"> We were taken through the accounts which will be presented at the AGM. We have had a healthy income over the last year and our expenses have not been great (except for the Junior Library refurbishment). So, we have a good budget (nearly £23,000) for the refurbishments we are planning for the next year. David was thanked for his painstaking work to retrieve Gift Aid monies. This amounted to a considerable sum already and he still must submit claims for 2017-18. Once claims are up to date this should become more of a routine task. 	AB and all
Acting events co-ordinator AB Communications AB	<ul style="list-style-type: none"> A list of events was tabled and discussed. Planning is in hand. Volunteers are always needed for events and trustees are encouraged to be involved and to attend events when they can. Number of followers on Facebook continues to creep up (562). Nothing else new to report. 	
5. Data Projection changes	<ul style="list-style-type: none"> We now have a Data Protection statement in line with the demands of the GDPR changes coming in on 25th May. 	<p>AB</p> <p>AB</p>

	<ul style="list-style-type: none"> We need to obtain permission from all the Library Friends to continue contacting them (by mail as well as by email). 	
6. Planning the AGM	<ul style="list-style-type: none"> AGM will be on 24th April at 6:30pm An email invitation plus the agenda and constitutional amendment will go out tomorrow. Similar material will go out by hand (or post where necessary) to those who do not have email or do not wish us to use it. Julia Blackburn has agreed to be our speaker. Thanks to Yvonne for contacting her. Alison is working on the Annual Report and plans to include photos to make it livelier! Wine and soft drinks and snacks will be available. Ali and Sheila will arrange refreshments and Jenny O will get the glasses from the Co-op. We need people to help set up from 5pm as we need to clear the main space and bring in chairs etc. We need to tidy up the procedure for people standing down by rotation and for election, and the rationale for the constitutional change which will need a vote of members. 	<p>AB</p> <p>AB</p> <p>AH, SF, JO</p> <p>All</p> <p>AB and AH</p>
7. Any other business	<ul style="list-style-type: none"> None 	
10. Date of next meetings	<ul style="list-style-type: none"> AGM 6:30 on Tuesday 24th April. 	

Signed as an accurate record:

Alison Britton, Chair.

Date: