

## Friends of Halesworth County Library

### *Minutes of meeting of the Trustees held on 8<sup>th</sup> May 2018*

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

		<b>Actions</b>
1. Welcome and Apologies	<ul style="list-style-type: none"> <li>Apologies: David Borer</li> </ul>	
2. Minutes	<ul style="list-style-type: none"> <li>Minutes of meeting held on 10<sup>th</sup> April were read and approved</li> </ul>	
3. Matters arising	<ul style="list-style-type: none"> <li>Door Transfer – the wording was discussed at length and altered slightly to personalise it to reflect our Library and thanks were given to Jenny Olds for finding the original transfer. The final decision re wording will be made at the upcoming Events Group meeting.</li> <li>Baby Bounce and Tot Rock – a flyer has been taken to the Surgery to give out to new mums. New mats were needed but Ali reported that specialised items seemed very expensive, so yoga mats were suggested.</li> </ul>	
4. Reports: Library Manager	<ul style="list-style-type: none"> <li>AH reported that SPYDUS is being upgraded and teething problems are anticipated over the next 2 weeks.</li> <li>A card reader for Debit/credit cards is now available.</li> <li>AB requested that a modest amount of funds be spent to smarten up the main toilet as this has become a bit scruffy. All agreed.</li> </ul>	
Acting Events coordinator	<ul style="list-style-type: none"> <li>Plant sale – arrangements were all in hand</li> <li>Valley Farm Vineyards – 3 June, all asked to promote and sell tickets</li> </ul>	
5. Officers for 2017-2018	<ul style="list-style-type: none"> <li>Minutes Secretary – Evelyn Lindqvist – AB proposed, YS Seconded</li> <li>Chair – Alison Britton – DO proposed, AH seconded</li> <li>Vice Chair – Sheila Freeman – EL proposed, AB seconded</li> <li>Treasurer – David Borer – IT proposed, AB seconded</li> <li>Events Co-ordinator ( Acting) – Alison Britton (vacancies for a Chair and Secretary)</li> </ul>	
5. Events Co-ordinator	<ul style="list-style-type: none"> <li>Vegetarian week (14 -20 May) window and indoor displays</li> <li>19<sup>th</sup> May Plant Sale with Millennium Green Trust</li> <li>30<sup>th</sup> May Children’s Half -term workshop with Francesca</li> <li>3<sup>rd</sup> June Talk with wine tasting with Valley Farm Vineyards. Tickets on sale in the Library soon (up to 60).</li> <li>16<sup>th</sup> June Book Sale. Need to encourage public to bring us books etc., nearer the date.</li> <li>16<sup>th</sup> July FoHCL members only event – book-talk and tea</li> <li>26<sup>th</sup> August Stall at Antiques Street Market</li> </ul>	<p><b>Person responsible</b></p> <p>AB JO</p> <p>AB</p> <p>AB</p>
6. Setting dates for meetings	<ul style="list-style-type: none"> <li>All Tuesdays at 5:30 except for AGM</li> </ul>	
7. Proposed dates	<ul style="list-style-type: none"> <li>All agreed: 19 June: 7 August : 18 September : 30 October : 11 December : 22 January : 5 March : 16 April : AGM Thursday 25 April</li> </ul>	

8 Finding more Trustees and active helpers.	<ul style="list-style-type: none"> <li>In the next email to existing Friends a message should be included about the need for more active helpers.</li> </ul>	AB
9. Libraries membership form & amendment to CIO constitution	<ul style="list-style-type: none"> <li>AH has Suffolk Libraries form ready for completion. Signatures will be sorted at the next trustees meeting.</li> <li>The change to the Constitution was agreed. AB and AH will discuss as the CC needs to be informed of the change.</li> </ul>	
10. Bookmark & Leaflet	<ul style="list-style-type: none"> <li>EL once drafted a bookmark to be used for Friends recruitment. AB had a hard copy which she will try to locate.</li> <li>AB circulated Gt Yarmouth Library's 3-fold brochure and all agreed that something similar would be a good idea.</li> </ul>	AB / EL
11. Any other Essential Business	<ul style="list-style-type: none"> <li>IT said that at the next Town Council meeting she will take the opportunity to mention all the Library's current activities and future plans.</li> <li>David Olds raised the issue of the Crime Prevention Officer being made redundant. He suggested waiting for 2 months and then make contact "higher up" if no progress has been made, especially before the school summer holidays. All to think of local police officers to ask and David volunteered to make phone calls if a contact can be found.</li> <li>Kinetic Adventure has contacted us as they have new activities planned for this year.</li> </ul>	
12. Date Next meeting	<ul style="list-style-type: none"> <li>Meeting closed at 6:45</li> <li>Date next meeting - Tuesday 19 June 2018 at 5:30pm</li> </ul>	

**Signed as an accurate record:**

**Alison Britton, Chair.**

**Date:**