Friends of Halesworth County Library

Minutes of meeting of the Trustees held on 18th September 2018

Present: Alison Britton (Chair), David Borer, Ali Hopkins, Jane Kirkeby, Evelyn Lindqvist, Yvonne Sandison, Irene Thomas.

		Actions
 Welcome and Apologies 	Apologies: Natalie Evans , Sheila Freeman , David Olds	
2. Minutes	Minutes of meeting held on 7 th August were read and approved	
3. Matters arising	EL to send round electronically the draft "bookmark" for comments – we need to shorten it. The idea is to put the bookmark into books issued at the desk (and to have a stock by the self-issue machine) with the hope of attracting new Friends.	EL All
4. Updates Chair	 Organisation of FoHCL – discussion took place regarding the role of being a Friend. What could we expect of Friends and what do we offer them? So far, we have only offered one members only free vent (and have another coming up this autumn). All to give the matter some thought for future discussion. Could we have a second category of special Friend, and if so, what might we offer them (in return for a paid membership)? Community Forum (Woodbridge, 10 September) Information was provided on a new management structure, but AB reported that she felt that these changes would not really impact much upon Trustees, although it will mean changes for AH and other managers. Greater attention will be paid to volunteers and Diane Moore, who was AH's line manager, now has a new role of Volunteer Engagement Manager. Bruce Leeke, new CEO of Suffolk Libraries, felt that hadn't previously placed enough value on the role of volunteers. There will be more attention paid to recruiting, training and valuing volunteers at a central level as well as at individual library level. 	All
	 A computer-based programme called Volunteer Makers will be used to develop a comprehensive approach to volunteering. AB has been invited to attend a meeting about this in Ipswich (16th October) so watch this space! AH added how lucky we are to have such a large and hardworking band of volunteers. The first volunteer was recruited some years before Suffolk Libraries was created so we have a head-start on some libraries. Discussion followed regarding what other libraries might be doing to encourage more engagement with teenagers. Can we find some younger volunteers who would like to work with teenagers? AB to ask Shetland Libraries how they organise their programme where young people take over organising activities in the library for a week. 	АВ
5. Updates Treasurer	 Receipts have been £3,231.13 (including £200 donation from Eileen Gould). Payments £421.54 Since the transfer from current to savings account, interest has been £3.87 Current account balance - £5,690.89. Savings account balance - £24,216.79. Received from HMRC £1,964.68 from Gift Aid, including "small donations". 	

Library Manager Acting Events coordinator	 Thanks, were unanimously given to DB for all his hard work claiming this. AH has contacted Julian from fg (supplier of the Junior Library) and he is visiting on 1st October to discuss refurbishments and shelving solutions. There is not a huge choice of companies offering library furniture, so it will be difficult to obtain 3 'like for like' quotations. but everyone is encouraged to look online to see if they can turn up any possible companies. Christmas lunch (for trustees and volunteers) at de Argenteins on 17th December was discussed, with options for £20.95 for a sit-down meal or a tapas buffet at £15:00 for 30-40 people. All agreed on the buffet, and the Trustees agreed that and extra £2 per person subsidy would be given to provide one glass of wine. Kinetic Adventure – arranged. Quiz – teams organised for tomorrow. David O will be able to be Quiz master. New written Quiz available for £1. Everyone should encourage its sale! AB circulated a list of what's happening and emphasised that the distribution of publicity really must be improved. She also reminded Trustees that the issue of finding a replacement coordinator at the end of the year remains as she cannot continue in the role. Getting more (younger?) volunteers is still urgent too. Alison Cooke who helped briefly with events earlier in 2018 has confirmed that she is unfortunately not able to help now due to family commitments. NE was unable to attend this evening but had emailed that Rachel Hore has confirmed that she will do the 'Meet the author' session with NE on November 10th. They are consulting on a theme which may be: 'Stories and inspiration' where they will each speak of where their ideas and characters come from, with a Q & A from the audience at the end. NE is happy to come in to the library to 	AH AII
6. 100 Club bank account	 Problems have arisen with access to internet and telephone banking for the 100-club account. The Business Telephone Banking application and the Business Internet Banking application both require a copy of the minutes of the "committee" meeting agreeing to this service. This matter has been discussed with trustees already and it had been agreed that AH should proceed to sort this out (especially given that DO has been unwell recently). The Trustees present agreed unanimously to the proposition that the library manager (AH) and the treasurer (DB) be authorised to access the 100-club account via telephone banking and internet banking. AH was asked to try to resolve this matter and to confer with DO as necessary (providing he is well enough). 	AH/NE AH/DO
7. Discussion –	Library improvements: discussion at 5 above.	
8. Any other Essential Business	AH raised the possibility of Trustees paying for additional help to run children's activities. Sometimes the numbers are too many for one member of staff to cope with happily. However, as it is difficult to gauge the level of extra help needed beforehand, it was decided that having enough volunteers in place would be the best way forward at present. Again, it would be good if we could get more younger helpers/parents involved.	

[Type here]

9. Date of next	Tuesday 30 th October 2018 at 5:30pm	
meeting		

Signed as an accurate record:

Alison Britton, Chair.

Date: