

Friends of Halesworth County Library
Minutes of meeting of the Trustees held on 22nd January 2019

Present: Alison Britton (Chair & Minutes), David Borer, Natalie Evans, Sheila Freeman, Jane Kirkeby, David Olds, Yvonne Sandison, Irene Thomas. Arlene Roberts was present briefly at the start, by invitation.

		Actions
1. Welcome and Apologies	<ul style="list-style-type: none"> Apologies: Evelyn Lindqvist 	
2. Update from Arlene Roberts	<ul style="list-style-type: none"> Following the death of Ali Hopkins, Library Manager and trustee, we had an update from Arlene, deputy manager of the Library. Currently the Library is being staffed by the usual staff members (all of whom have taken on extra hours) and several supply staff. Much support is being given by Amanda King, manager of Bungay Library and the Executive Manager with responsibility for Halesworth. She is helping the staff to learn various procedures which Ali had always done herself. Arlene will be taking planned leave in February to go on holiday and after she returns in March the process of appointing a new manager will start. It is hoped to get someone in post for the busy Summer Holidays, but it may take longer. 	
3. Minutes	<ul style="list-style-type: none"> Minutes of meeting held on 11th December 2018 were read and approved 	
4. Matters arising	<ul style="list-style-type: none"> Still need to produce the agreed Bookmark for publishing 	AB
5. Updates	<ul style="list-style-type: none"> Receipts – £1,337.25 Payments – £410 Current account balance – £8,113.97 Savings account balance – £24,232.98 Total in accounts – £32,532.87 <p>We need to consider new signatories to accounts. David Borer himself can't make online payments – Ali was the only person who could. Arlene is willing to become a signatory. We will defer proceeding on this until March.</p>	DB
Library Manager	<ul style="list-style-type: none"> See item 2, update from Arlene Roberts. 	
Acting Events coordinator	<ul style="list-style-type: none"> There is not a lot to report since the successful Christmas activities which were discussed at the last meeting. It was noted that the Christmas Lunch for staff, trustees and volunteers, held at De Argenteins on December 17th had been a success and the food had been well received. Given the void in Events planning left by Ali's death, Alison will continue for the time being as acting co-ordinator but will be trying to devolve responsibility for some of her tasks. There will continue to be Board Games on the last Monday of each month. A new venture, Sociable Sundays, will be trialled on 3 Sundays in February / March, the idea being to offer an opportunity for people who are on their own on Sundays, and looking for an activity, to come along and meet up. The Sutton Hoo Roadshow will make a second visit on Saturday February 2nd and will be hosting some children's activities. Plans for this are being finalised. Otherwise there are no activities planned until Easter. There will be a performance of the Velveteen Rabbit (based on the book) on 18th April by the Spinning Wheel Theatre Group from Bury St Edmunds. Sheila, 	AB AB AB AB

	<p>Yvonne and Jenny Olds will be organising some accompanying workshops. Alison is liaising with the theatre company.</p> <ul style="list-style-type: none"> On Easter Saturday (20th April) we will have a sale and children's activities and a raffle. Items for the sale and raffle prizes will be needed. Trustees agreed that David and Jenny Olds can buy similar Easter egg prizes to past years. 	SF, JO, YS DO&JO
6. Hearing Loop	<ul style="list-style-type: none"> We looked at the information for the Echo Port-A-Loop but felt there were unanswered questions. We need a loop both upstairs and downstairs. Can we use one in both areas or would we be better with at least one fixed one? We felt that laying a loop out for events would take time and an unfixed loop could be a safety risk. Sheila agree to see if she could find out anything about the Huntingfield Hub's system. It was also felt that we need to liaise with Suffolk Libraries. Surely they have some responsibility to provide a loop? 	SF
7. Thoughts on a way to celebrate Ali	<ul style="list-style-type: none"> We considered how we, the FoHCL, might like to celebrate Ali's life. We seemed to be in favour of something visible and lasting inside or outside the Library to ensure that her name is not forgotten. We must bear this in mind as we think about the refurbishment of the Library. What might fit in? 	
8. Moving forward on plans for the Library	<ul style="list-style-type: none"> We had discussed the need to get some input into the plans for the Library refurbishment, since the input from fg had not been useful we felt we needed to look elsewhere. Sheila had been in touch with Lucy Mobbs, the architect for the Huntingfield Hub and she is happy to meet with us. We proposed March 4th (when Arlene will be back from her holiday) as a possible date. Alison and Sheila will liaise, and a small sub-group will be set up. Alison will search out the information she has on the tables which Ali had hoped to purchase for the mezzanine. 	SF to contact LM again AB
9. Any other Essential Business	<ul style="list-style-type: none"> Sheila is concerned that we may have some of "our" folding chairs at the Huntingfield Hub (Mike Stephens had borrowed them from the Library some time ago). They may be taking up storage space. We could check our shed to confirm if they are indeed missing from there. 	
10. Date of next meeting	Tuesday 5 th March 2019 at 5:30pm	

Signed as an accurate record:

Alison Britton, Chair.

Date: