

Friends of Halesworth County Library

Minutes of meeting of the Trustees held on 5th March 2019

Present: Alison Britton (Chair), Evelyn Lindqvist (Minutes), David Borer, Natalie Evans, Sheila Freeman, Jane Kirkeby, David Olds, Yvonne Sandison, Irene Thomas.

		Actions
1. Welcome and Apologies	<ul style="list-style-type: none"> Apologies: None, all trustees present. 	
2. Minutes	<ul style="list-style-type: none"> Minutes of meeting held on 22nd January 2019 were read and approved 	
3. Matters arising	None	
4. Updates Treasurer David Borer Acting Events coordinator Alison Britton	<ul style="list-style-type: none"> Total receipts £820.76 (donations £385.87 inc. £110 from Heart Beat) Payments petty cash £91.98 (currently £193.93 held in petty cash) Current account balance - £8,466.32 Savings account balance - £24,236.10 Total funds £33,257.53 To make 100 Club deposits at the Post Office an account card is needed. David Olds has the requisite form from HSBC. The problem is the need for two signatures on the application form and we are not totally clear who exactly are the signatories. David O will speak with Arlene Roberts (who is prepared to be a signatory, but it is not clear if she already is). <p><i>Since our last meeting:</i></p> <ul style="list-style-type: none"> February 2nd Sutton Hoo children's activities (attracted over 40 children and were deemed successful. The 4 volunteers from Sutton Hoo were pleased with the event and thanked Halesworth Library for its hospitality. February 17th and March 3rd Sociable Sundays 2 (of the trial 3) held so far. The first one attracted 4 "guests" but the second one only Library volunteers (some of whom, to be fair, had originally suggested and wanted the event). One more Sunday (March 17th) is planned. Everyone agrees they are a good idea, but attendance is too low to continue. Please encourage people to come – these sessions are designed for people who are bored on Sundays and would welcome somewhere to go and some company. February 20th and 24th Winterlight workshop and event went well. Board Games Cafes going are smoothly and have attracted some new participants <p><i>Upcoming</i></p> <ul style="list-style-type: none"> June 18th The Velveteen Rabbit performance (at a cost of £150) on 18th April was discussed. It was agreed that this be advertised as suitable for age 4+ with a family ticket (3 people) costing £5 with additional tickets at £3 per person. The Spinning Wheel Theatre has provided publicity which we need to distribute. 	<p>DO</p> <p>AB and ALL</p>
5. Suffolk Libraries Meetings	<ul style="list-style-type: none"> Halesworth library is hosting the next Suffolk Libraries "Community Meeting" (formerly "Community Forum") on Thursday 4th April 2-4pm. Alison encouraged Trustees to attend as the meetings are generally productive and useful. You MUST sign up online to register attendance. Suffolk Libraries Senior Management is holding a Strategy Roadshow for trustees (separate ones for staff) at each Library. They will come to us on Tuesday 16th April 5:30-6:30 which is the day of our next Trustees meeting which will now start at 4:30. Trustees should make attendance a priority. 	<p>AB to circulate link to those who've not yet registered.</p> <p>ALL</p>

6.AGM	<ul style="list-style-type: none"> The date set for the AGM is Thursday 25th April at 6:30. Discussion took place re the speaker and we decided this year to concentrate on Library matters rather than having a “literary” speaker. We need someone to speak about Library management matters and Alison wondered if Amanda King (executive manager for Halesworth Library and Library Manager at Bungay) might be suitable. She will approach her. We can also take some time at the meeting to divide people into groups and give them some time to consider plans we have for refurbishment and come up with their own ideas. Advert to Community News by Wednesday 27th March for April issue. Notice of meeting (by email and letter) will need to go out by 25th March. Thursday 4th April 4-5pm meeting to finalise AGM details. 	AB AB and ALL
7. Hearing Loop	<ul style="list-style-type: none"> It was agreed the loop should extend throughout the whole library, but this is likely to be expensive (as Sheila had discovered by speaking to the person who had been responsible for installing it at the Huntingfield Hub). Alison will contact Suffolk Libraries (possibly through Sylvia Knights) to establish their policy and which libraries already have a loop installed. 	AB
8. Moving on with plans for Library	<ul style="list-style-type: none"> Alison’s personal notes from the meeting on 4th March with Lucy Mobbs were circulated for interest/information. Alison suggested new tables should be purchased as a priority, but that specialist suppliers (e.g. Gresswell) might not be necessarily be the best choice as they are often expensive. Ali had chosen tilt top tables on wheels – estimates for 6 rectangular at £2124 and 2 half round at £852. Alison had done a quick web search and has found cheaper alternatives. Alison had spoken with Arlene Roberts who had agreed that David Hopkins might like to continue to be involved in Library matters. Alison will contact him to see if he might like to possibly source furniture. All agreed that his input would be most welcome. 	AB
9. Any other Essential Business	<ul style="list-style-type: none"> Point 6 of the minutes of December 11th, 2018 note this decision by the Trustees. <i>“Next year’s request for funding to the Town Council was discussed and it was agreed to put in our next bid in April at the start of the tax year. But we will need to have spent the previous money before we can do this”.</i> Alison had suggested to Catherine Draper (email correspondence 9th February) that she might use this opportunity to ask for some money for the proposed refurbishment of the garden which she is spear-heading. She will check with Catherine to see whether she followed up on this. Irene Thomas reported a conversation with Councillor David Thomas who had said that FoHCL could put in a request for cash even if we had not yet spent the grant from 2017-2018. Alison will contact David. 	AB AB
10. Date of next meeting	<ul style="list-style-type: none"> Thursday 4th April 2019 Additional short meeting to finalise AGM plans will take place from 4 to 5pm after the Suffolk Community meeting. Tuesday 11th April 2019 4.30 to 5.30 to be followed by Suffolk Libraries Strategy Road Show from 5.30 to 6.30. If necessary we will continue the Trustees meeting at 6.30. 	

Signed as an accurate record:

Alison Britton, Chair.

Date: