

Friends of Halesworth County Library

Minutes of meeting of the Trustees held on 16th April 2019 at 4:30pm

Present: Alison Britton (Chair), David Borer, Natalie Evans, Sheila Freeman, Evelyn Lindqvist (minutes), Yvonne Sandison, Irene Thomas (from 5:30pm)

		Actions
1. Welcome and Apologies	<ul style="list-style-type: none"> Apologies: Jane Kirkeby, and David Olds are both standing down as Trustees, Jane due to the illness of a partner, and David due to his own poor health. Neither was able to attend the meeting. 	
2. Minutes	<ul style="list-style-type: none"> Minutes of meeting held 5th March were read and approved 	
3. Matters arising and not elsewhere on agenda	<ul style="list-style-type: none"> Item 5 Suffolk Libraries Community Meeting, held at the Library on 4th April. It was well attended and useful. A lot of it was about ways that Suffolk Libraries might raise money to counter an upcoming deficit. In relation to this, AB reported that she had heard from Arlene that the Library staff should apparently not be undertaking admin tasks on behalf of the Friends, for example the maintenance of the FoHCL database. This used to be done by a volunteer who has recently 'retired'. Additional volunteers with admin skills are therefore needed or we may find that we need to pay to have these tasks done. Item 7 Hearing Loop. AB emailed Sylvia Knights (Vice-chair of Suffolk Libraries Board) to ascertain whether Suffolk Libraries' had a policy on their responsibility for providing facilities for those disabled by hearing loss. Earlier today Mike Ellwood phoned Arlene and as a result he ordered us the £277 (ex-VAT) Port-A-Loop system. We had learned that this was probably not suitable for our needs but had failed to pass on this information to Arlene. SF's contact at the Huntingfield Hub will be asked to be in touch with Mike Ellwood to advise on what might be needed for the Library. It seems unlikely that Suffolk Libraries will provide more than the basics, but maybe they will put what they were prepared to pay for this system towards a better one Item 8 AB has spoken with David Hopkins and he says he is happy to remain involved with the library. AB will liaise with him re online research into new tables and chairs. Item 9 Halesworth Town Council funding. AB suggested to Catherine Draper (who takes care of the Library garden and is planning a revamp) that she might wish to apply to the Town Council for a grant, but Catherine felt that the plans were not far enough advanced. Then AB was contacted by the Town Council Clerk who reported that the HTC still had money available. So, she completed a speedy application, attended the HTC Finance meeting on March 18th and we have received the grant for £3,000. Thanks, were given to AB for carrying out this application. 	<p>SF to speak to her contact</p> <p>AB</p>
4. Acting Events coordinator	<ul style="list-style-type: none"> AB met with Emma Healey from the Volunteer Centre and a discussion took place concerning a possible joint bid for funding. This might be to arrange transport to bring elderly and disabled people – or those "isolated" in the villages – to events at the Library. AB presented a written report on events – attached. 	
Treasurer	<ul style="list-style-type: none"> David Borer reported: Receipts have been £3,856.64 Donations £3,627.65 (£3,000 Town Council, £212.59 Cards for Good Causes, £95 EL IT lessons, £200 from Arlene Gould, £225.27 Readyspex reading glasses, 	

	<p>£3.72 interest)</p> <ul style="list-style-type: none"> • Payments £471.55 • £150 to Spinning Wheel Theatre Company for the Velveteen Rabbit performance, £58.95 writing workshop, £167.58 glasses, £95.02 petty cash) • Current account balance - £12,337.86 • Savings account balance - £24,240.82 • Total £36,667.60 • As we do not plan immediate expenditure, it was agreed to transfer £6,000 to the savings account • David reported that the pens are selling well, but the reading glasses are not yet in profit. AB to ask Arlene which ones are not selling (they may be on 'sale or return') or we could hold a 'reduced' sale. 	<p>DB</p> <p>AB</p>
5. A G M	<ul style="list-style-type: none"> • AB circulated draft Agenda. She will remind Amanda King (Executive Library Manager) about her input to the meeting. • Natalie made her apologies for the AGM as she is double booked. • DB will send the financial report (for the Annual Report) to AB by email. • AB to circulate possible "triggers" for a discussion on possible changes to the layout of the Library. Please send back any comments. Francesca has agreed to introduce the topic. 	<p>AB</p> <p>DB</p> <p>ALL</p>
6. Any other Essential Business	<ul style="list-style-type: none"> • None <p>The meeting ended at 5:30 and was followed by the Suffolk Libraries Strategy Roadshow with Sylvia Knights.</p>	
7. Date of next meeting	<ul style="list-style-type: none"> • AGM Thursday 25th April at 6.30 	

Signed as an accurate record:

Alison Britton, Chair.

Date: