

Friends of Halesworth County Library

Minutes of meeting of the Trustees held on 17th September 2019

Present: Alison Britton (Chair), Natalie Evans, Sheila Freeman, Nigel Frostick, Evelyn Lindqvist, Arlene Roberts (present for items 1 to 3), Yvonne Sandison and Irene Thomas.

		Actions
1. Welcome & Apologies	<ul style="list-style-type: none"> Apologies: David Borer, Julie Gulliver. 	
2. Library update from Arlene Roberts, standing in for Julie Gulliver	<ul style="list-style-type: none"> The next phase of the refurbishment has been completed. New shelves on wheels, with outward facing display shelves, are in place in the non-fiction area. The Sound & Vision materials will now be moved to behind the newly positioned newspaper table. Now attention will turn to the other side of the Library and the Trustees agreed to pay for 3 double bay shelves. David Hopkins will kindly assemble them. There will also be a new poster display stand. These new bookcases will open out across the fiction area as envisaged by Ali Hopkins. The self-service unit will be moved closer to the front door and the photocopier will be placed behind it, in the corner by the window. Bucket seats are proposed for the corner under the TV. Alison questioned the choice of the space (to the right of the counter) used by various support groups. There had been discussion in the past about the suitability of this space as it lacks privacy. It's very visible to Library users (which is a plus for advertising the services). But might it also deter people from asking for support as it would be obvious that they were doing so? Arlene agreed to enquire of the service providers whether they feel this space to be appropriate. Arlene reported on some new activities. <ul style="list-style-type: none"> An adult craft group on Wednesday evenings. A creative writing group (Golden Age) for over 60s on Wednesday afternoons, run through the INK Festival. Charity Christmas cards are being delivered in October. 	Library staff
3. Proposed Purchases	<ul style="list-style-type: none"> All in agreement for FoHCL to pay for the purchase (above) of new shelves (around £1,200) and the poster display stand (c£250). Unpriced future purchases were agreed in principle although more specific costs would need to be approved: a table/structure to link the self service machine and the photocopier. This would provide space for sorting papers/books etc. Seating in the teen area underneath the TV. Coffee table etc for the office. Alison mentioned the possible purchase of a new projector and screen. This has been on a list for some time. Once we have the new furniture upstairs having a new working screen and projector would be an asset when renting out the space to other groups. Natalie reported that Cratfield village hall had recently purchased a projector and screen. She will let Alison have the details. 	NE
4. Minutes	<ul style="list-style-type: none"> Minutes of meeting held on 6th August 2018 were read and approved. 	
5. Matters arising and not elsewhere on agenda	<ul style="list-style-type: none"> Transportation for events – Alison had been in touch with Emma Healey from the Halesworth Volunteer Centre and they'll meet on Thursday to discuss a joint application for a grant to provide transport to Library events for the elderly and disabled. Patrons – Jackie Carreira, Tessa Newcomb and Dean Parkin have all agreed to be Patrons and thanks were given to Alison for meeting with them all. Jackie and Tessa have both agreed to come to Suffolk Libraries Day on October 12th. Unfortunately, Dean is already busy on that day. Hearing loop – ongoing. We will wait to follow this up when we are clear what physical changes might be made to the Library layout. Sorting signatories for the bank accounts – to be carried forward in the 	AB AB

	absence of David and Julie.	
6. FoHCL amendment	<ul style="list-style-type: none"> We previously discussed holding a social event for the Friends incorporating an “extraordinary general meeting” at which we can re-pass the amendment. It was now been agreed that we will hold such an event in the “dead” period between Christmas and Easter (rather than in the autumn as previously mooted). It would be an opportunity to showcase the changes in the Library to Friends and we could have a speaker too. 	
7. To note upcoming SL meetings	<ul style="list-style-type: none"> Alison wished to draw trustees’ attention to various Suffolk Library meetings. Community Meeting here Monday 23rd September 2pm. Several trustees and members of the Events Group will attend. Suffolk Libraries AGM, Thursday 3rd October. Alison attended in 2017 and 2018 but will not attend this year. She has submitted her proxy vote. Suffolk Libraries Day, Saturday 12th October. All to attend if possible – specially to meet with the Patrons as a good turnout is hoped for. Suffolk Libraries Volunteer Awards, Wednesday 20th November. 	All
8. Update from acting Events Coordinator, AB	<p>Antiques Street Fair stall was a success with plenty of helpers on the day. Thanks to everyone. This event does take a lot of work as there is preparation and pricing beforehand (on the Saturday) as well as setting up, staffing, taking down and storing the leftovers.</p> <p>Sociable Sundays have been reasonably well attended.</p> <p>Board Games Café has also been popular recently. The game “Go” has been donated and the donor is attending to teach the rules and explain strategy.</p> <p>Monday 7 October – The Suffolk Libraries Book Journey (taking a book to all 44 Libraries) starts on 7th October and the book will arrive at Halesworth Library in the afternoon and continue its journey (with James Hewett of the Halesworth and Southwold Narrow Gauge Railway) to Southwold.</p> <p>Julie has suggested a social event for volunteers from 3-5pm to coincide with the arrival and departure of the book. She will be sending an email invitation to all volunteers. Refreshments will be organised by the Events Group.</p> <p>Saturday 12 October. Suffolk Libraries day from 10-3 with various events being organised throughout the day. Currently we are planning workshops for children (and possibly adults) and Francesca and Meraylah are being employed to run these, involving a Zoetrope (animation device).</p> <p>Linda Sherman will provide a new written literary themed quiz.</p> <p>Meraylah is revising a Treasure Trail.</p> <p>At 11:00 we will introduce our two new Patrons.</p> <p>Friday 22nd November at 2:00 putting up Christmas tree and decorations.</p> <p>Bric a brac sale Saturday 30th November from 9:30 to 3:30. Setting up Friday 29th at 4:00.</p> <p>We will launch the Christmas raffle at the sale, and everyone is urged to seek out prizes. Sheila suggested that the Trustees combine to purchase a One4all gift card from the Post Office. Accepted by over 130 High Street brands.</p>	All
9. Update on furniture & re-organising library	<p>Mainly discussed above.</p> <ul style="list-style-type: none"> Sheila to arrange for some of us to go and test out the Huntingfield Hub chairs to help us decide re chairs for upstairs. All to consider the ideas we have previously discussed for re-designing the kitchen area – and garden ideas. 	Sheila All
10. AOB	None.	
11. Date of next mtg	<ul style="list-style-type: none"> Tuesday 29th October at 5.30 in the Library. 	

Signed as an accurate record:

Alison Britton, Chair. Date: