

Friends of Halesworth County Library

Minutes of meeting of the Trustees held on 29th October 2019

Present: Alison Britton (Chair), David Borer, Natalie Evans, Sheila Freeman, Nigel Frostick, Julie Gulliver, Evelyn Lindqvist, Irene Thomas

		Actions
1. Welcome & Apologies	Apologies: Yvonne Sandison.	
2. Minutes	<ul style="list-style-type: none"> Minutes of meeting held 17th September were read and approved. 	
3. Matters arising and not elsewhere on agenda	<ul style="list-style-type: none"> Transportation – A response from Emma Healey is still awaited. Alison attended the Halesworth Volunteer Centre AGM on 17th October but did not have a chance to speak with Emma. But co-operation with the Library was mentioned in the HVC future plans! Alison will ask David Hopkins to investigate a new screen and projector as he has knowledge of the previous one. Christmas Raffle Prizes – it was agreed that Trustees would contribute to the purchase of two “One4all” gift cards – one for £100 and one for £50. 	<p>AB</p> <p>AB</p> <p>AB</p>
4. Updates Treasurer’s report	<p><i>David Borer reported:</i></p> <ul style="list-style-type: none"> Receipts: Donations £439.79 inc. a £100 from the Woolnoughs which Alison has acknowledged. £422.05 Antique Street Market; Income from donated items £144.10; £15.26 interest on savings account. Total receipts: £1,333.01 Outgoing Payments: £1,828.64 shelving; EPS Banner £75; ReadySpex re-stock £139.92; petty cash £71.99. Total £2,115.95 Balances: Petty cash £164.84 Current account £9,080.80 Savings account £30,275.31 <p>Current Total: £39,520.95</p>	
5. Sorting signatories for the bank accounts	<p>Friends Bank account</p> <ul style="list-style-type: none"> It was decided that the treasurer is to be the HSBC main account holder. Alison Britton to remain a signatory and two new signatories to be added: Julie Gulliver and Evelyn Lindqvist. Sheila Freeman will no longer be a signatory. For online banking, it was agreed that the treasurer should become the main authorised person. EL to produce a Resolution to this effect. David will download forms and proceed with collecting signatures etc. For the future Nigel suggested using the Ipswich Building Society for savings as they still have a local presence in Halesworth. It was agreed that this was a sensible idea. <p>100 Club Account</p> <ul style="list-style-type: none"> The 100 Club bank account currently has two signatories (David Olds and Sheila Freeman). Decision on signatories to be carried forward as the 100 Club has reduced numbers at present and David is not well enough to carry on running it. Alison will speak with Arlene Roberts who has overseen it during the year. 	<p>EL</p> <p>DB</p>
6. Library Manager’s report	<p><i>Julie Gulliver reported:</i></p> <ul style="list-style-type: none"> Christmas lunch (December 16th) invitations were given out. Julie thanked everyone for their support since she took up her post as Library Manager. New books for children of all ages have been delivered and displayed. Newly designed library borrower cards have been received from Suffolk Libraries (with new branding “WordPlay”). 	

<p>7. Update on plans for buying furniture and for re-organising the Library</p>	<ul style="list-style-type: none"> Shelving for left hand side of the main door should be delivered on Friday and David Hopkins will come on Saturday to put it together. Lisa Bell and Jen Naulls (who can cover Sundays) are new relief assistants. Office/kitchen plans. Julie suggested installing a new worktop to the right of the sink to provide more space when clearing up after providing refreshments. All agreed it was a good idea provided the cost was not too high. It was felt that it would not be sensible to invest too much money until there were clearer plans for further development of the kitchen area. Several Trustees have visited the Huntingfield Hub to look at their chairs and AB circulated photos. It was decided that the "Strike" (black) chairs were preferred. 30 chairs were agreed, plus 2 trolleys. EL to research 5 similar chairs with arms. EL to enquire about the cost of 6 pedestal oblong tables with flip top and 2 "D" end tables. 	<p>EL</p>
<p>8. Bi-fold doors</p>	<ul style="list-style-type: none"> Alison Britton and Catherine Draper (garden volunteer), along with Julie Gulliver and Amada Young (Manager from Bungay Library) had attended a meeting with Suffolk Libraries and contractors regarding their maintenance work on the office windows and window and doors in the Junior Library. This work is now scheduled for March 2020. It has been agreed that there can be bi-fold doors in the Junior Library to make it possible to open the whole wall into the garden. Trustees agreed that the Friends could pay up to £5,000 costs to provide bi-fold doors (with triple glazing) rather than simple replacements of the standard doors and windows. AB and CD (and a member of Library staff) will meet with a garden designer to ascertain planning costs (which will be needed before any applications can be made for grants). Obviously physical work on the garden cannot begin until the building work has been completed, hopefully in March. 	
<p>9. Improving customer toilet</p>	<ul style="list-style-type: none"> It was agreed that the customer toilet needed refurbishment. Re-decorating and the installation of a new hand dryer would be a minimum. Alison will speak to David Hopkins to see if he has any advice. 	<p>AB</p>
<p>10. Acting Events coordinator</p>	<p><i>Alison Britton reported:</i></p> <ul style="list-style-type: none"> Board Games Café and Sociable Sundays both have variable attendance but both groups seem to be well established now and to be meeting needs. 23rd September SL community meeting had been a little disappointing as there were not many attendees from other libraries 7th October event for volunteers with home-made refreshments was successful. This was part of the Book Journey celebrations and we saw off James Hewett (Halesworth to Southwold Narrow Gauge Railway Society) who was delivering the book to Southwold Library. 12th October Suffolk Libraries Day. The launch of the patrons was successful and well attended (over 30 people). Other activities on the day were not very well supported. 	
<p>11. World Book day plans.</p>	<p>WORLD BOOK DAY 2020 will be on Thursday 5th March. Julie has suggested having a week or even a month of book celebrations. Plans will be discussed at a staff meeting in early December but her possible initial ideas included:</p> <ul style="list-style-type: none"> Sheila - Time Out talk Meraylah - something about Antiquarian books maybe Francesca - children's workshop Book sale Patrons - workshops/talks Storyteller - really would love us to have a storytelling chair like Bungay/Lowestoft has 	

	<ul style="list-style-type: none"> • WBD cake - guess the weight • WBD fancy dress - prize for most original costumes • WBD Quiz <p>It was felt that it would not be practical to have too many events too close together: partly because we won't get enough people to attend events if we have too many and also because we just do not have the volunteers to be able to staff and organise several events in quick succession.</p> <ul style="list-style-type: none"> • Some ideas were discussed to encourage more people to join the Events Group but without any conclusions. • We need to see what staff decide in December and to discuss ideas at the next Events Group which isn't until 12th December. 	Carry forward
12. To note	<ul style="list-style-type: none"> • Halesworth Library's volunteer team was nominated by the library staff for the Suffolk Libraries People's Champions Team Award. We have been shortlisted and invited to send along a maximum of 5 people to the Awards event in Ipswich on November 20th. Arlene Roberts will attend with some volunteers. 	
13. Any other Business	<p>Nigel Frostick had sent Alison 3 items for AOB</p> <ul style="list-style-type: none"> • <i>Review of the possibility of raising funds for FOHCL from Book Club memberships. I have in mind a small per capita charge or possibly some form of associate membership by the individual groups. In return we may be able to offer a conduit for feedback and to encourage start-ups.</i> It was agreed that this sounded like a sensible follow up to the decision at the AGM to possibly require Book Club members to both join the Library and to become members of the Friends. • <i>Reintroduction of a £1 minimum annual membership fee.</i> The fee had been dropped because of the difficulty of renewing membership. Alison pointed out that she had been the one trustee to vote against this decision and still feels that we are missing an opportunity by not collecting dues. But we need to find a way to make it feasible. • <i>Update of FOHCL trustee details on the Charity Commission website.</i> Alison reported that she had updated this information today. Thanks to Nigel for pointing out that it needed doing! 	Carry forward Carry forward
14. Date of next mtg	<ul style="list-style-type: none"> • Tuesday 10th December 5:30 at Halesworth Library 	

Signed as an accurate record:

Alison Britton, Chair.

Date: