## **Friends of Halesworth County Library**

## Minutes of meeting of the Trustees held on $10^{th}$ December 2019

Present: Alison Britton (Chair), David Borer, Natalie Evans, Sheila Freeman, Nigel Frostick, Yvonne Sandison, Irene Thomas. In attendance for item 2, Catherine Draper.

		Actions
1. Welcome &	Welcome to Catherine Draper	
Apologies	Apologies: Julie Gulliver and Evelyn Lindqvist both absent due to family illness.	
2.Discussion of	Catherine described how she and Alison had researched local garden	
planning for	designers but had decided that Hannah Crickmore, who has done some work	
Ali's Garden	for Sheila, was clearly the best candidate. There was really no other local	
	competition. Sheila described her experience of planning a garden with	
	Hannah and it was agreed that she seemed a good person for the job, given	
	her qualifications and experience and her interest and sensitivity to the task.	
	Catherine and Alison had had an initial useful meeting with her and another is to be held in the New Year when Hannah would like to meet with David	
	Hopkins if possible, and talk about what Ali would have liked as well as about	
	what the needs are from the perspective of the Library. Catherine has agreed	CD & AB
	to provide a brief to assist the discussion. The work should go ahead once the	CD & AB
	bi-fold doors have been installed in the Junior Library.	
	bi-fold doors have been installed in the Julior Library.	
3. Minutes	Minutes of meeting held on 29 <sup>th</sup> October were read and approved.	
4. Matters	Grant application for transportation for events. No progress.	
arising and not	Screen and projector. David Hopkins has sent suggestions.	AB
elsewhere on	100 Club. David reported that income from the Club had not dropped off but	
agenda	had varied over the years.	
	2014-15 - £623	
	2015-16 - £588	
	2016-17 - £383	
	2017-18 - £470	
	2018-19 - £495	
	2019-20 - £328 (for first two thirds of the year)	AB to
	So, it does seem financially worthwhile.	speak to
	Arlene had some ideas for streamlining the workings. A volunteer is needed to take over the administration.	AR
	<ul> <li>Chairs and tables for gallery. No progress. Evelyn wasn't present to report.</li> </ul>	EL
	Customer toilet / HTC grant. David Hopkins had suggested a Lowestoft	
	company which specialised in such work. Other estimates would be needed.	
	Alison had spoken to HTC Chair re a grant for this work from the council. Do	
	we need to limit access once it is refurbished? It should be for library users	AB
	not everyone.	
	Suffolk Libraries – People's Champions award. Halesworth Volunteers had	
	been highly commended but did not win the award. Irene had attended the	
	Awards event with Arlene and 3 other volunteers and had enjoyed it. There	
	had been a fine tribute to Ali. But sadly, the team award had NOT been	
	named the Ali Hopkins award as promised.	
5. Library	In her unavoidable absence Julie had submitted a written report:	
Manager's	Building works carried out	
report	<ul> <li>safety locks put on two gallery windows to prevent accidents.</li> </ul>	
	gallery door fixed.	
	<ul> <li>back door fixed and card scanner now working.</li> </ul>	

boiler was looked at (again) as radiators weren't heating up properly. This appears to have improved, despite nothing, as I could see it, being done and I'll monitor the situation. glazing firm has been in and measured up for window in office and bi-fold doors. The first week in March has been given as a possible date for a week's closure. We will be giving the public at least 6 weeks' notice. still need to get a quote for worktop. electrics done (see self-service below). Library update self-service and photocopier have been moved as part of long term vision. of team to create more space and open feel. after Christmas the shelving/books should have their final move about. Borrowing figures overall compared to 2018 period first half of year down 7% to 24283. 12 month period down 5% (we have a few weeks to go yet) to 47621 last 3 months down 4% to 11361. This reflects a downward trend across Suffolk but Halesworth was particularly low early in 2019 for understandable reasons. So overall appear to show a slowing of the decrease and looks like things are turning around. **Visitor Figures** Will provide visitor figures for next time so we have the full 12 months for comparison. **Thank You** Just wanted to pass on a thank you from myself and all the staff for the fundraising - bric a brac, raffle etc, we really couldn't ask for better support. **Additional notes from Arlene** Need article re fund-raising for December 20th Need to set up Golden Giving page so we have details for the article. Money already coming in for Ali's Garden. 6. Treasurer's David Borer reported Report • Receipts: Donations £307.70. Fundraising £195.92; Income from donated items £157.35; £5.14 interest on savings account. **Total receipts**: £1.095.66 • Outgoing Payments: £1,306.18 shelving; Staff salaries (SLD) £102.13; petty cash £30.69. Total £1,439 • Balances: Petty cash £231.41 Current account £8,563.01 Savings account £30,280.45 **Current Total**: £39,074.87 David pointed out that the interest on the current Savings account is only 0.2%. A Passbook account with the Ipswich Building Society would give us 1.25%. So, we are losing £300 per annum. David thinks that the best IBS account for us would eb a special Community DB account and he will investigate this. He will ask for an application from – one had to apply and be approved but he thinks we will be suitable. 7. Acting Event Alison Britton reported: Co-ordinator's 3 Sociable Sundays had taken place since the last meeting and the November report Board Games Cafe. All well or reasonably attended. Events Group had met on November 14th to sort out cupboards which had got messy. Christmas decorations were put up on November 22<sup>nd</sup> with trees in the Library and in St Mary's Church (for the festival). Bric a Brac sale took place on November 30<sup>th</sup> but only raised about £130. Surplus Bric a Brac (not good enough to save for another sale) was being sold off on a table in the library – all items 50p. It was doing surprisingly well (items would otherwise have gone to a charity shop).

	Raffle had been launched on 30 <sup>th</sup> and was doing well, Draw will be on December 21 <sup>st</sup> . There are over 30 prizes.	
8. Christmas Raffle sales	Alison reported that sales are going well but that more volunteers are needed to fill gaps on the selling timetable. The timetable was circulated.	
9. To note: Healthy Lives and Communities meeting	<ul> <li>Meeting was attended by Alison on 27 November in Holton Village Hall. It was organised by East Suffolk Council and the Halesworth Volunteer Bureau and brought together people involved in voluntary activities in Halesworth and further afield. The idea was to network and to co-ordinate and move forward with various initiatives. Alison made some useful contacts and it looks as though we will have some more people to offer support in the library. Further meetings may be arranged.</li> <li>Alison had spoken to people re getting some dementia support training for library volunteers/staff/trustees etc in the new year. She will pursue this.</li> </ul>	АВ
10. World Book	To be carried forward in Julie's absence.	
day plans.	Nigel pointed out that the Library would be closed for refurbishment the first week of March and would clash with WBD. Alison will mention to Julie.	АВ
11. Fund raising plans	<ul> <li>To be carried forward due to lack of time to discuss.</li> <li>Items raised as AOB by Nigel Frostick at last meeting.</li> <li>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.</li> <li>Reintroduction of a £1 minimum annual membership fee.</li> </ul>	
12. AOB	It was agreed that we should pursue finding out more about the hearing loop possibilities in the New Year. Alison and Sheila both have leads.	AB & SF
13. Date of next mtg	Tuesday 21 <sup>st</sup> January 5:30pm at Halesworth Library	

Signed as an accurate record:

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