

# **Minutes of Trustees of The Friends of Halesworth County Library**

## **Meeting of 5<sup>th</sup> May 2015**

**Present;** David Thomas (DT), Sheila Freeman (SF), David Olds (DO), Alan Holzer (AHol), Evelyn Lindqvist (EL), Alison Hopkins (AHop), Arlene Roberts (AR), Andrew Payne (AP), Alison Britton (AB), Mike Stephens (MS)

**Apologies;** Tamsyn Imison

### **1. Welcome and Chairmans opening remarks**

DT opened the meeting with a welcome contribution of £160 from the Thoroughfare Food and Craft Event and he will pass on our thanks.

**ACTION: DT**

1.2 DT requested names and contact details for all Trustees.

**ACTION: MS**

1.3 DT thanked AHol for Chairing the AGM which received positive feedback. AHol suggested next years AGM should have a guest speaker, maybe Tony Brown from Suffolk Libraries.

**ACTION: DT**

### **2. Minutes of the meeting held 27<sup>th</sup> January 2015**

2.1 The minutes were accepted as a true and accurate record to be posted on the website and noticeboard.

**ACTION: MS**

### **3. Events and Fundraising**

3.1 DT asked that this meeting concentrate on future events and fundraising, in particular, advertising/sponsorship of the stair risers. AH will approach Meraylah to determine if she is able to undertake the artwork, similar to what she has already produced on the library wall, for all 18 risers. She had previously quoted £100 per riser and the Trustees agreed to personally fund an equal share for the first riser.

**ACTION: AH**

3.2 DT will circulate to Trustees a list of businesses/clubs which could be approached for sponsorship and Trustees asked to consider if there are others and to make contact with them if possible.

**ACTION: DT/TRUSTEES**

3.3 Discussion took place regarding whether to increase the £100 to allow for a library funding contribution and to whether this should be an annual payment. Agreed to sell the risers just at cost for the aesthetic enhancement of the library and the Friends would meet the cost of perspex sheets to protect the artwork.

#### **4. Election of Treasurer**

4.1 MS agreed to look at the work involved and if not too onerous agreed to take on the role in addition to that of secretary.

**ACTION: MS**

4.2 Discussions took place regarding the 100 Club and the fact it has a separate bank account. Agreed to move funds into the Friends account and just show net profit in the annual accounts.

**ACTION: DO**

4.3 The signatories on the Friends account are, DT, AH, DO and AR and for the 100 Club, SF, DO and AH. All signatories will be reviewed and updated when the 100 Club account is moved.

**ACTION: DT/DO**

#### **5. Election of Co-ordinator of Events Group**

5.1 DT proposed and AH seconded that Sheila continue as Co-ordinator of this group.

#### **6. Election of 100 Club Manager**

6.1 DO elected to continue in this role and he advised that the numbers had now fallen below 100 and asked Trustees to try and generate new members. DT thanked David for his hard work.

**ACTION: TRUSTEES**

#### **7. Election of Members Officer**

7.1 There were no volunteers for this position so this will be on the agenda for our next meeting, possibly as a PR/Communications Officer. AH raised the point that the members database requires managing, especially in 2 years time when Friends need to be renewed. Evelyn offered to assist.

**ACTION:MS/EL**

7.2 The library has been given a 2 page spread in the July edition of Community News, however, this requires input. DT will contact Catherine to see where we are and Alison B will also assist.

**ACTION: DT/AB**

7.3 Megan will continue to update Facebook and Twitter and Alison B offered to assist with the Newsletter.

**ACTION: MP/AB**

## **8. Future Projects**

8.1 SF tabled notes from the Events Group. Agreed that the stall in Rifle Hall 6<sup>th</sup> June should also use the opportunity to recruit new Friends and members to the 100 Club. Sheila requested at it was agreed that the Friends would match the Huntingfield donation of £100 towards the educational display for the children. Sheila also asked if other Trustees would consider joining this group as these events do much to promote the library.

**ACTION: TRUSTEES**

## **9. Any Other Business**

9.1 AB asked Trustees if they have any items for sale, this can be unwanted gifts and good as new items.

**ACTION: TRUSTEES**

9.2 DT noted an amendment was required in the Annual Report on the last page, Looking Ahead, it should read Sunday 30<sup>th</sup> August: Antiques Street Market.

9.3 AHol stated that a Trustee has been invited to attend Suffolk Libraries AGM which is held the first week of July. This to be an agenda item for next meeting.

**ACTION: MS**

9.4 AHop will table the costs of the blinds for the next meeting.

**ACTION: AHop**

9.5 Agreed to hold bi-monthly meetings commencing from DoNM.

**Date of Next Meeting 2<sup>nd</sup> June 2015, 17:45.**

**Signed** \_\_\_\_\_

**Position** \_\_\_\_\_

**Date** \_\_\_\_\_