

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

## **Meeting of 4<sup>th</sup> August 2015**

**Present;** David Thomas, Chair (DT), Sheila Freeman (SF), Alan Holzer (AHol), Tamsyn Imison (TI), Arlene Roberts (AR), Alison Hopkins (AHop), Andrew Payne (AP), Alison Britton (AB), Mike Stephens (MS)

**In Attendance:** Diane Moore (DM), Community Libraries Manager

**Apologies;** David Olds and Evelyn Lindqvist

### **1 Minutes of the meeting held 2<sup>nd</sup> June 2015**

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

**ACTION:AHop/MS**

### **2. Matters Arising**

**2.1** No matters arising.

### **3 Election of Members Officer**

**3.1** Shirley Kent who is a volunteer, has offered to keep the Friends spreadsheet up to date. From April next year all Friends will need to be notified of the requirement to renew their 3 year membership so it is important to find someone to fulfil this role. Mike will advertise this on the Library website. In the meantime, Alison agreed to work with Ali to update the current membership details where emails are being returned.

**ACTION: MS/AB/AHop**

### **4 Chairmans Report**

**4.1** David is unable to attend Suffolk Libraries AGM but Andrew kindly offered to attend in his absence as our Nominated Representative. It was unanimously agreed to support Tony Brown for the Board.

**4.2** David advised that it was possible to request funding to support the library from the Town Council. Given that we are committed to improving the users experience of the library we had obtained quotes for the installation of blackout blinds for the front windows and privacy blinds for the open side of the mezzanine. The total cost for this including installation but excluding VAT is £4033. It was unanimously agreed to proceed with an application to the Council where the library would fund £1,000 towards the total cost.

**ACTION: DT/AHop/SF**

### **5 Finance Update and Spending Plans**

**5.1** Mike advised that after current spending plans our balance is £11,000. Mike also requested that Trustees bring ideas to the table on future enhancements to the library so this can be advertised when running events. Alan advised that this should also include timescales for completion.

**ACTION: Trustees**

## **6 Feedback from Suffolk Libraries Community Forum**

- 6.1** Sheila and Alison attended and stated it was a stimulating meeting with a good feeling of well being. Sheila tabled a paper which highlighted Community Groups achievements and challenges which we can use for learning and sharing across the groups.
- 6.2** Suffolk Libraries have formed a Joint Purchasing Group to aid in providing additional equipment which may be beyond the purchasing power of many libraries. We agreed, with one against, to join this group and contribute £100 which will allow us to have access to a PA system, gazebo and a bingo machine plus other items. Diane agreed to establish the funding principle so we can build this into our fundraising if necessary.

**ACTION: DM**

## **7. Progress of stair risers**

- 7.1** Meraylah is waiting to hear if she has been awarded a 2 year contract. If she has this will impact upon the timescales to complete the artwork.
- 7.2** Further work needs to be done to establish how this will be 'attached' to the risers and a sample is needed to show prospective sponsors. This will be achieved by the Trustees funding the first artwork once we have decided upon which 'book' is suitable. Following this we will be able to contact businesses to offer advertising for a suitable amount of sponsorship over a determined period of time.

**ACTION: MS/SF/AHop**

## **8 Update of bank transfer from HSBC**

- 8.1** We have heard nothing from Barclays so David will chase this up.

**ACTION:DT**

## **9 Library Managers Report**

- 9.1** Painting is almost completed, just the office outstanding. This will require the Junior Library moving to the centre so the office furniture and equipment can be moved into their space. Trustees were asked for their help with this at 5:30 16<sup>th</sup> September.
- 9.2** A replacement People Counter was purchased by Suffolk Libraries.
- 9.3** Stephens Taylor who is the Suffolk County Council commissioner for Libraries is visiting 8<sup>th</sup> September. We received a good report last year but so far have still failed to clear the 'clutter' on the front desk. Ali suggested we could tidy the front desk by using a large screen TV to advertise events. Hughes have provided a quote to provide this system which will be discussed in detail at our next meeting to ensure we cover all the available options.
- 9.4** Ali asked to purchase a Window Display Unit at a cost of £100 for advertising in the foyer when the library is closed. **AGREED.**
- 9.5** Lego was purchased from a Lions Club donation which resulted in a very successful afternoon with 24 children and 12 adults attending. David was asked to write to the Lions thanking them for the donation and to the use made of it.
- 9.6** The Children Laureate, Chris Riddell, will be attending the library 15<sup>th</sup> August to book sign, draw and read from his books, this promises to be an exciting event.
- 9.7** Ali asked for a sandwich board at a cost of £68, **AGREED.**
- 9.8** Users have asked for headsets with microphones to enable them to 'Skype'. Agreed that

Ali should bring the costs to the next meeting.

**ACTION:Trustees/DT**

**10 Update from the Events Group**

- 10.1 Trustees were asked if they could attend the next Events Group meeting, 24<sup>th</sup> August 1pm, if they are available to assist at the Antiques Street Market 30<sup>th</sup> August.
- 10.2 Sheila asked for ideas and support for the childrens event planned for 13<sup>th</sup> December.
- 10.3 Sheila requested funds for a chair trolley to enable the chairs stored in The Deli to be moved easily into the library. Tamsyn suggested a trolley maybe a better option as this could also be used to transport tables. Sheila and Mike agreed to look at the options.
- 10.4 The book launch for Natalie Meg Evans attracted many people many of which had never been to the library before and gave very positive feedback.

**ACTION:TRUSTEES/SF/MS**

**11 Any other business**

- 11.1 Diane advised that there will be more Community Forums coming in October.

**Date of Next Meeting 27<sup>th</sup> October 2015, 17:45.**

Signed \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_