

Minutes of Trustees of The Friends of Halesworth County Library

Meeting of 27th October 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)

Apologies; David Olds

1 Minutes of the meeting held 4th August 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 MS tabled a draft letter to be sent to all friends. This proposed that being a 'Friend' of the library should be for life given the logistical problems and administration to collect a further £1 for continued membership. This was unanimously agreed. It was also agreed to include ways of making donations and to advertise the vacancy for a Trustee. Given the work that Alison has put in to improving the website and Facebook page and maintaining "friends' email addresses, Alison kindly accepted that she was in effect carrying out the duties of the Members Officers and so was duly elected.

ACTION: MS/AB

4 Chairmans Report

4.1 David informed that he would be standing down as chairman at the end of this meeting but would stay on as a Trustee. Andrew spoke for all the Trustees in thanking David for his work and support for the library, much of which has been in the background.

4.2 DT confirmed that we had been successful in securing £3000 funding from the Town Council which will be a major contribution towards the installation of blinds on the mezzanine level. It was requested that DT ask for the £5k annual grant from the Town Council be re-instated

4.3 DT was asked to write a letter of thanks to a supporter who has very kindly agreed to donate £10 per month.

4.4 AH agreed as Vice Chairman to chair future meetings.

4.5 DT requested Trustees to agree a rota for attendance at SL Community Forums. This will be for discussion at our next meeting.

ACTION: DT/MS

5 Finance Update and Spending Plans

5.1 Mike advised that after current spending plans our balance remains at £11,000.

5.2 Trustees agreed to the purchase of 2 headsets to enable customers to 'Skype' with

some privacy. Ali will monitor whether this will be intrusive for other library users.

ACTION: AHop

6 Feedback from Suffolk Libraries Community Forum

6.1 No report as no one was able to attend.

7 Report on Social Media and Publicity

7.1 Alison has updated the "Friends" website and there is still more work to do. Alison also posts daily updates on Facebook and Twitter. She also publicises in Streetlife and Whats On in Halesworth and Holton.

8 Progress of stair risers

8.1 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 but she has stated her preference to complete the work in one go.

9 Update of bank transfer from HSBC

9.1 As progress has been very slow it was decided to remain with HSBC for the time being.

9.2 MS will investigate whether we are charged to have a credit card and also have the signatories updated.

ACTION: MS

10 Library Managers Report

10.1 Chris Riddell was very good with some 150 children attending. Thanks was expressed to Annaliese. The Reading Challenge was also successful and Kinetic Adventure will be attending during half term.

10.2 Ipad lending has gone extremely well but now needs promoting as the waiting lists has reduced.

10.3 The decorating has gone well and looks a very professional job. The new carpets also look great and presented more of a challenge to lay without having to close the library. The blinds will be fitted 5th November. SCC have also installed new LED lighting.

10.4 Ali arranged to have the SL website updated which has been completed.

10.5 Annaliese has started a writing group for adults 'Halesworth Wordsmiths'.

10.6 The Christmas party for staff, volunteers and Trustees will be held 14th December in the library 1pm at a cost of £15, bring your own drink.

ACTION: Trustees

11 Update from the Events Group

11.1 It was evident from the Antiques Street Market that many people are not aware the library is supported through the charity. Our advertising should include the charity number.

11.2 The Magic of Christmas is the title of the children's event planned for 13th December and will run from 10am to 3pm. There will be christmas card making, a raffle, bran tub, fruit machine game, face painting, a magician and Kinetic Adventure. Musical entertainment will be provided by a recorder group and a choir.

11.3 Trustees were asked if they could provide any 'Good as new' gifts which can be offered for sale along with jewellery.

11.4 Agreed to fund this event up to £300 to enable costs to be met and decorations to be purchased along with a real Christmas tree.

ACTION:TRUSTEES/SF

12 Storage of chairs

12.1 Held over until the next meeting.

Date of Next Meeting 9th December 2015, 17:45. Only urgent business.

Signed _____

Position _____

Date _____