

Minutes of Trustees of The Friends of Halesworth County Library Meeting of 26th January 2016

Present; Sheila Freeman (SF), Alan Holzer, Chair (AHol), Arlene Roberts (AR), Alison Hopkins (AHop), Alison Britton (AB), Mike Stephens (MS), Evelyn Lindqvist(EL), Tamsyn Imison (TI), Natalie Lloyd-Evans (NLE), David Olds (DO)

1. Apologies; David Thomas, Andrew Payne

2 Minutes of the meeting held 9th December 2015

2.1 The minutes were amended to delete an inaccuracy and then accepted as a true and accurate record to be posted on the website and noticeboard.

ACTION:AHop/MS

3. Matters Arising

3.1 TI tabled a form requesting for 'Friends' for the Town Park and asked if this could be circulated. **AGREED**

3.2 Regarding storage for the chairs, Ali had spoken to SCC Property Manager and gained approval for a shed to be placed in the car park . Ali and DO tabled details of a Lean To metal shed and once the details of dimensions were finalised it was **AGREED** to purchase.

ACTION:AHop/DO

4 Appointment of new Trustee

4.1 Natalie Lloyd-Evans was welcomed to her first meeting.

5 Chairmans Report

AH advised that Waveney Council would be vacating their offices on London Road 1st April. Halesworth Town Council are attempting to have the building registered as of ' importance to the community' which will enable it to become a Community Hub. With additional room hire being available, this may impact upon the library.

6 Finance Update

6.1 Our bank balance currently stands at £11k with no outstanding invoices.

6.2 We have had a request from Suffolk Libraries to pay for our share of wi-fi and for 2 015/16 our share is £609.48. **AGREED** to pay on the understanding we may not be able to meet this year on year.

6.3 MS stated that he would talk to both Barclays and Lloyds bank and see which would be the most accommodating to arrange a transfer from HSBC.

ACTION:MS

7 SCC Proposed Budget Cut

7.1 Much discussion took place on the proposed 11% cut to Suffolk Libraries and what impact that might have. It was decided that nothing could be decided upon until we were made aware of where SL would make these savings.

7.2 Subsequent to our meeting SL Chief Executive, Alison Wheeler issued a statement and

for 2016/17 the relevant quote is “savings should not have any material impact on the frontline library service”.

8 Update form the Events Group

- 8.1** SF informed that the Magic of Christmas event was an amazing success and was attended by 520 adults and children. The volunteers christmas lunch was also well attended and the food, catered by The Huntingfield Arms, was enjoyed by all.
- 8.2** SF tabled the events which have been organised into April and raised particular attention to another session by Kinetic Adventure who are doing a planetarium dome and light show. Our library will be the first to host this. SF made a request for helpers on any of these events.
- 8.3** Trustees expressed their thanks to SF and the other group members for their continued hard work.

9 Friends and the SL Website

- 9.1** MS informed the Trustees that SL requested that we do not operate our own website and instead they would manage/update our 'Friends' section which sits on their website. It was **AGREED** that content would be sent to them so we could monitor their timescales for updating.
- 9.2** It became apparent that the action agreed at our meeting 27th October at 3.1 had not been implemented therefore the letter would be updated and sent in time for April's AGM. AB requested it be minuted that she was not in agreement with this.
ACTION: MS

10 Raising Awareness of our charity status

- 10.1** DO advised that 60% of people were not aware that we operated as a charity. **AGREED** that we would publicise this by asking the East Anglian Daily Times to do a feature on this and the library alongside the Community News and Beccles and Bungay Journal.
ACTION:MS/AHop

11 Rota for SL Forum

- 11.1** The following Trustees will be attending the forum being held 29th February in Stowmarket library 10am, AP, Ahop, SF and DO.

12 Gift Aid Declaration

- 12.1** EL stated that she had completed the online form with HMRC.

13 Planters for the Library

- 13.1** DO had obtained costs for the provision of 2 planters for outside the library. These would be 150cm long and cost approximately £200. **AGREED** to purchase.
ACTION:DO

14 Library Managers Report

- 14.1** The lift is currently broken and SCC will repair. The Self Service machines will be updated. The Town Council will be installing a 40” TV in the library window for purposes of advertising. Ahop will enquire as to whether the library can also use this

facility. Ali asked if we could agree to the purchase of cycle maps which would generate a small income of 40% of the revenue. **AGREED**

ACTION:AHop

15 Removal of SCC from library window – deferred to next meeting

16 Date of next meeting

16.1 It was agreed to also set the date for the AGM and to agree its format therefore the next meeting will be 15th March 5:45pm followed by the AGM 26th April 6pm.

Date of Next Meeting 15th March 2016, 17:45.

Signed _____

Position _____

Date _____