

Minutes of Trustees of The Friends of Halesworth County Library

Meeting of 15th March 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), David Olds (DO)

1. Apologies; David Thomas, Andrew Payne and Natalie Lloyd-Evans

2 Minutes of the meeting held 26th January 2016

2.1 The minutes were accepted as correct.

ACTION:AHop/MS

3. Matters Arising

3.1 Alan advised that the offices Waveney District Council occupy are in the process of an application to have them listed as an "asset of community value'. The other occupants of the building may have to obtain a licence to occupy and this would be for an initial period of 6 months.

3.2 Planters for the front of the library have been ordered and these will be judged as part of Halesworth in Bloom.

3.3 If possible, agreed to remove the transfers from the front window and replace with the Friends logo. Ali will look at the options

ACTION: AHop

4 Chairmans Report

Nothing to report.

5 Finance Update

5.1 Our bank balance currently stands at £10k with no outstanding invoices.

5.2 Mike advised that we would remain with HSBC and banking can be carried out by using the Post Office located in Coopers. MS stated he would update the signatories and primary name on the account and also apply for a debit card. The signatories will be MS, SF and Ahol.

ACTION:MS

6 Feedback from SL Forum

6.1 SF highlighted that considering the population of Suffolk there was a very low number of library users. This fact is a cause for concern if libraries are to remain open.

6.2 SL are managing the budget reduction without having an impact on services and they are continuing discussions with SCC to agree the way forward in future years.

6.3 Useful talks were had with other Friends groups in the County during the break.

7 Update form the Events Group

7.1 SF highlighted in particular the magician which has been booked at Chinneys for October 15th at 7:30pm. Also, 7th May 10:00 till 1pm there will be a plant and book sale with sundry items at the library. A reminder was given for the quiz on 20th April as well

as the antique street fair 28th August.

- 7.2 Ahol advised that our twinned towns in both France and Germany will be attending the Food and Drink Festival on June 26th.

8 Friends and the SL Website

- 8.1 MS advised that Alison Wheeler had agreed to us having a hyperlink to the Friends website from SL website. However, it may now seem more advantageous to use Facebook as that has many 'visitors'. Agreed that Alison and Ali will consider if this is the way forward.
- 8.2 A sub group have revised the letter to Friends and this will be sent out ASAP.
- 8.3 AB stated she would look at what benefits can be attached to being a Friend.

ACTION: Ahop/AB

9 AGM Preparation

- 9.1 In accordance with our constitution, 4 Trustees will stand down being, Ali, Arlene, Alan and David Thomas. Alan will stand for re-election. Trustees were requested to actively seek replacements if possible.
- 9.2 MS will remain as Treasurer and Ahol kindly agreed to be Minuting Secretary. Subject to confirmation, AP will stand as Chair, AB as Vice Chair and Members Officer.
- 9.3 Agreed that refreshments will be provided from Friends funds except that Ahol was not in agreement.
- 9.4 Agreed to place an advert in Community News for a 10cm by 2 column.
- 9.5 A sub group designed a questionnaire for handing out, in the first instance at the AGM. Agreed to print 50 copies. The questionnaire will help us decide on how we can spend our funds in accordance with library users responses.
- 9.6 Agreed to display a photoboard and for Trustees to be identified, we will be wearing an ID Badge
- 9.7 .
- 9.7 Drinks and nibbles will be provided upon arrival.
- 9.8 The draft agenda is as follows to be finalised 19th April, 5:45pm meeting.
- Welcome and Introduction – Alan
 - Chairmans/Annual Report – Alan
 - Finance Report – Mike
 - Events Report – Sheila
 - Social Media Report – Alison
 - 100 Club/Quizzes – David
 - Library Report – Ali
 - Election of Trustees and Officers – Mike
 - Talk by SL Chairman – Tony Brown
 - Thank you's and closing - Andrew

ACTION:MS/AHop

10 Library Managers Report

- 10.1 Agreed to move this item up the agenda.
- 10.2 A shed has been ordered to house the chairs and hopefully this will be in place for the AGM.

- 10.3** Ali advised that the cleaning is not at the standard expected and is looking at alternatives if SL allow her to do this independently.
- 10.4** Avon had asked to use the library for recruitment by approaching library users which the Trustees declined.
- 10.5** The advertising board in the front window needs replacing and The Cut, who originally supplied it, will be asked to replace and the Trustees agreed to cover the cost if unsuccessful.
- 10.6** Ali stated SL performance figures were available.

ACTION:AHop

11 Date of next meeting

- 11.1** Just to finalise the AGM, 19th April, 5:45pm in the library.

Signed _____

Position _____

Date _____