

MINUTES OF TRUSTEES OF THE FRIENDS OF HALESWORTH COUNTY LIBRARY MEETING OF 24TH MAY 2016.

Present: Dr Andrew Payne, Chairman (AP), Natalie Lloyd-Evans (N L-E), Evelyn Lindqvist (EL), Dr Umi Hashim (UH), Alan Holzer, Minutes Secretary (AH), Sheila Freeman (SF), Alison Britton, Vice-Chair (AB). David Olds (DO). Also present Wendy Boyden.

1. Welcome and apologies: Andrew welcomed the trustees, including Dr Umi Hashim, who had been appointed a Trustee at the AGM on 26th April, and Wendy Boyden, who is interested in becoming a Trustee.

Apologies: Mike Stephens (MS). Dave Thomas (DT). Note: Tamsyn Imison was not present at the meeting and it needs to be clarified as to whether she is still a Trustee or not (Action: Andrew).

2. Introductions: The Trustees introduced themselves and gave an outline of their background and interests.
3. Minutes of meeting held on 26.04.2016: Proposed Alan, seconded David and agreed that the minutes be approved and signed by the Chairman as a correct record.
4. Matters Arising: None.
5. Finance Report: A report will be presented at the next meeting (August 9th). Mike has stressed the importance of making full use of the funds raised by the Friends and also the need for vigilance as to how this is to be done. Andrew, who is a Halesworth Town Councillor, made it clear that the Council continues to be fully supportive of the Library in all its aspects.
6. Review of AGM held on 24.05.2016: Trustees agreed that the AGM had generally gone well, in particular Tony Brown's report. However, Alison indicated that there were problems that needed to be addressed. Viz.

Publicising the meeting as '6.00 for 6.30' led to people coming at different times and confusion as to when the meeting was actually going to start.

The laudable aim of Trustees 'mingling' wasn't realised to much effect as there were too many other matters that needed their attention.

David would have liked a fuller report on the efforts of the Hundred club and the quizzes, both being important elements of the Friends fund-raising efforts.

There should have been tighter overall control of the AGM.

7. Event Co-ordinator's Report: Sheila outlined how her group operates throughout the year. The next Events meeting will be on 8th August to prepare for the Friend's stall at the Halesworth Antiques and Collectors Fair on 28th August. A selection of 'quality' items for sale will be on display in the Library window. In July Alison Britton will be hosting a group 'new to Halesworth' on a Friday (date to be decided), starting at 11.50 a.m. , with the aim of showing what Halesworth has to offer by way shopping, dining, social events, Library facilities etc. and to 'share thoughts and ideas'. Alison hopes that these gatherings will be held quarterly and that they will encourage our town's newcomers to be 'more integrated.' Also, as part of the

Library-based activities, Natalie Lloyd-Evans is hoping to set up a writers and authors event. She expects to hold the first one in October, on a Saturday, and writers and authors interacting on, for example, 'how to kick-start that novel', would be an important feature of the event.

8. Library Manager's Report: (This should have been received by all Trustees). Andrew took the Trustees through Ali's report and it was proposed by David, seconded by Evelyn and agreed that £30 be provided for a children's activity. Andrew asked that Trustees give their detailed consideration of Ali's proposals.
9. Membership Secretary and Communication Officer's Report: Alison outlined the current situation re the website and Facebook. She intends to concentrate on Facebook as this is proving to be the 'best direction'. It was agreed that one page of the website, which directs people to Facebook, be retained. Regarding recruitment of new Friends Alison reported that there had been fifty four responses to her questionnaire/survey, which had been started at the AGM, with 6th June as the finishing date. Efforts at recruiting Friends, to replace those 'lost' over the past two years, need to be co-ordinated with on-going Library events and the idea of 'Family Friends' should be considered.
10. Community Forum: Alison took the Trustees through the report. It was agreed that earlier notice of meetings of the Forum would be helpful.
11. Review of the Constitution: Andrew and Mike will consult re this matter and report back to the next meeting of the Trustees.
12. Dates of future meetings: The following dates were agreed. 9th August 2016. 22 November 2016. February 21 2017. Meetings (unless otherwise notified) to be held at the Library and to commence at 5.45 p.m. Additional meetings can be called at the discretion of the Chairman.
13. Any other business: Proposed Alan, seconded Umi and agreed that Wendy Boyden be confirmed, subject to her agreement, as Trustee at the Trustees meeting on 9th August.

Signed:

Position:

Date: