

MINUTES OF TRUSTEES OF THE FRIENDS OF HALESWORTH COUNTY LIBRARY MEETING HELD ON 9<sup>TH</sup> AUGUST 2016.

Present: Dr Andrew Payne, Chairman (AP). Evelyn Lindqvist (EL). Dr Umi Shamir (US). Alan Holzer, Minutes Secretary (AH). Sheila Freeman (SF). Alison Britton, Vice-Chair (AB). David Olds (DO). Mike Stephens, Treasurer (MS). Wendy Boyden (WB). Tamsyn Imison (TI).

1. Welcome by the Chairman: Dr Payne welcomed the Trustees, especially Wendy Boyden, our new Trustee.
2. Apologies: Ali Hopkins (Library Manager, report provided at Item 7 below). Natalie Meg Evans was not present and it was understood that she was in the process of moving home.
3. Minutes of Trustees' meeting held on May 24<sup>th</sup> 2016: Proposed DT, seconded US and agreed that these be approved and signed by the Chairman as a correct record.
4. Matters Arising: 100 Club membership forms. US suggested that the format could be simplified and DO agreed to look into this matter.
5. Treasurer's Report: MS reported that there is £12,800 in the bank. Tony Brown, Chairman of Suffolk Libraries, had indicated that Friends organisations should give priority to using funds raised as holding on to them could be queried by both parishioners and the Suffolk Library Service. DT stressed that FHCL is an independent body and therefore was not subject to pressure from Suffolk Libraries regarding the use of any of the funds it raised. DO proposed that FHCL prepare a formal 'forward spending programme', which would be subject to approval at FHCL's AGM, and TI suggested that this should include an 'earmarked section' indicating the main events and projects FHCL should be budgeting for. MS pointed out that, with Suffolk Libraries taking on a mainly 'bricks and mortar' function, which could lead to the removal of some services, Friends organisations could face the choice of paying for such services themselves, or losing them. AP stressed the need for FHCL to have a clear view of its strategic role. With reference to what has been termed by many as a 'dip year' (a year without any major tasks being carried out) DO agreed to put a list together of projects and activities to address this situation.
6. Events Co-ordinator's Report: SF reported that the Events Team has two new members as a result of its 'welcome' event. Re Halesworth Antiques and Collectors Fair on 28<sup>th</sup> August, small goods for our stall can be left at the Library. DO and SF will also collect items. Goods can be brought on the day, but it helps if they can be brought in advance. The best items on sale will be shown, with price, in the Library display window. Our stall will have use of the official Suffolk Library gazebo and there will also be Library literature to hand out. SF stressed the importance of making it clear to the public that FHCL is a charity. Sheila also reported that the 20<sup>th</sup> anniversary of the present library will be celebrated on 15<sup>th</sup> October, with events during the day for children and in the evening for adults. The main feature will be Ian Saville's 'Socialist Magician', who will entertain children at the Library during the morning and adults at *Chinnys* in the evening. Quiz Night will be Wednesday 26<sup>th</sup> October, in the Library. DO stressed that this will not clash with any other local quiz. Thursday, 27<sup>th</sup> October, there will be the visit of author Sian Evans, arranged by Suffolk Libraries. Proposed AP, seconded AH and agreed that FHCL support this event to a maximum of £100. SF stressed, however, that donations for the purchase of alcohol are not permitted and exactly how FHCL helps with the provision of 'nibbles' etc. will have to be clarified.

7. Library Manager's Report: The Chairman and Trustees commented on the high quality of Ali's report. Presentation of reading challenge medals and certificates by Suffolk County Councillor Tony Goldson on Wednesday 7<sup>th</sup> September (4 pm) – it would be greatly appreciated if Trustees could attend this event, as it would be an indication of our support of the Reading Challenge scheme and also our thanks for Cllr Goldson's grant, from his Locality Budget, of £250 towards the cost of the Library shed. In terms of the various items proposed for purchase by Ali for the Library, a budget of £600 was suggested and DO will compile a 'spend profile' for the coming year (also, see Item 5 above). TI proposed that Ali should have a budget (amount to be agreed by the Trustees) for a 1-3 year period, and this would be considered by the Trustees in time for the next AGM.
8. Suffolk Library meetings. Anyone wishing to attend should get registration forms from Ali as soon as possible. Suffolk Library AGM. AP will attend on behalf of FHCL.
9. Membership Secretary and Community Officers Report: AB reported that more work needed to be done on the database, etc. and there was a clear need for a membership drive – could a sub-committee be formed to discuss this? This was agreed in principle by the Trustees, with AB to take the lead in establishing it. Also, a membership 'push' on 28<sup>th</sup> August at FHCL's stall for the Antiques Fair was agreed. AB is still working on the Facebook page, working to a multi-faceted format, with good feedback. The membership questionnaire is being analysed and AB will report back at the next meeting.
10. Any other business allowed by the Chairman: Constitution. AP and MS have been through this, with particular reference to page 24. It was clear that FHCL did not need an 'ex officio' charity Trustee and Ali has stood down from this position. The matter will be dealt with formally at the next AGM. The 'Objects' of FHCL will be 'refreshed' at the next Trustees meeting. SF presented a notice of a multi-event celebration at the Huntingfield Hub on 24<sup>th</sup> Sept. 2016. Tickets £10.
11. Date of next meeting: 22<sup>nd</sup> November, 5.45 pm at the Library.

Signed:

Chairman.

Date: