

## MINUTES OF THE TRUSTEES OF THE FRIENDS OF HALESWORTH COUNTY LIBRARY MEETING HELD ON 22<sup>nd</sup> NOVEMBER 2016.

**(Held in the Council Chamber, London Road, Halesworth).**

**Present:** Dr Andrew Payne, Chair (AP) Evelyn Lindqvist (EL) Dr Umi Hashim (UH) Alan Holzer, Minutes Secretary (AH) Sheila Freeman (SF) Alison Britton, Vice-Chair (AB) David Olds (DO) Mike Stephens, Treasurer (MS) Wendy Boyden (WB) Natalie Meg-Evans (N M-E). Also, present, Ali Hopkins, Library Manager.

1. **Welcome by the Chair:** Dr Payne welcomed the Trustees and Ali. He also paid tribute to David Thomas, Trustee, and former Chairman of the Trustees, who has resigned as a Trustee. Dave's expertise on Charity Commission matters and his strong support for the Library as a Halesworth Town Councillor had proved invaluable to TFHCL.
2. **Apologies for absence:** Tamsyn Imison.
3. **Minutes of the last meeting** held on 9<sup>th</sup> August 2016. Several corrections had to be made to these minutes (for which the Minutes Secretary apologised) before they could be approved and signed by the Chairman as a correct record.
4. **Matters Arising:** from the minutes: None.
5. **Finance Report:** MS reported a balance of £15,000, an improvement of £3,000 on the figure for the previous meeting. Note: This amount includes £1,000 donation from Michael Glover in memory of his late wife.
6. **Events Co-ordinator's Report** (attached). SF highlighted four events, three of which were fund-raising. Having literature available which explained why TFHCL fund-raising efforts were so important had proved to be useful. DO reported on the recent Quiz Night. He stressed the importance of notice of this event and the need to avoid clashes with other quizzes and local events. He was disappointed with the poor support for the Quiz Night from Trustees and hoped that better support could be built up before Easter. SF reported that the Bookfest had been quite a challenge and she was very happy with what had been achieved. The Chairman thanked SF and her team for all their efforts, often in quite difficult circumstances. AB stressed that new members for the Events Team were always welcome. She also reported that the Trustees already had their 'Spot' booked for the 2017 Halesworth Antiques and Collectors' Fair.
7. **Library Manager's Report** (attached): Ali took the Trustees through her report. She also reported on very exciting plans, prepared by David Hopkins, for the re-furnishing of the Junior Library. Ali would send copies of the plans to all Trustees and AH would collate any comments sent to him, to be forwarded to the Chairman. A suggested time-frame for completion of the project Jan-Feb 2017. A request for height-adjustable monitors for the Library counter was proposed by AP, seconded DO and agreed. 2 new monitors to be purchased. AP thanked Ali for her very full report.
8. **Membership Secretary and Communication Officer's Report:** The Trustees were agreed on the importance of a good Friends set-up as a 'named' support organisation and AB stressed the need for a membership drive to replace Friends lost over the past two years (most of these having moved elsewhere or died). It was agreed that this would be an agenda item for

the next Trustees meeting. It was proposed by UH, seconded by AP and agreed that Trustees consider the issue of promoting the Library by, e.g. a weekly/monthly list of events and 'What's On' information notices for village halls, shops, churches, pubs, electronic newsletters etc. AB to prepare this. Note: the shared Halesworth Town Council/Library TV screen will be up and running as of 23<sup>rd</sup> November.

9. **Resolution:** The resolution put before the Trustees (sent with the Agenda) was proposed by AP. There being no seconder the resolution fell. Following a full discussion by Trustees it was proposed by AP, seconded by UH, and agreed unanimously 'That, for 2016, an amount of up to £85 (depending on the number of volunteers attending) of Friends of Halesworth County Library funds be released to part-support volunteer attendance at their Christmas Dinner in Huntingfield on 19<sup>th</sup> December 2016.' Further to this matter a 'Statement of Intent' will be prepared for 2017.

10. **Any other business allowed by the Chair.**

10 a) Adult literacy update. WB took the meeting through her update/progress report in connection with the adult literacy programme. AP thanked WB for her report and it was proposed by WB, seconded by UH and agreed that the Trustees allow the sum of £35 for the purchase of a copy of 'Yes, We Can Read' to enable WB to proceed with her important work.

10 b) Suffolk Libraries – documents forwarded to the Trustees. AP asked that the Trustees read these documents which, in his view, paint a grim picture of the future of Suffolk's library service. He will be responding on behalf of the Trustees, but he stressed the importance of all individual Trustees writing to their County Councillor (Tony Goldson in the case of Halesworth) to express their serious concern over what is in store for all of Suffolk's forty-four libraries.

11. **Date and venue of next meeting:** Wednesday 22<sup>nd</sup> February 2017, 5.45pm, in Halesworth Library. (AP has given his apologies for this meeting which Alison Britton, will chair).

Signed:

Chair:

Date: