

**Friends of Halesworth County Library**  
*Minutes of meeting of the Trustees held on 11<sup>th</sup> July 2017*

Present: Alison Britton (in the Chair), Wendy Boyden, Natalie Evans, Sheila Freeman, Evelyn Lindqvist, David Olds, Yvonne Sandison, Mike Stephens, Irene Thomas

		Action
1 and 2 Welcome and Apologies	Apologies: Ali Hopkins	
3. Minutes	Minutes of meeting held on 31 <sup>st</sup> May were read and approved, with correction to the spelling of Stephens.	
4. Matters arising	Re Gazebo - the cost of a lightweight gazebo is £398 + VAT. All agreed to purchase this through Suffolk Libraries, with a banner Friends of Halesworth County Library + charity number. Mike will order the gazebo. David agreed to research banner	Mike David
5. Junior Library	<p>All books have been cleared or are ready to be moved from the area.            Decorating will be done on 13<sup>th</sup> July.            Installation by FG will be on 20<sup>th</sup> July.            Rota has been arranged so people can be present all day and Alison will open the library when FG arrives.            Books will be returned to shelves once FG have left (20<sup>th</sup> and 21<sup>st</sup>).            Launch on Saturday 29<sup>th</sup> July.            As discussed at the Events Meeting, there will be cupcakes (<b>with</b> serviettes) balloons, activity table, first comments on postcards, face painting (giving those waiting a numbered (raffle) ticket.), Peter Optical story teller – 2 sessions (10.30 and 11.45), ribbon cutting (3 children to hold and cut ribbon drawn from Reading Challenge).            Meet at 4pm Friday 28<sup>th</sup> to decorate Library and get ready for event.</p> <p>Re Publicity – Mike to Contact EADP            Alison to contact Bungay &amp; Beccles Journal            Irene to contact Look East            Posters – Evelyn to draft and send to Alison</p> <p>7<sup>th</sup> September – VIP Launch to celebrate the whole Library.            Alison and Ali (after she is back on the 24<sup>th</sup>) to firm up guest list.            David to order glasses if necessary.            Photo display to be created showing all our improvements e.g. Blinds, decorating etc. and activities/events.</p>	<p>All who can</p> <p>Mike Alison Irene Evelyn</p> <p>Ali &amp; Alison</p>
6. Reports Events Co-ordinator	<p>Next event is Natalie's book launch: 10<sup>th</sup> August            David to ask "Nice Things" to provide furniture, themed 1940s costumes and music. Natalie and Sheila to liaise</p> <p>Photographic Calendar competition with theme "Reading Places in Halesworth and the Blyth Valley Halesworth". Materials to be ready by 15<sup>th</sup> July.</p> <p>Antiques Street Market – Sunday 27<sup>th</sup> August – good quality bric-a-brac needed</p>	<p>David</p> <p>Alison</p> <p>All to source!</p>
Communications	<p>Alison Britton reported steady increase in Facebook followers.            A recent photo showing pencils with phrases on them were "liked" and commented on by several.            Possibly worth pursuing as an item for the Library to sell.</p>	

<p>7. Recruitment Month Plans</p>	<p>In September, we will focus on recruiting new Friends to join FoHCL.</p> <p>We will hold a recruitment “day” once a week for 4 weeks. 2 will be in the Library and 2 in the Thoroughfare (Outside the Deli – it was considered that Focus was not suitable because of their tables). Sheila will speak with Simon re gazebo outside Deli and David will ask council re permission to have gazebo in the Thoroughfare and the Market Place.</p> <p>One outdoor could coincide with the Brocante on Saturday 2<sup>nd</sup> September and the other could be on a Wednesday (in the Market Place?) when the town is busy because of the market. The 2 in Library could be on a Tuesday and a Friday.</p> <p>A ‘Goody Bag’ for Friends was suggested, depending on cost, to include items such as a pencil, bookmark, car sticker, key ring, post-its. Regarding costs, Suffolk Library Procurement (Central Purchasing?) to be approached. We need to research items – both for the goody bag and to sell in the library as fundraisers. Bookmarks, pencils, pens, key-rings, note-pads, post-it notes, car stickers.</p> <p>These events should encourage the public to support the Library by becoming a friend and donating (maybe regularly by standing order). We should have a list if what has been done with FoHCL funds in recent years. The opportunity should be taken to promote the 100 club and events coming up in the last quarter of 2017. We could have a variety of Literature available. E.g. September Activity Sheet. Time Out leaflet. Board Game and Computer support information etc. Flier on why we need to raise money for the library (written by Alison in 2016). Publicity from the Library on services available (computing, printing, photocopying etc.) room to rent, Visitor Information Point (VIP); garden; tea and coffee; availability of CDs, DVDs, magazines, newspapers etc as well as book; and on-line resources.</p> <p>Proposed book display related to best sellers.</p> <p>Alison will update a list she has on magazines and websites/Facebook pages where publicity can be placed. research publicity including “The Bugle”</p> <p>Proposed next focus for our fundraising: Improving facilities and activities for Young Adults (Discuss at 3<sup>rd</sup> October meeting).</p>	<p>Sheila David</p> <p>All trustees to try to staff the gazebo at least once</p> <p>Wendy, Yvonne, Evelyn, Alison and all to research</p> <p>Evelyn</p> <p>Alison</p>
<p>8. Any other business</p>	<p>Mike mentioned that we had received some donations to the Library. After the Junior Library has been paid for, we should have c£11,000 in our account.</p> <p>Mike expressed his intention to stand down as both treasurer and a trustee.</p>	
<p>9. Date of next meeting</p>	<p>Tuesday 22<sup>nd</sup> August at 5.30pm at the Library. Topic: Finalising plans for September 7<sup>th</sup> and Recruitment month.</p>	