

## Friends of Halesworth County Library

### Minutes of meeting of the Trustees held on 22<sup>nd</sup> August 2017

Present: Alison Britton (in the Chair), Sheila Freeman, Ali Hopkins, David Olds, Yvonne Sandison, Irene Thomas. Diane Moore in attendance.

		Action
1 Welcome	<p>The Chair welcomed Diane Moore who is Ali's line-manager and one of the two Community Libraries Managers.</p> <p>Diane told us a little about her role. Initially she was more community based but gradually her role has become more of an HR one. She expects it to be reviewed when the new CEO of Suffolk Libraries is appointed next Spring.</p> <p>Presently she is responsible for 17 libraries and the mobile service. She is there to support Library Managers and give advice as needed. To this end she keeps herself familiar with the activities of our library, meeting regularly with Ali and attending many of our events as well as some meetings (such as tonight) and our AGM. She is responsible for keeping an eye on our performance and reporting back to Suffolk Libraries. Given her remit she feels that she and the other Community Librarian are spread too thinly!</p>	
2. Apologies	<p>Natalie Evans and Evelyn Lindqvist</p> <p>Alison took the minutes in the absence of Evelyn.</p> <p>It was noted that Wendy Boyden had stepped down as trustee due to moving to a new home and pressure of other duties.</p>	Alison to take minutes
3. Minutes	Minutes of meeting held on 11 <sup>th</sup> July were read and approved.	
4. Matters arising	<ul style="list-style-type: none"> <li>The gazebo, as purchased, is taller than the one we had wanted and less easy to manage. This is unfortunate but it has been used successfully for the Antiques Street Market and will be used for the FoHCL recruitment activities. A banner has been purchased from EPS (for £38) to be used with the gazebo to show the public who we are and that we are a charity.</li> </ul>	
5. Upcoming Suffolk Library meetings.	<ul style="list-style-type: none"> <li>There is a Suffolk Library Community Forum on Monday 18<sup>th</sup> September. Sheila is attending and Yvonne and/or Irene will be in touch to confirm whether they will go too.</li> <li>The Suffolk Libraries AGM takes place on Thursday 28<sup>th</sup> September and Ali will drive there. Alison will go too. There are two more spaces in the car.</li> </ul>	All interested to consider possible attendance
6. Reports Library Manager	<p>Ali reported that</p> <ul style="list-style-type: none"> <li>Stephen Taylor of Suffolk Libraries had made a routine Inspection Visit. He seemed happy with everything including the new Junior Library. He commented on the signage for the toilets which he felt suggested women could only feed their babies in there. We feel he was mistaken in thinking this was indicated and the toilet signs have not been changed recently!</li> </ul>	

<p>Events Co-ordinator</p> <p>Communications</p>	<ul style="list-style-type: none"> <li>• Halesworth Library has been moved to a “higher” category in a new organisation of categories. We are now a C Library. We pretty much already do everything required of such a library so it is only recognition of what we are doing. Unfortunately, we do not get any extra cash for this “promotion”. But Ali and the Library staff should be congratulated on it.</li> <li>• The Summer Reading Challenge has been promoted in all schools and 175 children have signed up. There are 13 volunteers working with them. Irene commented on the lack of female characters for children to identify with and Alison suggested that we could send a letter to the Reading Agency pointing out this problem.</li> </ul> <p>Sheila reported that both the soft launch (for children and parents) of the Junior Library and Natalie’s book launch had been well attended.</p> <p>Plans are in place for the stall at the Antiques Street Market on August 27<sup>th</sup>.</p> <p>Looking forward to September we have a busy month:</p> <ul style="list-style-type: none"> <li>• the celebration on 7<sup>th</sup> September</li> <li>• stalls to recruit more members for FoHCL</li> <li>• the final entry date for the photographic competition</li> <li>• a Christmas cards workshop with Francesca</li> <li>• the resumption of Board Games Cafes after the summer break</li> <li>• the autumn quiz.</li> </ul> <p>All these were discussed and planned at our Events meeting earlier today.</p> <p>Alison said she did not have much to report. Facebook continues to be popular and the number of people “liking” the page continues to creep up. She pointed out that (as of 20 August) after Lowestoft (781), we have the highest number of followers (478) in local libraries (e.g. more than Southwold (305), Bungay (302), Leiston (208) and Beccles (202)).</p>	<p>Irene and Alison to liaise</p>
<p>7. Plans for celebration on 7<sup>th</sup> September</p>	<p>The plans are well in hand and Alison and Ali are liaising over details.</p> <p>We hope that around 50 people will attend.</p> <ul style="list-style-type: none"> <li>• A reminder invitation will be sent out to those who have not yet replied.</li> <li>• Jenny Olds &amp; Alison will put up a photographic display and this can remain up for the Recruitment month.</li> <li>• Sheila will organise refreshments and there is a budget for their purchase. The Deli will provide finger food.</li> <li>• David and Jenny Olds will borrow glasses from the Co-op.</li> <li>• Alison will order flowers from the Halesworth Florist</li> <li>• Available volunteers to meet to set up the Library at 4:30.</li> </ul>	<p>Alison &amp; Ali Alison &amp; JO Sheila David &amp; JO Alison All</p>
<p>8. Recruitment Month Plans</p>	<p>Plans have moved ahead since our last meeting.</p> <p>The dates have been set for the recruitment stalls and they will all be held from 10am to 2pm. Please contact Alison who is</p>	<p>All</p>

	<p>putting a rota together and would welcome more volunteers. Two stalls (using the new gazebo) will be set up outside the Angel. Simon Tennant (at the Angel) has agreed to this and the Council has no objection (nor can it give permission)! These stalls will be on Saturday 2<sup>nd</sup> September and Wednesday 13<sup>th</sup> September.</p> <p>Two more stalls will be held in the Library on Tuesday 26<sup>th</sup> September and Friday 6<sup>th</sup> October.</p> <p>Promotional literature is being gathered together by Alison with help from library staff and from David. We should have a good range on offer to show current and prospective library users what is on offer in the Library and to explain the role of the Friends to people who we hope to encourage to join the FoHCL. The idea of the stalls is to encourage those who support the Library to become a friend and donate (maybe regularly by standing order).</p> <p>We plan to promote the 100 Club, the Board Games. The Photographic competition and the Quiz night as well as other Library activities.</p>	
8. Readyspex Reading Glasses	<p>There was discussion of the plan for the Library to sell Readyspex Reading Glasses. They would be provided on a sale or return basis and would make us a reasonable profit. The company was one with which Ali had had experience in the past; and the scheme has been examined by Mandy Wilkinson, head of finances at Suffolk Libraries who has agreed that the conditions are favourable.</p> <p>After discussion, the Trustees agreed that the Library should give it a try.</p>	
9. Any other business	<p>No-one from Halesworth Library had been able to attend the Community Forum in Bury St Edmunds in August. Diane Moore provided us with copies of a report handed out there: <i>Suffolk Libraries: The Next Five Years Review</i></p> <p>Alison pointed out that the library entry in the Halesworth Town Guide could be greatly enhanced as it is currently very sparse and not really an accurate reflection of what the "County" library does! The guide will not be published again until 2019 but we should not lose sight of this.</p> <p>It was noted that above the door of the Library it states "Halesworth <u>County</u> Library". Do we want to consider changing this?</p>	<p>All to read</p> <p>Carry forward for attention</p> <p>Carry forward for attention</p>
10. Date of next meeting	<p>Tuesday 3<sup>rd</sup> October at 5.30pm at the Library.</p> <p>Topic: First thoughts about our service to Young Adults</p>	

**Signed as an accurate record:**

**Alison Britton, Chair.**

**Date:**