

## Friends of Halesworth County Library

### *Minutes of meeting of the Trustees held on 3<sup>rd</sup> October 2017*

Present: Alison Britton (Chair), David Borer, Natalie Evans, Sheila Freeman, Ali Hopkins Evelyn Lindqvist, David Olds

		<b>Actions</b>
1. & 2. Welcome and Apologies	<ul style="list-style-type: none"> <li>• Apologies: Yvonne Sandison, Irene Thomas</li> <li>• Welcome to David Borer as our Treasurer</li> </ul>	
3. Minutes	<ul style="list-style-type: none"> <li>• Minutes of meeting held on 22<sup>nd</sup> August were read and approved</li> </ul>	
4. Matters arising	<ul style="list-style-type: none"> <li>• Any matters arising are covered on the Agenda</li> </ul>	
5. Reports: Library Manager	<ul style="list-style-type: none"> <li>• Ali reported that 76 children completed the Reading Challenge. Thanks were given to David Olds for promoting it at local schools - it was more successful than ever.</li> <li>• Junior Library Celebration (7 Sept). Thanks were given to Simon for the food. The refurbished library received many compliments, including many who said they were jealous of our achievement.</li> <li>• To coincide with Halesworth's Heritage Open Days, Suffolk Record Office held a successful Pop Up Records Office in the Library (Sept 9) for those interested in local history.</li> <li>• The Waveney Local plan has been on display</li> <li>• Sheila and Yvonne attended the Suffolk Libraries Community Forum (Sept 18) in Woodbridge.</li> <li>• Suffolk Libraries AGM (Sept 28) was attended by Ali, Alison and David Olds, and Frederika Phillips, a Halesworth Library member who had made a large donation to Suffolk Libraries. The money will be used to set up "Freddie's Fund" to help with literacy for all ages. Libraries will be able to bid for funds for various projects.</li> <li>• Ready Specs – a display stand of reading glasses has been acquired – we have 60 days to pay for them, so we shall see how many we sell.</li> <li>• New display equipment has been purchased (price holders, baskets, leaflet holders) so that we can make goods for sale look more attractive and display additional information at events.</li> <li>• Petty Cash – this is now all recorded correctly, and Ali will send details to David Borer.</li> </ul>	<b>Ali</b> will distribute information.
6. Reports: Events Co-ordinator	<ul style="list-style-type: none"> <li>• Sheila reported that the Antiques Street Market stall (August 27) was a good and enjoyable day, raising £417, not including a donation of £200.</li> <li>• The membership drive for new Friends throughout September was successful, particularly our stands in the Library.</li> <li>• Quiz night (27 Sept) was also successful, with 9 teams in all, 4 being new teams.</li> <li>• Board Games afternoon (25 Sept) attracted 9 people which was a good start to the new season.</li> <li>• The Christmas card workshop (20 Sept) was not well attended (partly as people were still on holiday) but resources are still available for anyone to put cards together if they wish.</li> <li>• Workshops to make decorations for the Library (with a snowflake theme) and for our tree in the St Mary's tree festival (theme Christmas traditions) will be held on Wednesdays 15<sup>th</sup> &amp; 22<sup>nd</sup> November.</li> </ul>	<b>All</b> to encourage participation at the workshops
7. Reports: Communications	<ul style="list-style-type: none"> <li>• Alison reported that our stand outside The Angel was not as successful as hoped as there were fewer passers-by than anticipated &amp; weather was poor. Perhaps a better idea to hold outdoor stalls in the summer!</li> </ul>	

	<ul style="list-style-type: none"> <li>Library Book Groups to be invited to become Members and Friends, as they already benefit from the services of the library, along the lines of “have you thought about...”</li> <li>Ali explained what being a Friend entailed</li> <li>A one third of A4 size leaflet to be re-considered again to slip into all books taken out.</li> </ul>	<b>EL</b> to draft
8. Young Adults	<ul style="list-style-type: none"> <li>All were invited to consider how we can improve our service for Young Adults.</li> <li>The current area was moved upstairs when the Library was decorated and putting it back downstairs was discussed, with one advantage being that it would be more visible from the main desk.</li> <li>The non-fiction area is being used less so one possibility would be to move these books upstairs, but there may be weight limit issues.</li> <li>Ali encouraged us to think creatively about how we can use the downstairs space in the Library. We will hold our next meeting downstairs to facilitate this.</li> <li>It was suggested we should hold a meeting with some staff/trustees and some young people to find out their ideas. Sheila has spoken with one young man (at college in Lowestoft) who might be a possible candidate. He felt that the stock at Bungay and Lowestoft is better.</li> <li>How many secondary school children use the library? And how many customers do we have in total?</li> <li>Alison aired her concerns that there is a big age range to cover - 11 to 18, with different needs and wants. It would also not be great to have 11-year olds using a space dominated by 16-17-year-old youths.</li> <li>Sheila suggested support from volunteers with suitable experience /skills but Ali, as Manager, is concerned that she must take responsibility for everyone’s safety.</li> <li>Alison suggested that we might ask the stock librarian Sophie (who overhauled stock in the Junior Library) to do an update to the YA stock. This would not cost us anything. We could involve the YAs – or invite them to come and see the new stock and comment on it. Sophie is eager to do this – she asked Alison about it at the SL AGM.</li> <li>The problem of anti-social behaviour was discussed, as experienced in Lowestoft and to a lesser extent in Halesworth (although this has reduced since the start of school term).</li> <li>There was no time to discuss other activities and facilities. Alison reported that unsurprisingly this is a big topic online.</li> <li>We agreed to continue the discussion as our topic next time.</li> </ul>	<p><b>Ali</b> to check weight limit for mezzanine</p> <p><b>Ali</b> to check with SL IT</p> <p><b>All</b> to continue to think about issues</p>
8. Any other business	<ul style="list-style-type: none"> <li>Sheila reported back that at the recent Community Forum that 5 candidates for Suffolk Libraries Board gave excellent presentations for the 4 available places. She had understood that the 5<sup>th</sup> candidate (the “loser”) would be co-opted but this did not happen at the AGM. WE had nominated Sylvia knights who was elected.</li> <li>Two banners have been purchased from EPS saying “Halesworth Library” and showing our charity number. These can be used, for example, with the gazebo (or on stalls in the Library).</li> </ul>	
9. Dates of next meetings	<ul style="list-style-type: none"> <li>Tuesday 14<sup>th</sup> November and then Tuesday 9<sup>th</sup> January 2018 at 5:30pm</li> </ul>	