

## Friends of Halesworth County Library

### Minutes of meeting of the Trustees held on 14<sup>th</sup> November 2017

Present: Alison Britton (Chair), David Borer, Ali Hopkins, Evelyn Lindqvist, David Olds, Yvonne Sandison, Irene Thomas

		<b>Actions</b>
1. & 2. Welcome and Apologies	<ul style="list-style-type: none"> <li>Apologies: Natalie Evans, Sheila Freeman</li> </ul>	
3. Minutes	<ul style="list-style-type: none"> <li>Minutes of meeting held on 3<sup>rd</sup> October 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. Treasurer's Report	<ul style="list-style-type: none"> <li>The Library Financial Year starts on 1<sup>st</sup> April</li> <li>David reported donations received total £5403, including £5200 from Jenny Hines. Fundraising raised £9474.87</li> <li>Payments included £500 to Kinetic Adventure</li> <li>Repairs totalled £11,003 largely for the children's area and small miscellaneous items</li> <li>David gave thanks to Ali in particular for sorting out the petty cash</li> <li>The current account balance is £11,865 savings account £5,008. DB suggested transferring £5,200 to the savings account, all agreed.</li> <li>The Charity Commission requires us to provide a "TAR", ie Trustees Annual Report. Alison and Ali have this in hand.</li> <li>EL and DB will meet to progress re-claiming our Gift Aid</li> <li>The maintenance contract for our cash register is due for renewal. After discussion, it was agreed not to renew this.</li> <li>Regarding cash payments, DB suggested that the Post Office will accept these.</li> </ul>	AH / AB EL/DB
6. Reports: Library Manager	<ul style="list-style-type: none"> <li>Ready specs were selling really well with payment due on Monday 20<sup>th</sup> November, although there is still an internet payment issue. A receipt would be requested if payment done over the phone using a debit card.</li> <li>Suffolk Libraries are still owed payment for Banners - payment over the phone using a debit card also to be investigated.</li> <li>New photocopier has been received, now including colour copying plus a new printer has been promised.</li> <li>Poor Wi-Fi signal - Ali to speak to IT and request an additional Booster.</li> <li>Friends Database - Alison and Ali have carried out extensive 'housekeeping' and the email list is now up-to-date with 418 current addresses.</li> <li>Book Groups - all members are to be encouraged to join the Library and a membership form to be included in the books requested for them. Alison and Evelyn to draft an email explaining the advantages of Library membership.</li> </ul>	AH  AB/EL



Reports: Communications	<ul style="list-style-type: none"> <li>As reported by AH, the FoHCL database has been updated and the email distribution list has been revised.</li> <li>AB has revised the content of our website on Suffolk Libraries site and all attachments are now up to date and working too.</li> <li>The Facebook page continues to be popular and now has passed the 500 "likes" mark.</li> <li></li> </ul>	
7. Reports: Events	<ul style="list-style-type: none"> <li>Scarecrow week was deemed a great success.</li> <li>David O has gathered together raffle prizes and hamper items for the Christmas raffle.</li> <li>David and Jenny will take on the responsibility for new planting for our large planters and thanks were given to them.</li> <li>Idea of a one third A4 flier to go in books, encouraging borrowers to become members of the FoHCL. EL has drafted.</li> </ul>	
8. Continuing our discussion about our services to Young Adult	<ul style="list-style-type: none"> <li>Again, we had to defer a full discussion.</li> <li>It was noted that there are issues with teen behaviour beyond the Library and Halesworth Town Council has had to remove the teen shelter from the park because of rowdy and abusive behaviour in the early hours of the morning disturbing neighbours.</li> <li>Ideas for attracting Young Adults were briefly discussed – Alison has carried out some web searches and it seems that teens are attracted by online game-playing among other things. Research suggests that, not surprisingly, the things that librarians think will appeal to young adults are not always what they report themselves! Any changes we make in the Library should be made in consultation with our young users.</li> <li>Young Adults – statistics were circulated showing the numbers of young people between 11-17 using Halesworth Library. We have 2,739 active borrowers of whom only 69 are aged 11 to 17. We need to work on this!</li> <li>Young Adult books – Ali will contact Sophie Green (stock librarian) in the New Year regarding her coming to overhaul the YA stock and provide new literature.</li> </ul>	AH
9. Any other business	<ul style="list-style-type: none"> <li>Pens for Sale. It was agreed to purchase these in the New Year and Yvonne will look again at prices for pencils – 'National Pens' and 'Premier Print' have been used at Southwold Library.</li> <li>People were reminded to RSVP for the Christmas lunch.</li> <li>Plans to re-instate the FoHCL information board early in the New Year.</li> </ul>	YS
10. Dates of next meetings	<ul style="list-style-type: none"> <li>Tuesday 9<sup>th</sup> January 2018 and Tuesday 27<sup>th</sup> February 2017 at 5:30pm</li> </ul>	

**Signed as an accurate record:**

**Alison Britton, Chair.**

**Date:**