

## Friends of Halesworth County Library

### *Minutes of meeting of the Trustees held on 11<sup>th</sup> December 2018*

Present: Alison Britton (Chair), David Borer, Sheila Freeman, Jane Kirkeby, Evelyn Lindqvist (minutes), Yvonne Sandison, Irene Thomas

		Actions
1. Welcome and Apologies	<ul style="list-style-type: none"> <li>Apologies: Natalie Evans, Ali Hopkins, David Olds</li> </ul>	
2. Minutes	<ul style="list-style-type: none"> <li>Minutes of meeting held on 30<sup>th</sup> October were read and approved</li> </ul>	
3. Matters arising	<ul style="list-style-type: none"> <li>FoHCL bookmark has been finally agreed and will be printed on pale green card. It will be used in the New Year to help recruit new FoHCL members from among those borrowing books (including Bok Club members).</li> <li>Velveteen Rabbit performance – Date has been agreed as Thursday 18<sup>th</sup> April at 2:00 and play will be suitable for 4 years and up. Sheila, Jenny and Yvonne will organise some pre-production events, and the front window is booked for a display (13<sup>th</sup> – 20<sup>th</sup> April).</li> </ul>	<p>AB</p> <p>SF</p>
4. Updates Treasurer  Library Manager  Acting Events coordinator	<ul style="list-style-type: none"> <li>David Borer has contacted various trustees. The Charity Commission was lacking certain information that he has now been able to provide them with.</li> <li>Receipts have been £1,530.19</li> <li>Payments £367.08</li> <li>Current account balance - £7,291.44</li> <li>Savings account balance - £24,224.88</li> <li>As Ali is currently on sick leave, there are no updates.</li> <li><b>Sutton Hoo Roadshow</b> – This was well-received, and 36 people attended. Wording on the poster did not specify that there was a talk and maybe implied it was a drop-in session. This should be noted for any similar future publicity. There was another point learned for future events involving externals. We must clarify with an outside provider what furniture etc they will need. When there was a speaker from Sutton Hoo previously, she had used the mezzanine and it was assumed (erroneously) that the “Road Show” (in contrast with the talk) would again take place upstairs.</li> <li><b>Natalie’s talk</b> – Sheila had attended and reported it to have been a very pleasant occasion.</li> <li><b>Decorating the library</b> – Next year we would like to replace the lights on the upstairs balcony with an easier to set up design. We should look for something suitable in the January sales. There was also a suggestion to create a “tree” made from books as an advent calendar for children. Details to be sorted.</li> <li><b>Christmas Sale</b> went very well, taking a little over £300 and thanks were given to everyone who helped to set up, to serve on the day, and to clear up afterwards with only a few boxes destined for charity shop and some items saved for either the Antiques stall or a proposed Easter sale.</li> <li><b>Future of the Events group</b> had been discussed at last week’s meeting, as Alison had agreed to be “acting coordinator” only until Christmas. Over the last year we have held a major event every month and two some months. Alison had devised a Check List is and she will update this. The list will be used to divide up tasks when organising future events and take some of the “burden” off Alison.</li> <li><b>Suffolk Libraries</b> will, from next year, be encouraging us to raise more money for central funds from schemes they will put in place. While we recognise that</li> </ul>	<p>ALL</p> <p>AB</p>

	there is a need to support Suffolk Libraries there was some concern that there are a finite number of people who will donate to Library funds and our own “takings” may go down.	
5. Town Carol Service Reading	<ul style="list-style-type: none"> <li>Irene has volunteered to do this.</li> </ul>	AB to inform Rev Jan Bunday
6. Update on fg	<ul style="list-style-type: none"> <li>A plan had been received from fg, but it was disappointing as it did not seem to present any significant changes. The copy (which Alison had received from Ali before she went off on leave) was too small and was difficult to read.</li> <li>It was suggested again that we should look at other libraries (not only in Suffolk) for inspiration.</li> <li>More storage especially for less-used items was suggested as something we needed to think about (the storage in the Junior Library has proved very useful).</li> <li>It was also felt that the office should be included in the redesign.</li> <li>We agreed that we did not necessarily need a designer of Libraries to come up with ideas and Sheila agreed to enquire who designed the Hub in Huntingfield. All should think about ideas for improvements to the Library layout.</li> <li>The purchase of new tables and (lighter) chairs is to be our priority.</li> <li>Next year’s request for funding to the Town Council was discussed and it was agreed to put in our next bid in April at the start of the tax year. But we will need to have spent the previous money before we can do this.</li> </ul>	SF
7. Any other Essential Business	<ul style="list-style-type: none"> <li>None</li> </ul>	
8. Date of next meeting	22 <sup>nd</sup> January 2019 at 5:30pm	

**Signed as an accurate record:**

**Alison Britton, Chair.**

**Date:**