

Friends of Halesworth County Library

Minutes of meeting of the Trustees held on 25th June 2019

Present: Alison Britton (Chair, wrote minutes), David Borer, Arlene Roberts, Yvonne Sandison (took notes), Irene Thomas. In attendance: Nigel Frostick (prospective trustee) and Councillor Ben Chadwick (Halesworth Town Council representative to the FoHCL).

		Actions
1. Welcome and Apologies	<ul style="list-style-type: none"> Welcome to Nigel Frostick and Councillor Ben Chadwick Natalie Evans, Sheila Freeman, Evelyn Lindqvist 	
2. Minutes	<ul style="list-style-type: none"> Minutes of meeting held on 21st May were read and approved 	
3. Matters arising and not elsewhere on agenda	<ul style="list-style-type: none"> Hearing loop – no progress while Sheila is indisposed. Transportation for events – It would be good if we could provide transport to bring elderly or disabled people to e.g. Board Games, but also other events. Alison had previously spoken with Emma Healey, manager at the Volunteer Centre, about applying jointly for money to do this. She will pursue this before the next Trustees meeting. Charity Commissioners – Evelyn had confirmed that no extension was available from the CC regarding the missed date for submission of the amendment to the Constitution. David and Nigel felt it would be sensible to not wait until the next AGM but to have a special mtg in the meantime at which this could again be presented. To be discussed! Patrons – Alison had conceived the idea of having Patrons for the Friends of the Library. This had been discussed at the Events Group meeting and members were enthusiastic. It was agreed that this idea should be pursued with patrons being invited to contribute workshops of their choice at the Library and make appearances at special events, speak at the AGM etc. Alison suggested Jackie Carreira (author of the play “Talking in the Library” – performed at Halesworth last November – and of two novels). Other suggestions were made, and Alison will follow this up. Finding more trustees and more active helpers – If Nigel agrees to join us we will have 9 trustees (when we are joined by a permanent Library Manager). We can have up to 12 and might still want to consider another one if a suitable person should come forward. We are still lacking a secretary (as opposed to a minutes secretary - Evelyn). The Events Group has shrunk in the last year to a total of 7 active members and Alison is still wanting to step down as co-ordinator (although still happy to be involved). New members are sought – especially younger ones! WE all need to think about this. 	<p>AB</p> <p>AB</p> <p>ALL</p>
4. Updates Acting Library Manager Arlene Roberts	<p>Arlene Roberts reported: Unfortunately, no suitable candidate was seen at the first round of manager interviews and the job had been re-advertised with new interviews set for July 25th. Arlene herself plans to retire at the end of the year. She described how the team was managing to keep the Library running with the support of Amanda King from Bungay (executive manager for Halesworth Library) and relief staff including Julie Gorton who is working regularly in the Library. A staffing timetable is in place until the end of September by when it is hoped there will be a new manager. It was felt that the low hourly rate for the manager is a factor in its being difficult to find someone for the post. Alison proposed that we register our thanks to Arlene, Francesca Armour-Chelu, Meraylah Allwood and other staff for the great job they have been doing in keeping the Library running so well. All agreed.</p>	

	<p>haven”, and this is something we consciously try to do, although the behaviour of a minority of teens has meant that sometimes we must ask them to leave.</p> <ul style="list-style-type: none"> • He was asked what more we might provide for young adults but, like us, he was not too sure what would appeal as there are a wide range of interests and needs in this age group. We asked him to try to explore this topic as we would welcome ideas from younger people themselves. • In turn Ben asked us to feel free to make suggestions as to how he and the Council could be more involved with the work of the Library. • It was agreed that we would invite Ben back later in the year to talk with us again and might contact him in the meantime if we had specific ideas to discuss. He should also feel free to contact us with any ideas or queries. 	
6. Message from Bruce Leeke, CEO Suffolk Libraries	<ul style="list-style-type: none"> • Alison circulated a recent email from the CEO of Suffolk Libraries (SL), Bruce Leeke, upon the subject “Why we Need to Generate More of Our Own Income” as she felt it was important that the trustees be kept abreast of the financial developments at SL. Staff at all libraries will be passing on their ideas to SL. • Alison made two points. One is that we ourselves <u>are</u> Suffolk Libraries! It is not a separate entity. But secondly, people in Halesworth, in the main, would rather donate directly to our Library where they can see how their money is being used, than to the less tangible SL. We need to make it clear to customers why there is a need to support both. • A scan of the email is attached to these minutes (please read it, especially if you were absent)! • 	NE, SF & EL
7. Progress on plans for buying furniture and for re-organising the library	<ul style="list-style-type: none"> • The flip top tables we have discussed seem suitable for upstairs. We need to make a final check on prices and then proceed. • The company providing the chairs which David Hopkins priced for us have not been helpful. They have not sent a promised colour swatch, nor have they responded re the weight of the chairs. They can’t provide a way for us to test chairs before purchase. We decided not to proceed with them. Alison will contact Sheila re which company provided the chairs for the Huntingfield Hub. • Arlene and staff have been planning the new layout for shelving in the non-fiction area and have come up with costings. It was agreed that we should go ahead with purchasing wheeled shelving from fg whose quotation was far less than that of Gresswells. David Hopkins will be asked if he would like to help install the shelves. (This would save us around £500). 	AR
8. Any other Essential Business	<ul style="list-style-type: none"> • Wendy Boyden, a Library volunteer, has agreed to take on maintaining the Friends membership (Excel) database and running the 100 Club. • The final wording and layout of the new Vertical banner (for advertising purposes) was circulated and agreed with some minor changes. It was agreed that we go ahead and order. 	AB/AR
9. Date of next mtg	<ul style="list-style-type: none"> • Tuesday 6th August at the Library at 5.30pm. 	

Signed as an accurate record:

Alison Britton, Chair.

Date:

From: Bruce Leeke
Sent: Friday, June 21, 2019 10:08 AM
To: All Staff
Subject: Why we Need to Generate More of Our Own Income

Hi there,

Most staff should have now had a presentation from a member of the Senior Leadership Team (SLT) outlining the Suffolk Libraries Strategy for the next few years.

One of the drivers behind the new strategy is the financial challenge that Suffolk Libraries faces. Feedback from staff and members of the SLT following the strategy meetings suggests that it would help staff with understanding and embracing the strategy if they were provided with more information about this financial challenge.

It is difficult to be too specific about the future financial situation as there are a lot of unknowns. However, we do know that our annual contract sum from SCC for the delivering the service is £4,900,000 and they have committed to maintaining it at this level until the end of the current contract in 2022. That figure currently accounts for around 86% of our budgeted income, the remainder coming from various sources including fees and charges and room hire income. Due to inflationary pressures – such as the increase in the living wage – our costs are increasing, and we need to generate money from other sources in order to ensure that our costs don't exceed our income. This is why we are placing greater focus on fundraising and income generation and embarking on initiatives such as Suffolk Libraries Day.

It is estimated that, in 2020-2021, we will need to raise £300,000 in additional income in order to break even and in 2021-2022 that figure is likely to be closer to £500,000.

Those are significant amounts, but we are confident that – with the passion, enthusiasm and support of our staff and volunteers - we can meet the challenge. A number of new income sources are already being developed, such as:

- Leasing space to external organisations such as coffee providers
- 'Pop up' retail
- Delivering specialist library services outside of Suffolk
- Fundraising through regular giving via our website and multiple locations
- Corporate partnerships

I have already touched upon Suffolk Libraries Day, which we hope to develop into an annual 'flagship' event for Suffolk Libraries which helps to raise awareness of all the great things that we do - as well as raise money!

With the library contract due for renewal in 2022 – and with commercial organisations potentially competing for the contract – our fundraising and income generation is even more important. Given the significant funding pressures that SCC face and the likely impact that this will have on the library contract sum after 2022, it puts Suffolk Libraries in a much stronger position in the tendering process if we can demonstrate that we are generating money and becoming less reliant on SCC funding.

I hope that this helps to explain why Suffolk Libraries needs to fundraise and generate income and may be useful in any conversations you are having with your Friends groups to help them understand this too. If you would like to discuss this in more detail or would like more information about our plans, please just give me a call or drop me a note.

Thanks as always for your passion, commitment and hard work.

Best wishes,
Bruce

Bruce Leeke
Chief Executive, Suffolk Libraries