Friends of Halesworth County Library

Minutes of meeting of the Trustees held on 9th January 2018

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

		Action s
1. & 2. Welcome and Apologies	No apologies	
3. Minutes	 Minutes of meeting held on 14th November were approved and signed. 	
4. Matters arising	 Internet connectivity is now fixed; the Library has been hard- wired. 	
	 EPS has now been paid for the FoHCL banners Ali will invite Sophie Green (stock librarian) to overhaul the 	AH
	 Young Adult (YA) stock All agreed that Yvonne should progress pen / pencil purchasing. A sub-group should be set up. AB to ask for interest from Trustees / Events Group members - those interested to respond to YS. 	YS & AB
5. Reports:	All banking issues are now sorted.	
Library Manager	 Re Anti Social behaviour – Nick Ray (Crime Prevention Officer) thought that CCTV might be a good idea, albeit expensive, but could not recommend a company. We deferred a decision on this, waiting to see how thigs progress. 	
	 Nick Ray wants to visit on a Saturday afternoon, so he can observe YA behaviour and speak with them. 	
	Last weekend Ali spoke to a group when they arrived setting out expectations for behaviour and she feels getting to know them like this will help.	
	 Spotlights in the junior library 'nook' have been installed and wires concealed in a false roof. 	
	 A male customer has been visiting several times most weeks, often in an agitated state, engaging with other customers and sometimes trying to intimidate staff. No solution was put forward. He visits to use a computer and it was felt that only one pc should be left adjacent to the Junior Library and reserved for use by children - the other computer could be moved. But a complete rethink of whole layout is under way. 	
5. Treasurer's	For November and December, receipts were:	
Report	 £446.16 - Donations including £300 from Dr Athis £153.05 - sale of donated items 	
	• £160 - EL computer lessons	
	£881.73 – Fundraising (including raffle and Christmas Fair)	
	£100 – anticipated refund from Kinetic Adventure	
	£116.32 (gross) – Reading Glasses	
	• £107.58 – Craft commissions	
	Total £2,005.56	
	 For November and December, payments were: £699.54 - to Readyspex 	
	• £326.49 – Petty Cash (includes £124 – donation to Christmas Lunch)	

¹ Trustees Minutes 9 Jan 18

	Total £1,026.03 The items identified are only the larger sums received, which is why their sum does not equal the total quoted. Current Monies £130.18 in petty cash; Current account £12,750.67; Savings account £5,008.93 Total £17,889.78 AH now has internet banking & will transfer £5200 from current to savings acct	АН
5. Events Co- ordinator	Meeting held on 27 th November to plan Christmas and New Year Christmas Fair: Sale of donated goods and raffle raised £760 Buffet lunch was an enjoyable social occasion 50 new friends have been recruited throughout the year Upcoming events • Murder Mystery on 4 th February • Quiz 25 th April Next Events meeting will be on 19 th February	
5. Communicati ons	 Our Facebook page continues to tick over with five posts each day and 12 new likes since the last meeting. 	
6. Approving the Trustees Annual Report (TAR) to the Charity Commissioner s	 The TAR had been circulated before the meeting. This report, for 2016-17 was produced by Alison and Ali who were thanked for their hard work. The TAR was agreed by the Trustees and once electronic signatures have been added (Alison and Sheila) it will be submitted to the CC before the deadline. 	AH & AB
7. Halesworth Town Council Grant	 Halesworth Town Council - Annual Grant Application is due later this month. AB has requested form and dates. Discussion took place re 2018-2019 spending plans. Focus to be on re-organising the whole ground floor and making a more modern, attractive space, fit for current purpose i.e. meeting the current needs of a library. Refurbishing the Junior Library has left the rest of the Library looking rather shabby and drab. AH wants to replace old and/or damaged furniture (upstairs and down). Some is 20 years old. It was suggested that we add wheels to the non-fiction shelves to increase flexible space for events. The YA area will be brought downstairs into a more visible space. This will allow the upstairs "mezzanine" meeting space to be expanded. 	AH & AB
	 It would be helpful if everyone could do some thinking about changes we could make and look for pictures on-line. If possible, we should visit some Suffolk (or other) Libraries. Alison will ask Tony Brown and Sylvia Knights, (Chair and Vice-chair of Suffolk Libraries Board) for suggestions of libraries we might consider. 	ALL AB

	 Other grant awarding bodies were discussed for both capital items and 'events' projects. Suggestions included local sources: e.g. Adnams; the Co-op; Heveningham Hall. We now have a volunteer and member of the Events Group, Alison Cooke, who is a professional fundraiser and we hope she will be able to help us find sources and apply for grants e.g. she is currently looking into Arts Council awards that will be given to Libraries working with an Arts organisation (Alison suggested Waveney and Blyth Arts). This might be a way to fund getting local artists into the Library to run various arts activities for all ages. 	
8. Reading Challenge	 This year is a 'Beano' theme. AH requested extra funds for additional resources to support the challenge – all agreed. 	
9. Young Adults	Topic covered above	
10. Any other business	 5th February - Community Forum in Stowmarket. No-one available to attend so AB will send apologies. 4th February Murder Mystery - poster prepared and approved by Trustees. AB explained format for the afternoon. David O requested all to look out for a charity shop Paddington Bear for the Junior Library. 	ALL
11. Dates of next meetings	 Tuesday 27th February and 10th April 2018 at 5:30pm AGM 24th April 	

Signed as an accurate record:

Alison Britton, Chair.

Date: