

Minutes of meeting of FoCL committee, Thursday 18, February 2021 at 4pm – 5 pm
Venue – Zoom

1. Present : SB,JB,JD,JM,RO'M,JU,JS,SW

2. Apologies for absence: RM

3. Minutes of meeting of 10.12.21

- **correction Date - Thursday, 10, December:** accepted with correction

4. Matters arising not elsewhere on the agenda

- **Poet Laureate, Simon Armitage:** JB volunteered to take this on from SW. As soon as booking opens, libraries C-D will be eligible to request a visit.

5. Current situation with Coronavirus and LU – RO'M Di continues to do pre-ordered provision. A Northleigh resident has praised the efficiency of the service. Libraries will probably follow schools' return with Click and Collect, browsing to follow.

6. Treasurer's report :SW

- **Accounts** for the year had been validated by John Buse, and copies circulated. Electricity continues to be the biggest item. N-Power have now joined EON. Solar panel payment has been delayed, nothing received since May. No water bill has been received. Pest control has been reduced to bimonthly. Payment is due for web-hosting and domain registration, and after discussion it was agreed that the cost of approx. £40 per year was reasonable value. Income is obviously reduced, but reserves are healthy. JD suggested that the 4 footnotes be numbered and referenced, as the document will be sent out prior to the AGM.
- **electricity and heating arrangements :** MM and RO'M - pending

7. Membership secretary report SW

- **Membership numbers:** Currently there are only 32 paid-up members. The recent letter and Coly Times article only produced a small result. There is a need for a recruiting drive but it should wait until we are "back to normal". The AGM publicity to include a reminder to pay subs.

8. Events 2021

- **FoCL AGM – JD:** LU's guidance notes had been circulated. Our constitution permits an online meeting, Zoom is recommended. Minuting is important. It was unanimously agreed that a) we need to meet to have an AGM this year (last year's cancelled at short notice) and b) by Zoom. It must be held by 30th April, and 14 days notice must be given. It was agreed that the AGM should be in April, and publicised in the April Coly Times, allowing time for JS to arrange the Zoom via the Parish Council. The date Thursday 15th April and time 4pm – 5,30 was agreed, though it is anticipated that the meeting will be shorter.
- **AGM papers -JD** will draft the Annual Report and circulate to committee for comments, final version to be e-mailed / hand-delivered to members, with the Agenda and Annual Accounts . There is no need to resend the 2019 Minutes which were circulated last year. Publicity – Coly Times, Facebook, notice boards. SW volunteered to devise a poster, liaising with JM. JM pointed out that the Zoom link details would be needed by April 1st if it was to be printed in Coly Times. JS will ask Crispin Denny if approval is likely to be given by the Parish Council by then. RO'M will invite Emily Macaulay from LU to attend. David Clarke has agreed to provide some Covid-themed entertainment.

JD observed that having to request use of the Parish Council Zoom account each time is not conducive to a good relationship. Last year, the AGM papers were not sent to them, as had been the practice. When they are sent this year, JD will write offering to speak to them re the library. They will be thanked in the Annual Report.

- **Potential speaker** – **JD** has found a link to a local author, Mark Greenstock, a family historian

9 Librarian report -RO'M:

Lifeline Choose and Collect at Colyton is working well and proving popular. We have had some good feedback and Di is doing a fantastic job in the library.

Thank you to Jane and the Friends for planting the bulbs outside, they are starting to come out and I'm sure will brighten up the area. Thank you.

Thank you to the Friends for having the windows cleaned, it is greatly appreciated.

With the Census starting next month and an encouragement to complete the form online, Seaton Library is one of the 3 libraries in East Devon to be chosen to offer support. Until libraries reopen, you can book phone appointments where we will be able to walk you through it. When libraries reopen we will have a dedicated computer area for the Census where we will be able to assist you filling in the forms while maintaining social distance.

JB will raise the Knitting project with the Knit and Natter group in due course.
JD confirmed that the window cleaner was engaged to visit bimonthly.

10. Libraries Unlimited -RO'M: LU has not committed to future arrangements, but is likely to follow schools' return (see Item 5)

11. Volunteer matters - SB: V's will need post-Covid training. As yet ,RO'M hasn't received any information, but presumably LU will give directions

12. Building matters

Rat contract – SW/MM: is now bimonthly

13. Coly Times – JM is going to have a trial run as Editor, working with Charles Hill on the next edition. March – will have Rosemary Owen's book review. April – will publicise AGM.

14. Website updating – JM: Hits were down in 2020 but this is not the right time to take steps to reverse the trend. Finance – see Item 6

15. AoB Groups: After a prolonged discussion re devising a new policy for groups using the library, the matter was deferred to the next committee meeting. SW was asked to construct a breakdown of the former pre-Covid situation.

16. Date of next meeting: Wednesday 7th April 4-4.40 pm by Zoom.

To be on JS' account, as there would be an issue if the Parish Council was asked to host this and the AGM. Setting up a FoCL Zoom account was considered but rejected.

JS confirmed the arrangements for booking Zoom

AGM Thursday 15th April 4 – 5.30pm via Parish Council
committee Wednesday 7th April 4 – 4.40 via JS' account

Volunteer hours 7x