

## Minutes of meeting of FoCL committee, Tuesday, March 10, 2015

### 1. Apologies for absence : MM, RM

Present : DD,JD,JF,RH,AK,SW,JU,Pene Davis (Seaton Library Supervisor )

### 2. Minutes of meeting on 27.1.15 : accepted

### 3. Matters arising

- **Wi-Fi** : No further news received since the AGM (when we learnt that DLS has undertaken to install it in all libraries ), but expected by summer. After the election, JD and MM will request funds from Sara Randall-Johnson for the bench and relocation of supporting pillar.
- **Facebook** : No progress, as none present use it. PD plans to set up a page for Seaton, and we might be able to “piggyback”. FoCL will need to update, and SW is willing to be trained to do it.

**4. Treasurer's report :** AK – current balance is £4527.76  
AGM expenditure £21.34 (hire of hall + printing )  
income £235 ( subs )

**5. Membership report :** JF – 49 members rejoined at the AGM. None queried the increase from £3 to £5. Since then 6 more have rejoined. An e-mail has been sent requesting outstanding subs, and librarians Christina and Di briefed re location of envelope, membership cards etc.

### 6. Library matters

- **Librarian vacancy** : PD-though not officially confirmed, it is expected that Christina and Di will share the post, with additional hours at Seaton, on a week on / week off basis. PD will come in to support with admin + training, and V issues if necessary.

This time the solution is perceived as permanent.

PD then outlined her career path to the present.

JD raised the need to revitalise children's activities and strengthen links to the primary school. PD has already consulted Brian Boyt.

As Vs are currently confused re classifying children's books, PD proposes a colour sticker system to facilitate shelving. RH suggested a V work party to apply stickers.

PD raised some Health and Safety issues arising from lack of space. The stepladder needs to be hung on brackets, which DLS will be asked to do. Leaflets must be kept clear of the fire point (its black plastic keys are kept on top of the alarm box ).

Christina is sorting out items stored in the back corridor, and throwing away redundant material.

- **Memory Cafe** : DD pointed out that attendees may need access to the toilet. Their carers will assist. Care homes will be advised that they cannot leave their charges unattended. There are 9 dementia volunteers ( + DD ) and 26 Colyton Grammar School sixth formers willing to raise funds, produce personalised CDs of favourite tunes, and some to become “dementia friends” by helping directly in the cafe – useful experience for potential medics and a potential Duke of Edinburgh's Award service.

Funding is being sought from EDDC, Feoffees, Parish Council and Carnival Committee. In most cases, specific items to be funded should be suggested. David Evans has promised £100. AK has organised banking such that memory Cafe items will appear under a separate heading within the FoCL account. A dedicated donation tin will be required.

After some discussion, the meeting time was identified as the first Wednesday of the month from 2-4pm, starting on June 3<sup>rd</sup>. Invitations to be sent out, including to neighbouring villages. PD undertook to ascertain when the library is cleaned, to avoid a clash. Community nurses are willing

to come in to give talks. JD suggested bulky items requiring storage eg speakers, bingo drum, could go on top of the bookshelves. DD is to be trained as a trainer in April, so V training will be in-house. DD wishes to organise a V event in the library but needs to know when it is available. JD suggested she book with Christina or Di.

- **Library bookings** : Christina has recognised the need for a weekly booking sheet. PD queried booking charges – JD explained that donations are invited in lieu of a charge.
- **Website** : It is not up to date, items put on by MH need changing. JD to liaise with PD at the end of the meeting.

### **7. Pilot developments :**

Contact with Parish Council and Feoffees re ownership of building :

A meeting with the Parish Council has been set up (date unknown). RH has sent the Business Plan to Liz Berry. The Feoffees prefer that we use the Parish Council.

**Feedback from DLS meeting on 30.1.15-** RH reported no new feedback, but it was encouraging to see so many Friends groups represented.

JD, RH and SW have discussed the possibility of producing a cook book as a fundraiser. SW agreed to help, asking for contributions, using Link for contacts, and accrediting authors. Colyford to be included in the title somehow.

### **8. Volunteer matters**

- **New self service machine** : RH reported that the new machine is installed and most users haven't noticed the difference.

**9. Future events** : JD asked if we can try to progress a programme for 2015. PD agreed to get names of authors we can approach to talk to audiences in Colyton. AK suggested we could raise the fee including travel expenses to a maximum of £100. PD said authors she knows of have accepted travel expenses plus £50.

JF and DD are in process of arranging a Literary Festival for next year, probable date July 16<sup>th</sup>. They are working on a programme and will update on progress at next meeting.

**10. AGM review** : Feedback was good and there has been a request that seating should revert to the “sideways” layout. The layout used made it difficult to hear for people towards the back.

Also that offers of transport should be made clearer as some Friends thought it didn't apply to them.

**11. Newsletter** : SW will take back responsibility for collating contributions of the Library news for the Coly Times.

RH has proposed that as the transfer of the building to the Friends gets closer we need to produce monthly newsletters to keep people interested and connected to the Friends.

**12. AoB** : SW raised the problem of the “messy” state of the Library windows. The display of posters needs more control and another method of displaying them needs to be looked into. PD suggested a method of hanging wires with pockets for posters could be purchased. SW will look into this.

**13. Date of next meeting** : 28<sup>th</sup> April 2015.