

Minutes of meeting of FoCL committee, Tuesday October 30 , 2018 at 12.30pm – 1.30 pm
Venue – Colyton Library

- 1. Present** - Rachel Gee (Service Development Manager Rural Libraries and Friends group link.
SB,JB,JD,RM,RO'M,JS,JU,SW

JD introduced Rachel Gee and the committee introduced themselves.

- 2. Apologies for absence:** CG-W, MM

- 3. Minutes of meeting of 18.09.18:** accepted

4. Matters arising not elsewhere on the agenda

- **White box for FoCL info** – JS has provided a plastic “leaflet display”.

5. Treasurer's report, including

- **Accounts** - SW: copies were circulated. Current balance is £12,144.61. EDDC’s solar panel contribution has not yet been received; MM still to be reimbursed.
To date, no electricity bills have been paid. Recently, a copy of the July-Sept bill was found in a library drawer – RG proposed to contact Ashton Collins to ascertain if it had been paid. Group rentals – the Play reading and Shakespeare groups need to be advised to put their contributions in an envelope in the FoCL folder – some monies have been put in the LU tin in error.
- SW – Fines – several borrowers have received a small unexpected fine from the self-service machine. RO'M to investigate.
- Childminders – RG informed that they are entitled to a business account, permitting more books to be borrowed. JD queried if this was widely known?
- **Electricity usage, timer settings** – RO'M - now set on a daily basis, at 21 degrees C (!)
- **Easy Fundraising:** SW - we have now received £29.61

- 6. Membership secretary report:** one new member, total now 77.

7. Solar Panels

- **Electricity provider** – MM - pending

8. Events - SB

- **Quiz – 4.11.18 – planning:** Raffle prizes were offered by JB,JD and RM to complement the 4 already. Caretaker has confirmed the heating is working and there are new batteries in the microphone. RO'M is producing a large poster to go outside the Town Hall at the weekend. Questions have been devised. JS volunteered to write a warm-up questionnaire about the Library, one to be placed on each table. No tablecloths to be used. Committee to arrive at 2 pm. Additional help from Catherine Heap, Jean Hutton and Maggie Tinsley.

9. LU meeting 13.9.18 – report attached RG gave notice of a “jam” day to meet and consider the future of libraries on 14th November, 10-4. Funded by the Arts Council as a National Portfolio Organisation (NPO)

10. Librarian report

- **Feedback from LU AGM:** the annual report is available.
- **Play reading group:** were inconvenienced by the reduction in deliveries (now Tuesdays only) as their books were not available for their planned meeting.
- **Block club and boxes** – RO'M. Block club has started, first Thursday morning of each

month. 2 mothers and 2 children attended. JS suggested that as Colyton Caterpillars runs 5 days a week, and there is a clash with a Tadpoles session, fewer children are available.

Focussed publicity is required, not just on the website but also Facebook.

RO'M plans to visit the Primary School next Monday to strengthen the link there. Di is also attending in connection with Booktrack. JS would like to visit on a future occasion.

The boxes have been ordered.

- Pre-Christmas children's event – RO'M proposed this for Saturday 8th December, to raise funds. Father Christmas required! JD pointed out that on the previous Wednesday 5th December it will be the annual Colyton Christmas Fair and the library will be in use. RG suggested that this is an opportunity to recruit new FoCL members, and we should have application forms available.

11. Social media -JD,SB: Publicity needs to be put on 3 local sites -

Heart of Colyton (closed Facebook) – SB has put the quiz on Visit Colyton

Next Door - community forum with local section, suggested by JS.

RG advised RO'M on resetting Colyton's defunct Twitter account.

RG sought approval for putting a link from LU to the FoCL website – agreed by committee.

JD requested a laminated poster re opening hours etc for the Town Hall, as the DCC one had been taken down but the LU replacement had not arrived.

12. Volunteer matters - SB/RO'M: Training – a refresher course for Tuesday Vs will be held on Thursday 22nd or 29th November at 3.15, and Tuesday 22nd January am. SB will email Vs to ascertain availability and preference. All V forms are now complete.

13. Building matters

- **Chairs:** Thanks to SW for the splendid new covers
- **Skylight:** MM -pending
- **Rentokil:** MM -pending

14. Coly Times – JS has discovered any font may be used! December issue will include details of Dec 5th Christmas Fair, Dec 8th Children's Event, Christmas opening hours.

Friends' Newsletter – as today is the deadline, JD will send RG a paragraph and SB will give RG a quiz flyer. In future it will be quarterly.

15. Website updating – JD: Adrian West is happy to do the updating.

16. AoB: none

17. Date of next meeting: Tuesday 11th December 12.30

Volunteer hours 7 x 1 = 7 hours.