blank for FoBL logo to be added

Friends of Brixham Library MEETING MINUTES

Meeting held on 22 Aug 2023 in Brixham Library.

Present: Jen Cooper (JC), David Cooper (DC), Sarah Bajomee (SB)

Libraries Unlimited referenced as (LU)

**NB** these minutes are not entirely chronological!

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Focus | Content | Action |
| 1. | Actions review | 1. *Apologies* - Heather Ersamus (HE), 2. *MATTERS ARISING* 3. The previous records were requested. JC stated none handed over from Alison Lodge. David to check with Richard 4. Sarah was requested to ask Libraries Unlimited to add each new committee member to the Friends eNewsletter distribution. This had been requested, but no response from LU 5. Details of the new committee to be sent to LU and check how long we are meant to keep our records of meetings, finance, etc. LU responded that a new website was being released soon which will contain a link to Friends groups. GDPR data rules state that data for members who do not renew should be destroyed after 6 months. 6. Monthly Coffee mornings to continue on1st Friday of the month. David to issue reminder email. 7. The revised draft constitution changing from Torbay Council to referencing LU will need to be voted on at an AGM, so this will be held in draft until AGM in 2024. Does this need review against LU model constitution ? 8. There is a SUMUP machine for electronic payments not in use, to be offered to the poolfor a fee ? Machine to be checked if compatible with pool systems. 9. Brixham Signal. Review an article for October edition, submission date is 29 August. Sarah to submit an article. 10. FoBL Noticeboard in the Library has been created in the front lobby. Upcoming events, Membership details and renewal process, Committe contacts, regular Coffee Morning dates, etc to be added 11. FoBL logo to stay as per the old one. David to check with Richard. | **DC**  **DC**  **SB to chase**  **DC to review**  **DC**  **ALL**  **DC**  **SB**  **DC**  **DC** |
| 2. | Open Discussion | AWARENESS & COMMUNICATIONS   1. A meeting between David and Richard has been scheduled for 29 August to handover the electronic processes; email distribution, facebook, etc. 2. Facebook page will be updated by Sarah, David to investigate also with Richard 3. The website needed to be updated. David to investigate with Richard. 4. Also the FoBL email address. | **DC**  **SB/DC**  **DC**  **DC** |
| 3. | Events & Activities | 1. Generally Events to be free or low cost, with donations to the organisation presenting 2. Next event , Talk by Steve Watkins from Brixham Does Care about Walt Disney films is arranged for Tuesday 19 Sep at 2.30. Posters etc required 3. RNLI Kilimanjaro expedition to be proposed for Oct, Jen to follow up 4. WBW Solicitors for a Will or EstatePlanning or Power of Attourney 5. The Graveyard project to be contacted about an update. 6. The author of a new book "Brixham Chimes" Edward Funnell offered his music performance. David responded possibly in the New Year. Also to attend one of his performances to review. 7. Other ideas; Brixham Battery Museum, Beekeeping.   Library 30th Anniversary in Nov 2023 to be celebrated on Friday, Dec 1st Coffee Morning. Sarah to check if Alistair Anderson would attend, and possible cake supplier.  Note that there is a folder of old photos etc in the Library Reference section. | **DC**  **JC**  **DC**  **JC**  **DC**  **SB** |
| 4. | Finance and Budgeting | 1. A donation of £500 has been given by Jane Cooper in Memory of her father Dr Christopher Morris, he was a supporter of library useage particularly for teenagers. This is to be earmarked to encourage activities for teenagers in the Library. 2. Jen suggested FoBL match fund this amount, to review at next meeting. 3. Sarah suggested photography activity/competetion. 4. Loyalty scheme raised by David, this had been checked with the relevant shops in 2022, so to be rechecked in 2024.   LIBRARY REQUESTS   1. None this month | **ALL**  **SB**  **DC**2024 |
| 5. | AOB | PLANTS   1. Plants will need replacing in September. Check for good value Cyclamen and take geranium cuttings for next year. | **DC** |
|  | Next Meeting | * Tuesday 26 Sep 6.15pm Brixham Library |  |