



Friends of Honley Library

Minutes of meeting on Tuesday 4th April 2017

Present: Joe Hodgson (Chair); Caroline Page; Nita Steel; Linda Sharpe; Jenny Bagworth; Jenny Lockwood; Margaret Waterworth; Carrie Birch; Judith Compton; Alison Dean; Angela Marshall; Terry Savage; Simon Haywood; Val McAvoy; Charles Greaves; Pat Thompson (Minutes)

Apologies: Anne Broadbent; Val Javin; Neelam Randhawa

1. Minutes of last Meeting and Matters Arising

The minutes of the last meeting were agreed.

Improvements to the library – Jenny L. reported good news; she has received confirmation that the work to the kitchen/office will commence on Wednesday 26th April at 1.00pm and should be finished by lunchtime on Friday 28th April. Val will need help to empty the workroom on Tuesday 25th April and then again to replace the things on the Friday afternoon. Various people, including Margaret, Judith and Caroline said that they would be able to help with this and Jenny L. could help on the 28th.

Carrie said that she would ask the volunteers who had signed up to work with children to take a box of resources each and rationalise them before bringing them back to the library. Neil, the decorator will come and have a look following completion, but does not want to be a lone worker in the building.

Caroline has started pushing Kirklees to deal with the boiler and electrics. She has discussed this with Neelam, who will take this forward. Caroline will continue to ask for feedback about this and will let us know when there is anything to report.

Val pointed out that we now have new chairs around the table and for the computers. The shelves have also been split so that they are not as heavy to move.

Use of Library – Caroline reminded everyone about the 'footfall' statistics that she presented to the last meeting. She now has average figures regarding Book Issues; Computer use; Membership, which she passed around (see attachment).

Summary of findings, compared to other Kirklees Local Libraries:

(excluding Huddersfield and Dewsbury)

- Active membership at Honley has increased 3 fold, compared with 2 fold elsewhere. We had 158 new members, compared with an average of 189 throughout Kirklees
- Visitor figures were very low, an average of 450 per week compared to an average of 800 per week
- Issues were the same as the Kirklees average, approx 430 per week
- IT use was low at 152 per month compared with an average of 276 per month

Questions were asked about the number of computers, opening hours etc. in other libraries and Terry offered to do some work on this as the figures need to be analysed from a 'level playing field'

2. Events

The Coffee Morning and Cake Stall in aid of the Mayors Charity raised £170. A huge thank you to Linda, Jenny B and the Events Team, who put in a terrific amount of work in publicising and organising the event, and all those who contributed cakes etc.

Monday 10th April – Unfortunately Doris Corti is ill and unable to attend the event. The 'Friday Poets' will still be here and Linda will put this information on social media to inform everyone.

Saturday 22nd April – we will be handing out flyers regarding the **Open Evening on Tuesday 2nd May** and Questionnaires re the Library Service. If anyone would like to help, please meet at the library at 10.00am.

Jenny L suggested that we have a smaller event to thank the donors of materials and labour for the refurbishments once the work is completed. This was agreed.

Format for the Open Evening on 2nd May:

7.00pm start. Joe will welcome everyone and give a short talk about who we are and what support we need to ensure that the library remains open. 'Friends'/Volunteers to talk to people on a one to one basis. Angela will organise name badges and Joe will reimburse her for the cost. Refreshments (tea/coffee and cakes) have been organised.

Jenny L will get a quote for an outdoor banner, which can be rewritten for various events.

Future Events

23rd May - Readaround

27th June - Two Tykes on t' Loose

12th September – An Evening with Jo Haslam

7th October – McMillan Coffee Morning

28th October – Book Sale at St Mary's Church

5th December – 'Readaround' and Quiz

An ex U3A lecturer is also interested in doing an event for the library.

3. Constitution and Strategic Plan

Paperwork for this item was sent out with the agenda. Judith explained the background and work that had gone into producing the revised Constitution and Strategic Plan and also the Library Questionnaire. She has started to analyse the information from completed questionnaires and preliminary findings are as follows:

Valued services:- Book issues; Reference work; Photocopying; IT; Reading Groups; Lego Club; Summer Reading Challenge.

Wish List:- A lot of enthusiasm for what we already provide; Craft workshops; Children and Adult Author visits; Longer opening hours; Film Club - Not tested out yet.

Costs:- On the whole, a set charge for individual events was preferred.

We have had 60 questionnaires returned so far but we need a lot wider sample. Judith would like to tweak the questionnaire, such as re-shuffle the order of activities and add a box for 'more frequent visits'. It is important to link the questionnaire to research that Kirklees is doing and also to use it to underpin our Action Plan.

Comments about the revised Constitution and Strategic Plan:

In general, comments were positive

- Section 4. Include the phrase 'FOHL' support Kirklees in enforcing and monitoring the implementation of the Equality Act 2010.
- Section 6. Include that there will be a full Treasurers report at the AGM and that the accounts will be audited annually.
- Include a section on Data Protection. All emails should be sent out as BCC in future

- Very focused and concise
- On right track with it
- Need to have a more detailed action plan with specific milestones and a time line. Another development Group meeting will be arranged in the next few weeks to continue work on this. The plan will be shared with Library Staff when completed. Pat will send Terry a copy of the draft action plan.

Thanks were expressed to the Development Team, and in particular to Judith, for all their work in putting the documents together.

Carrie said that two people from Kirklees will be coming to do a SWOT analysis (strengths, weaknesses, opportunities, threats) with us shortly,

4. Website

Steve Dufton has resigned from the Website Group and FOHL. Pat said that she had been unable to put the agenda and minutes of the last meetings on to the website in the PDR format. Joe said that he would ask Steve for advice about this.

There was a discussion about the value of the Website, as it appears that it is not something to which people make return visits. However, it does provide an archive of the work of FOHL and Volunteers.

Steve did some work towards putting the questionnaire on to the website (Survey Monkey) but it needs Jon, who set up the website, to link it up. Linda has emailed Jon about this but has not had a reply. Joe said that he would contact Jon.

It was agreed that it would be useful, eventually, to have the Volunteer rota on our website and that we also need to include the rota for the Thursday Class visits.

Terry and Alison agreed to join the Website group.

5. Volunteers

Carrie said that we now have 9-10 new volunteers and quite a few have signed up for the Advanced DBS checks, which enable them to work with children. More volunteers are needed to ensure that we have cover for holidays/sickness etc. Carrie is now arranging for the Class Visits to start in the Summer term.

Carrie reported that they have received Grants of £1000 and £500, from the Rural District Committee and the Parish Council respectively, towards the cost of children's holiday activities and authors visits. She circulated a flyer of Easter activities, two provided by Library Services and one facilitated by Volunteers. There is also a Mini Reading Challenge for children from 1st - 30th April. Details of all these activities can found in the Library or on social media.

6. Treasurers Report

Joe reported that we have £854.84 in the Bank and he currently holds £66.65 in Petty Cash. At present we have payments outstanding for the £50 donation to the HVT for the flower tubs and also the cost of the room at St Mary's for the Book Sale in October.

Alison has kindly agreed to take over the book-keeping for the accounts but Joe will continue to take responsibility for petty cash etc.

7. Forward Planning

Honley Village Trust – Caroline read a response from Steve Hemming confirming their support of FOHL in seeking to continue a library service in the current building. They also agreed in principle to act as an umbrella organisation if this was a route that FOHL wished

to pursue. Caroline has replied with thanks and has said that we will be in touch when we know what is happening.

Visit to Denby Dale Library – Caroline, Carrie and Pat met Cllr Jim Dodds, John Tarrant and Richard from Skelmanthorpe Library, to discuss their experience of Asset Transfer and have a look around the Library. It was a very positive meeting and we received a lot of good information and advice. Pat gave a brief summary of the meeting and it was agreed that we should organise a meeting with other 'Friends' groups as soon as the Library Consultation is published, so that we can work together to negotiate the best way forward to ensure an ongoing local library service.

Charles clarified a few points, saying that things had moved on since Denby Dale did their Asset Transfer and it is now a more simplified system. The suggestion that the Parish Council might take on the responsibility for this is a possible route to go down but they won't do all the work involved, although they would make an annual payment. Honley Library is registered as a 'Community Building' and Caroline has almost completed the 'Expression of Interest' form regarding the Asset Transfer. 'Locality' will guide us through the process and will pay up to £5000 legal costs. Jenny L said that 'Locality' is launching a commission into the future of 'localism'.

Caroline said that the 'Strengths' document just needs the sections on Children's Activities and Volunteers to be added and can be shared at the Open Evening.

8. Promotion, Community Support

It was agreed that we will pay for a half page advert in the programme for Honley Feast this year, at a cost of £80. This will enable us to put in more information about forthcoming events, in addition to supporting the Honley Business Association.

The meeting closed at 8.00pm

9. Date of next meeting:

Due to the Open Evening on 2nd May the next meeting will be on Tuesday 9th May 2017 at 6.00pm