

Friends of Penketh Library (FOPL)

20 November 2021

Annual General Meeting

14:00 in the Meeting Lane Community Centre

Minutes for meeting 21

FOPL Annual General Meeting

Attending: Susan Morris, Sylvia Haggett, Geraldine Snape, Karen Mitchell, Jane Love, Geoff Fellows, J. Hindmarsh and Phil Forshaw.

Welcome:

Firstly, announcements regarding fire safety and Covid safety were made.

The attendees were welcomed and reminded that non-members were welcome, too, but were not able to vote.

Apologies: Received from: Sarah Parry, Lorraine Parker, Margaret Purvis

Presentation of Annual Report (Secretary)

P.F. said ‘This has been a strange year. Our activities have been on hold during much of the Covid pandemic. So this will be a short report. The library has been closed for extended periods of time. When re-opened, it has been for fewer hours than previously and under Covid precautions. As a group, we would not be acting responsibly if we were not working in line with the library’s precautions. So, we have been taking a cautious approach to re-starting our activities. (There will be more about this re-start later, in the Ordinary Meeting.) As we have been unable to hold an AGM for some time, some of our elected posts have been carried out in an ‘acting capacity’. I would like to thank Geraldine Snape, Sylvia Haggett, Mary Ross and Susan Morris for helping out in this way. ‘

Presentation of Accounts (Treasurer)

S.H. presented the financial report.

‘We have a healthy balance.

The Co-op made us two payments in April and November of last year, a total of £4080.28

Since we resumed activities we have spent in the region of £18 on sweets for libraries’ week and book tokens as competition prizes, we spent £30 on that, and on craft packs, £46 and for the hire of the leisure centre, £20. So we are left with a total of £4361.57, that includes cash in hand of £21.49, £6.98 of that were donations in the tin. We discussed at our last meeting buying a projector and screen, hopefully that will take a quantity of money out of that balance. That means we are in a very healthy situation financially and can all look forward to spending some money.’

Election of Officers

For the posts of Chair, Secretary, Treasurer, Publicity Officer and Community Outreach Officer

P.F. ‘A nomination has been received for Jane Love to stand for the post of Chair, due to personal commitments, she is unable to do this. A nomination for Susan Morris to stand for the post of Chair has also been received.’

All of the nominees were willing to stand for the posts of:

Chair – Susan Morris

Secretary - Phillip Forshaw

Treasurer – Sylvia Haggett

Publicity Officer – Jane Love

Community Outreach Officer – Mary Ross

These were all proposed and seconded.

By a majority show of hands, all were appointed.

Motions to be put to the AGM (received by 13 November 2021)

P.F., FOPL secretary, proposed a motion that a change to section 4 of our Constitution should be made: (The following amendment was read out.)

4. GENERAL MEETINGS (Annual General Meetings and Extraordinary General Meetings). An Annual General Meeting shall be held each year at a date, time and place to be decided by the Committee. This meeting should be held not more than 18 months after the formation of FOPL and every 12 months thereafter. Not more than 15 months shall elapse between AGMs. (ADDING) unless there are exceptional circumstances which prevent an AGM taking place. In the case of exceptional circumstances, the next AGM shall be held at a date, time and place to be decided by the Committee.

This amendment was proposed and seconded.

By a majority show of hands, the motion change to the constitution was carried.

AOB -Any Other Business (relevant to the AGM)

There was no other business.

End of Formal Annual General Meeting

The AGM was concluded.

FOPL Ordinary Meeting (Held following the AGM)

Attendees and Apologies: As for the AGM

Matters arising (from the minutes of the last meeting held on 29 Jan 2021)

The purchase and cost of a projector was raised at the last meeting and it was suggested we discuss this. P.F. stated that he had done some research and suggested that with prices ranging from tens to thousands of pounds, a mid-range model in the hundreds of pounds cost should be a reasonable choice. Also, screens are not very expensive, so we could budget to spend hundreds of pounds. Also during the library refurbish, it should not be stored in the library. P.F. to come up with proposals and pass round the committee. It was asked about contacting Stockton Heath about their system. P.F. said he had contacted Stockton Heath. They have a fixed system costing about £3000, installed by a firm from Yorkshire. As we are planning to buy a portable projector, it gives

more flexibility. The requirement for sound was raised, and it would be a good option to have, but so far, the main requirement has been from visiting speakers who need to display illustrations for their talks. If we have the facility for sound it gives more options. Further research was to be done.

Review of recent events and activities

P.F. stated that our recent activities have been conducted with Covid safety in mind.

FOPL held a poster competition for Libraries' Week, 3-10 October. Two £15 book token prizes were awarded for the winners.

Also for Libraries' Week we held 'Enjoy a chocolate when borrowing books' promotion. FOPL provided two tubs of Roses Chocolates.

A Lego session was held on Thursday 28 October. Numbers were restricted by requiring pre-booking, Our thanks go to Sylvia Haggett for organising this event.

Halloween craft packs were produced, and these were very popular. 'Get a craft pack if four books are borrowed.' 40 packs were made. Our thanks go to Jane Love & Susan Morris for doing this.

Also for Halloween week, we held another 'Enjoy a sweet when borrowing books' promotion. This was popular, FOPL provided a tub of 1980's themed sweets. A design a Christmas Card Competition is being run by FOPL in conjunction with Penketh and Cuerdley Residents Association. Each year, PCRA have a Christmas Lunch for the Lonely & Vulnerable. Up to five card designs will be chosen, which will be made into Christmas cards to be given to the guests at the Christmas Lunch. Each card will have a message inside of love and support from the Penketh Community. FOPL will be mentioned in the events announcements.

The FOPL Reading Group has resumed meeting monthly on Wednesdays.

Susan Morris and Phillip Forshaw have attended an induction to be keyholders, to enable access to the library for out-of-hours events.

Library News

Library refurbishment. At the Library Partnership Board meeting on 8th October it was mentioned that two tenders had been received, both of which were non compliant. That's the reason no work has been started yet. Alternative arrangements are being explored.

Future Events and Sessions

For Christmas Week we will hold another 'Enjoy a chocolate when borrowing books' promotion, as this has proved to be popular, FOPL will provide tubs of Chocolates.

The Queen's Platinum Jubilee 1952-2022 could be celebrated by the people of Penketh sending their memories and photographs of local events during our Queen's reign. (Mary Ross). A craft activity was suggested to make crowns. (Jane Love). A craft table was suggested.

Other activities to celebrate the Jubilee were discussed, perhaps an outdoor tea party.

The Food Bank was mentioned and P.F. said he had been in touch to arrange for a temporary collection point in the library on the run-up to Christmas.

We have had the following suggestions emailed in (by Andrea Maguire)

- Foodbank trolley for Christmas
- Give away free Covid test kits in the library for the public to pick up. (Need Code?)
- Apply for Tesco blue tokens appeal.
- Try ASDA again as its been several years since we did green tokens.
- Free mince pies giveaway.
- Make Easter a big and better start. A month before start collecting Easter Eggs and Chocolate for the foodbank as well as general food.
- Hold a big raffle with any Christmas presents we didn't want.
- Hold a tea party and ask the WI to bake cakes.

S.H. Asked how much longer we would need to take a cautious approach regarding Covid. Livewire are holding events. The possibility of holding craft sessions was discussed. SM Mentioned that LW isn't currently doing family history sessions now, so this could be something we could look into doing. The Jubilee memories project was discussed, as to how it could work and what we could do. Activities to involve men were considered. Provision of newspapers in the library was discussed.

As we head towards 2022, it was hoped that the Covid restrictions will ease and we can run some of our regular events again. Suggestions, were asked for, as to what we *can* do within the rules for social distancing.

AOB (including any items held over from the AGM)

Jo Butler of Warrington Voluntary Action has been in contact with us, she is the contact person for the Get Connected project. The aim is to provide groups such as our with the skills needed to join in with local networks and make your lives a little easier by using technology. (Have a think and see how this could be of benefit. There is a range of digital skills in our group, training is available and it's free.)

Jo also suggested 'Easy Fundraising', as something we may benefit from. It isn't going to generate a large amount of money, but could be worth considering. It works in a similar way to Topcashback or Quidco. Here's a summary.

'Register your voluntary organisation, non-profit, charity or CIC for free, then encourage your supporters and volunteers to sign up to support you.

When shopping online volunteers and supporters need to go to the easyfundraising website or app first, then they can shop as normal with over 6,000 retailers.

When your supporters and volunteers buy something, the retailer sends your organisation a donation at no extra cost to say 'thank you' for shopping with them.'

It was considered if this was something we should pursue, if we could persuade enough people to support us in this way.

SH Asked how much money we needed to fund our activities and mentioned the 'Community Chest' for funding community events. Other funding sources were suggested and as many of our activities supported mental health and well-being, there are funding streams for this.

Date and Venue for next Meeting

A date of mid January was suggested, venue to be arranged.

End of Ordinary Meeting

The meeting was concluded.