

**Friends of the Library Byron Shire**  
**Minutes of an Ordinary Meeting**  
Wednesday 15 May 2018  
Arakwal Room, Byron Bay Library

1. Attendance: Janene Jarvis (Chair), Carolyn Adams, Sue Ash, Barbara Barrett, Trisha Bleakley, Anne Gilmore, Richard Hodgson, Pam Hughes, Bob Levett, Wendy Levett, Judy Lynch, Samantha McGrath, Mary Nelson, Geoff Meers, Anna Middleton, Barry Pratt, Lee Rogers, Fred Schack, Margaret Wills, Margot Wright

Apologies: Beryl Main, Brenda Anderson, Cathy Short

2. Librarian's Report: No report

3. Minutes from April Meeting:

- Moved Geoff that they are a true record of the meeting, seconded by Lee.

4. Business Arising from April Meeting:

- Everything completed

5. Vice Presidents Report April 2018: attached from Janene in Beryl's absence

6. Correspondence Incoming:

- Janene had been contacted, with very little notice by the Byron Council, to get members to attend some focus group meetings to discuss the proposed Brunswick Heads library development. Anne reported that she attended one that had been organized for small business owners. About six people had attended along with representatives from the Library, Brenda and Mark, and three employees from the Council. The meeting was Chaired by Jodi Frawley. Changes were considered positive particularly the provision of toilets, creation of a meeting and function space, possibility of an historical display and the open balcony area with Wi-Fi.

7. Correspondence Outgoing:

- Support letters have been written for the Byron Lifesaving Club and Byron Council via the Library.

8. Treasurers Report:

- Balance from 18 March \$41,588. Total income, \$1,065. Total expenditure, \$1,513. Accumulated balance as of 13 May \$41,141. Richard moved that the report be accepted, seconded Geoff.
- A couple of bills have come in after the financials were prepared however Mandy Nolan event ticket sales were \$1040 and we earned \$233.94 extra from the sale of alcoholic drinks. FOL made a profit of \$621 on the event.
- The term deposit matures in a week and can be rolled over at 2.05% for next 6 to 7 months. Richard proposed this be moved and was seconded by Anna.

9. Membership report:

- Trisha reported we have a few new members – now only 4 not paid up from the existing long-term members. It was decided that we should keep these 4 on another list as they may be happy to help with events and the book fair.
- 64 financial members.

## 10. General Business:

- 'Women Like Us' book launch
  - 66 plus the volunteers attended 'Women Like Us' book launch. Bookings were closed 3 weeks before the event when 65 tickets sold at that date. The event was full due to a limitation on venue holding capacity.
  - Feedback from a few was that they thought it was to be a sit down high tea. General view of those members who attended was there was too much pastry with larger individual food items, when smaller finger food was expected, so it really wasn't what was ordered. Platters organized by members were great and were well received with the pre-event drinks. **Action: Members who organised the platters please put your costs in as it helps with planning for the future**
  - At future events we do need to work a bit better as a team – a couple of times people went directly to Mandy or her publicist when the queries should all have gone to Carolyn.
- Book Fair 14 & 15 July
  - Current PR's main focus is book fair. Margo has sent out information to the schools, newsletters and papers and this year we need to try to get our PR further out around the region. **Action: All of us to help publicise the Book Fair through our networks and contacts. Action: Carolyn will produce the posters. Action: Mary to send jpg version of the poster to Carolyn.**
  - Would like to change the email provided on the website so that people are directed to contact FOL through the website. **Action: Margo to make a change to the website**
  - Mobile credit card – this year it was decided to provide credit card option for payment and allocate one point of sale for credit transactions. Carolyn generously offered to lend FOL her mobile system. It will come from the Bangalow newsagency with a full set of instructions. **Action: Carolyn will organise this.**
- Byron Writers Festival
  - Mary has attempted to follow up with the Writers festival however as they are very busy she has had limited success in finalising details but will continue to liaise with BWF. Our event with Tony & Alisa will be on Thursday 2 August.
  - CWA will be providing the food – **Action: Geoff to confirm**
  - It was decided that the event will cost \$20 for members, \$25 for non-members. We need to cover \$400 for the authors. The Moller pavilion can take around 150 people.
  - Carolyn reported that it is a lovely book and overall a good read and it would be a good idea put in in our PR a link to other websites that list what Tony & Alisa have done. **Action: Caroline will write a review for the Bangalow Herald.**
  - Early tickets sales for the Writers Festival will be opened soon. FOL has access to 5 discounted tickets. Everyone at the meeting was asked who would like to take up the discounted tickets – those interested were Richard, Lee, Janene, Pam, Geoff.
- Raffle tickets:
  - Sue reported on the Raffle ticket sales and FOL Sold 11 to 12 books of raffle tickets at the Mandy & Ellen event and everyone seemed happy with the prizes on offer.
  - The roster has gone out to those who volunteered.
  - Byron Library: Richard starts on Monday at the Byron Library. We can't put the table near the artwork and fire extinguisher the cashboxes will be kept in the safe in the library, Richard has three cash boxes. We need a person to liaise

with Brenda at Byron Library on set up matters and hold additional books.. **Action: Margaret Wills is happy to take on this responsibility.**

- Beryl will contact Council for permission to use the Library foyer.
- OK to sell tickets at the Libraries at Brunswick Heads and Mullumbimby as we set up outside. Sue has a table for Brunswick and the Markets. **Action: Barbara will bring in her table for use at Byron Library.**
- Sue said we may need to rethink if we are not getting very good sales in some locations and may need to drop to fewer days. Byron Bay Library has the most volunteers but history suggests sales slow down during the month.
- Sue back next Monday but away until late June. Everyone needs to remember that when we are at the various locations we need to check we also have enough books of tickets, and that cash will be banked once a week. **Action: Sue will send out step by step routine for sales.**
- We have the poster stand and prize list and Anna has the artist posters.
- Anna has a huge mailing list for Byron. **Action: Janene will draft a simple email to send out to everyone's contact lists.**
- Sue explained that it is uncertain if we need to do the Byron market in both the 1st week in June and July but will depend on how sales go. Farmers market in New Brighton will be a location for sales.
- Anyone who wants to help out should contact Sue. Samantha moved that we all thank Sue for organizing the roster this year.
- Members can take tickets today to sell to family and friends.

#### 11. Other Business: No other business raised.

- Samantha – thanked Mary for looking after the Facebook site while she was away. She reported there was a few more prizes to go up on Facebook and she has photos of the prize sponsors on the site.
- Book sorting will take place at 11.45am today anyone who could make it would be most welcome.

Meeting closed at 11 am

#### **Vice President's report**

Beryl is in constant contact and keeping abreast of activities. Following is a summary of key issues for note by the FOL members.

- Letters of support for State Government grants have been requested from the Byron Bay Surf Club and the Byron Shire Council via the Library for the proposed upgrade to the Brunswick Heads Library. Letters of support have been provided for to both organisations.
- Book collecting continues, thanks to all members who have been involved in picking up books for the fair. The sorting of the books regularly is still imperatives to ensure we have room available in the sheds. Books for the fair are still coming in although we are no longer requesting further book donations.
- The Book Fair, to be held on July 14 & 15 at the Byron Surf Club, and the Book Fair and raffle is now the major focus of our activities. We all now need to spread the word about the Book Fair through contacts and via social media such as Facebook contacts.