

**Friends of the Library Byron Shire
Minutes of an Ordinary Meeting
Wednesday 18 July 2018
Arakwal Room, Byron Bay Library**

1. Attendance: Geoff Meers (Chair), Carolyn Adams, Sue Ash, Barbara Barrett, Anne Gilmore, Richard Hodgson, Samantha McGrath, Anna Middleton, Mary Nelson, Barry Pratt, Fred Schack, Margot Wright, Brenda Anderson,

Apologies: Trisha Bleakley, Beryl Main, Janene Jarvis, Margaret Wills, Lee Rogers

2. Librarian's Report:

- Brenda thanked FOL for their hard work in running the raffle and book fair and the significant contribution made to assisting the Byron Shire Libraries. From the photos on the Facebook site she could see the great display and all the supportive posts were a great read.
- Thanks to Mary and Carolyn for organising the purchase of the books for the Writers Festival this year.

3. Minutes from June Meeting:

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

4. Business Arising from June Meeting:

- All actions had been completed.

5. Presidents Report June 2018: Attached

6. Correspondence Incoming: One bank statement.

7. Correspondence Outgoing: Nil

8. Treasurers Report:

- Balance from June \$43,619. Total income, \$13,420. Total expenditure, \$1,573. Accumulated balance as of July \$55,465.
- We raised \$9000 which would have been around 5000 books and \$6000 for the raffle.
- The eftpos system provided by Carolyn worked very well and the receipts from this were \$1700. Carolyn may get some calls from purchasers who used the system who were not aware they are being charged through the Bangalow Newsagency. **DECISION:** next year we must make a sign providing this information. Thanks to Carolyn for providing this facility.
- All expenses received had been paid and the only outstanding major bill is for the advert in the Byron Shire News. Everyone agreed this ad was well worth the expenditure.
- Richard moved that the report be accepted, seconded Margo.

9. Membership report:

- Discussed if we should put FOL meeting dates into the community 'Community at Work' section in The Echo so that members were aware of the meetings. **DECISION:** It was decided that we should try for a couple of months to see if this encourages more members to attend meetings and importantly volunteer at event. **ACTION:** Margo will follow this up.
- Mark from the Brunswick Heads Library as asked how can the librarians find out who are considered to be 'active members' of FOL and therefore have their reservation fees waived? **DECISION:** The issue of identifying 'active members' needs to be reconsidered by the executive. **ACTION:** Barbara had created a list of active members, she will resend this to Trisha.

General Business

- Review, appraisal and recommendations for future Book Fair:

- Quiet and cold at the end on Saturday. **DECISION:** All agreed that next year we should close the fair on Saturday at 4pm.
 - Books remaining at the end either went back to the shed, to Lifeline in Lismore, and children's books to PNG charity. The shed now ¼ of its capacity. **DECISION:** Agreed to hold next year's fair on the same weekend, 13/14 July 2019. Try to align with Beachside Market. **ACTION:** Janene to contact the surf club to make a forward booking.
 - Discussed the need to improve the external signage. **DECISION:** Purchase a big banner with large text so that people passing notice the book fair. Moved Sue, seconded Mary. **ACTION:** Mary to obtain two quotes.
 - One difficulty identified were children who sat down to read blocked access to the children's books area. Exacerbated by smaller space available due to the Surf Clubs renovations. **DECISION:** Next year set up a dedicated reading area with cushions/beanbags.
 - Anna collected four boxes of books for donation to the Grafton Prison, her daughter Lisa will contact the prison about the donation. **DECISION:** Create a list of community associations who may be interested in picking up remainder books at the end of the fair. **ACTION:** Anna and Mary to create a list for consideration.
 - Discussed the success of the eftpos machine and the need for similar at both checkouts. **DECISION:** Consider the use of 'Square' card reader for mobiles for next year at the secondary checkout.
- Raffle success and recommendations: Observations and recommendations from Sue:
 - Need to clearly document the process for the selling of raffle tickets, provide to volunteers and if possible a briefing session. Would help alleviate some of the confusion.
 - Include the book fair days into the raffle ticket roster so those selling tickets get a break.
 - While the possibility of using a credit facility for raffle ticket sales was discussed it was considered not feasible due to the large number of volunteers involved in selling.
 - **DECISION:** A thank you to all those involved and an article on the raffle and book fair should be written for the papers. **ACTION:** Margo and Mary.
- BWF Moller Pavilion event with Ailsa Piper and Tony Doherty.
 - Currently 37 tickets have been sold.
 - Margo coordinating the PR activities which include:
 - Put up posters. **ACTION:** Barbara, Anne, Sue and Geoff.
 - Articles in print media: **ACTION:** Carolyn will contact Mandy Nolan to promote the event in The Echo next week and Mary will contact Christian Morrow from the Byron News. Margo to contact the Northern NSW Seniors Association to see if we can get something in their Newsletter. Mary to get a post on the facebook site Bangalow 2479.
 - Raffle with The Farm hamper and Grumpy Grandma's Olive Oil and Olives as the prizes.
 - **ACTION:** Ensure the coffee percolator isn't noisy and also check the PA system is working.
 - **ACTION:** Let the CWA know the final numbers attending by Monday 30th/Tues 31st.
 - Email for volunteers to setup and/or pack up on the day **ACTION:** Trisha to email.
- Proposed book launch for Peter Spearritt.
 - Anne reported she and Peter had discussed the launch with Janene. One idea is for Don Maughan, President of Byron Bay Historical Society to do in 'in conversation' session with Peter.
 - Possible locations Ewingsdale Hall, \$30 per hr. If we don't do our own cleaning then it's \$250 for cleaning; or Marvell St Hall, **ACTION:** Anne to investigate
 - The date was yet to be finalised however early to mid-November currently fits in with Peter's schedule. A publicist has been appointed and so PR materials will be produced.
 - **DECISION:** It would be a cheese and wine event with a ticket price of \$10

Meeting closed at 11.05 am

President's Report July 18, 2018

- We have done it again! Congratulations to the magnificent FOL committee, members, partners and friends. This year's Book Fair was a most remarkable exercise in cooperation, collaboration and hard work that any volunteer organization could wish for and that I have ever been a part of. Under the leadership of Janene and her contagious spirit, the hard work was accompanied by much fun along the way. Considering some difficulties with the Surf Club renovation work, you all pulled together and just made things happen. Special thanks to the raffle coordinators. \$15,000 for the combined effort was a magnificent outcome and our best yet!
- We are grateful to the Surf Club for providing this venue for our Book Fair. It is the most splendid site in town for us to be able to access and helping to draw visitors from everywhere. The Beachside Markets were an added bonus this year and I believe we should look at working in conjunction with them in 2019. The presence of the Richmond Tweed Regional Library pop-up information tent was a pertinent reminder to the community just why we were there. Our raffle donors were as generous as ever. And where would we be without access to storage space with Byron Bay Self Storage which helped to make our book collection and sorting much easier. We are most appreciative of their generosity.
- Following on the heels of this very busy time is the Byron Writers Festival with our event at the Moller Pavilion in Bangalow with Ailsa Piper and Tony Doherty. To make the most of this opportunity, please promote the event amongst your book groups, interest groups and friends. With the magnificent catering from the Bangalow CWA, this is always a splendid occasion. Please let the committee know if you are available to assist with hosting this event.
- In closing, I thank everyone for your generous support in making the libraries of our shire the very best they can be.
- "What is the essence of life? To serve others and to do good." Aristotle.
All the best, Beryl.