

**MINUTES for the General Meeting
of FRIENDS OF THE BENALLA LIBRARY INC. (FOBL)
held at 9:30am at the Benalla Library
on Thursday 6th July 2023**

1. Apologies: Dawn Stephens, Jane Parris, Phyllis Doxey, Louise Doddrell, Claire Rudolph, Selma Orton, Neena Shanks and Anne Nelson

2. Present: Geraldine McCorkell, Christine Glynn, Bev Thornell, Corrie Witlox, Deb Saunders, Andrea Stevenson, Betty Lindsay, Heather Rogers, Lynn Gibson, Beverley Thornell, Kay Johnson, Amanda Edgar

3. Minutes of the previous meeting May 4th 2023 were read

Received: Betty **Seconded:** Christine **Passed**

Business Arising:

ACTION:

A small team will meet with library staff to discuss the shredding machine, the external chute upgrade and the PA system and report back to the next meeting.

- Geraldine, Corrie, Ashley and Greg Robertson met on Tuesday 4th July to discuss these matters. In terms of bigger projects that we can work towards it was acknowledged that the PA system was a council responsibility but as no other buildings have this facility it was not considered a priority.
- The External Book Chute upgrade costing needs to be updated to current prices. This is more of a long term project as it has not been considered for the next financial budget for council. Geraldine explained that we would be willing to partner with council to finance this project and asked if we could be notified of any options to apply for grants to assist.
- Shredder. There are no other shredders available for library staff to use at other Council Facilities. It was agreed a shredder was needed for library staff.

Greg was asked to follow up the photos of the Friends with the new projector as it was to be in the Ensign for Volunteer Week but has not been forthcoming.

MOTION:

Move that we purchase the shredder for \$820.

Moved: Geraldine **Seconded:** Christine **Passed**

4. Correspondence:

In: Invitation from Wilma Green to join the Mahjong group at the Library

The MAH JONG group now meets at 10am, not 10.30 every Monday.

They would appreciate new players coming along. Experience isn't necessary, we are all learners. It would be great to have the equipment so generously organised by the librarians used to full capacity.

Out: none

A discussion about ways we can help promote library activities lead to the following suggestions:

Place flyers / monthly brochures in the shop and at U3A.

Moved that correspondence be accepted:

Accepted: Christine **Seconded:** Bev **Passed**

REPORTS:

 **Treasurer's Report - Annual Report for this financial Year**

Income		\$ 22,297.15
Expenditure:		
Bookshop	\$ 10,018.85	
Library Support	\$ 15,355.07	
Total Expenditure		\$ 25,373.92
Term Deposit maturing 11/4/24		\$ 10,667.10
Total funds 30/6/2023		\$ 20,068.18

Moved: Corrie **Seconded:** Andrea **Passed**

 **Membership Report :**

Membership fees received so far indicate that we have:

GENERAL MEMBERS - 79

LIFE MEMBERS - 39

TOTAL MEMBERS - 118

Discussion re raising the membership fees. It was agreed that they remain the same for 2024.

Library Coordinator's Report:

BENALLA LIBRARY UPDATE ON AV EQUIPMENT:

The AV equipment has been a wonderful addition to library services. All upcoming author talks are offered the use of the projector screen during their visit. The Voices For Indi book launch and talk used the projector, giving their panel a very professional feel. nbn Local's Digital Literacy Class's also use the projector each month for their program and ABC's Kids has been played one Saturday that a large number of families were hanging around for prolonged periods of time. We can also play normal free to air TV if we are ever listed as Heat Relief Venue during summer or during other extreme weather conditions. There is also the possibility of incorporating this feature into future school holiday programs or virtual author talks by interstate or international authors!

HIGHLIGHTS SINCE LAST MEETING:

- Sergeant Sensible visited during Road Safety Week to help teach children safe practices around roads during a special story time session.
- Voices For Indi book launch and talk attracted over 80 patrons to their event!
- We welcomed a group of enthusiastic knitters for a "knit in" (rather than "sit in") for World Wide Knit In Public Day.
- School Holiday Film Fest have been well received.
- For World Embroidery Day, we held a school holidays program focusing on Friendship Bracelet Making.

UPCOMING EVENTS:

- Digital Basics Group Session, Friday 7 July, 12:30pm
- Teddy Bears Picnic, Monday 10 July, 9:30am
- Benalla Library and Permaculture Benalla present "Retrosurbia Book Club", Saturday 15 & 29 July (more dates to follow)
- AUTHOR TALK: Alison Stuart, Wednesday 19 July, 6:00pm (Would Friends be happy to provide some snacks for supper?)
- nbn Local Digital Literacy Class: Smart Phones and Wearable Devices, Thursday 13 July, 11:00am – Bookings Essential.
- Thursdays: One on One Digital Basics – Bookings Essential.

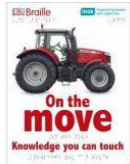
ITEMS THAT WOULD ASSIST STAFF/PATRONS: Expanding our Ability to Service Patrons with Print Disabilities

As a start, Benalla Library would love to expand our items available for people with print disabilities (outside of Large Print and Audiobooks). Below are some items from Vision Australia that would assist us in these goals.



1.8x Visulette – 95mm

LED Handheld Magnifier with 3 Interchangeable Lenses

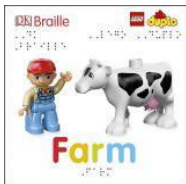


DK Braille Book – On the Move

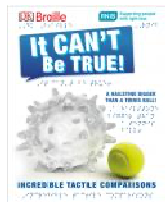
Sudoku Braille Cube



Big Visions Books (Braille Book) – Three in series



DK Braille Book Lego Duplo Farm



DK Braille Book - It Can't Be True!

Order summary

Subtotal.	\$747.45
Shipping & handling GST	\$10.91 + \$40.64
Total	\$799.00

Professional Paper Shredder

Old paper shredder is time consuming, as only sheds a couple of sheets at a time and jams frequently. New one could save staff time, as well as potentially offer new service for patrons of shredding documents (need to pass idea through management).

Rexel Optimum AutoFeed+ 225M Micro Cut Shredder in Black (Security Level P5) from inkstation.com seems to be the best deal – on sale for \$820.00 plus \$44.00 delivery.

(<https://www.inkstation.com.au/2667/rexel-optimum-autofeed-225m-automatic-225sheet-micro-cut-paper-shredder-black-2020225mau-p-21333.html> - correct as of 14/06/2023)

Features include auto-feed options, 225 A4 page shred, P5 security level, also shreds paperclips/staples to reduce jamming, 55dbA noise level (quiet), and 60L bin capacity.

The screenshot shows the product page for the Rexel Optimum AutoFeed+ 225M Automatic 225-Sheet Micro Cut Paper Shredder Black 2020225MAU on the InkStation website. The page includes a search bar, navigation menu, and product details. The product is priced at \$820.00 and is currently in stock. The quantity is set to 1, and there is an 'Add To Cart' button. A shipping calculator shows a shipping cost of \$44.00 for postcode 3672. The product summary lists the following features:

- Auto feed technology
- Shreds up to 225 x A4 sheets (80gsm)
- 2x15mm micro-cut particles, security level P-5
- Also shreds credit cards, staples and paper clips
- 30 min continuous run time with fan cooling
- Anti-jam technology & touch control panel
- 55 dBA ultra-quiet noise level
- 60L pull-out bin

Electric Pencil Sharpener

Staff are constantly sharpening coloured pencils for colouring in and grey leads for the Junior Creative Writing Group. This would help save staffs time and hands!

Ledah 6-Hole Electric Sharpener at Officeworks costs \$320.00, which staff could click and collect from Wangaratta and saving delivery costs.

(<https://www.officeworks.com.au/shop/officeworks/p/ledah-6-hole-electric-sharpener-ld6hsharp> - correct as of 05/07/2023)

This Ledah 6 Hole Sharpener can sharpen normal pencils and jumbo pencils.

The screenshot shows the product page for the Ledah 6-Hole Electric Sharpener on the Officeworks website. The page includes a search bar, navigation menu, and product details. The product is priced at \$320.00 and is currently in stock. The quantity is set to 1, and there is an 'Add to Cart' button. Delivery options include 'Click & Collect' and 'Afterpay'. The product code is LD6HSHARP and the brand is Ledah.

LONGTERM GOALS:

External Chute Upgrade – Smart Bin and secure 24/7 chute for returns (updated pricing requested – 2023 prices requested 04/07/2023)

STAFF:

As some of you may know, Robyn has taken extended leave which may turn into retirement and Megan has resigned. Megan has received a position within the CEO's office at Wangaratta Council. The ad for her position is active now.

We will also be welcoming Ingrid to the team next week, who will learn Robyn's role and responsibilities.

MOTIONS:

Move that we purchase the resources for print disabilities to the value of \$799. Requesting that they be advertised in the newspapers and school online newsletters.

Moved: Christine **Seconded:** Amanda **Passed**

Move that we purchase the Pencil Sharpener to the value of \$320.

Moved: Robyn **Seconded** Lynn **Passed**



Bookshop Report:

The Bookshop roof is finally fixed.

The front door is sticking. Geraldine will try WD40 in the lock. Another option suggested is a silicon spray on the woodwork.

An induction page will be sent out to volunteers that provide guidelines for accepting book donations and how to refer donors to Delfina.

Reports were accepted:

Moved: Lynn **Seconded:** Corrie **Passed**

GENERAL BUSINESS:

Communications – how can we utilize the new Council Communications officer to promote the library?

All other items were covered in reports.

NEXT MEETING: Thursday 7th September at 9.30am

Dates for the remaining General Meetings in 2023:

AGM: Thursday 2nd November at 11am