

**MINUTES for the General Meeting
of FRIENDS OF THE BENALLA LIBRARY INC. (FOBL)
to be held at 9:30am at the Benalla Library
on Thursday 2nd February 2023**

1. Apologies: Robyn Maclean, Andrea Stevenson, Ellen Crocker, Kay Johnson, Maree Hanlon, Dawn Stephens, Amber Gold, Margaret Richards

2. Present: Geraldine McCorkell, Christine Glynn, Bev Thornell, Corrie Witlox, Phyllis Doxey, Ann Nelson, Neena Shanks, Selma Orton, Erna Howell and Lyn Gibson

3. Minutes of the previous meeting February 2nd 2023 were read

Received: Christine **Seconded:** Bev **Passed**

Business Arising:

- Completing NECCI online - Geraldine will follow up the process with Jacki Brennan.
- The step at the shop has been mended. The plumber has looked at the leaks.

4. Correspondence:

In: Letter received from Ashley explaining the costs for the items have increased.

Bren Brown, President of Hospital Auxiliary emailing Geraldine explaining their use of the new shelter once a month on Market Days. She asked if we had any concerns with them using the new shelter at this time.

Out: Response to Bren Brown supporting the use of the new shelter for market days.

Moved that correspondence be accepted:

Accepted: Geraldine **Seconded:** Corrie **Passed**

REPORTS:

📊 Treasurer's Report

1/2/2023 Bendigo Bank account balance	\$ 8,976.56
Income 1/2/2023-1/3/2023	\$ 10,828.07
Expenditure 1/2/2023-1/3/2023	\$ 5,436.16
Outstanding cheques	\$ 4,127.32
Closing balance Bendigo bank	\$ 5,391.91
Term Deposit maturing 11/4/23	\$ 10,592.95
Total Funds	\$ 15,984.86

Moved: Corrie **Seconded:** Ann Nelson **Passed**

🚧 **Membership Report :**
GENERAL MEMBERS - 118

Current member and bookshop volunteer, Carla Clark, has left Benalla

LIFE MEMBERS - 39

TOTAL MEMBERS - 157

🚧 **Librarian's Report:**

HIGHLIGHTS SINCE LAST MEETING:

- The tree is finally up! The children's area looks great with it's new changes.
- PEEP Take-Over Week happened in early Feb with PEEP using the Library Children's Area to run all of their early-years activities for the week.
- We have completed our 2023 inventory. Over 21,000 items were scanned over two days.

This was an absolutely colossal effort and staff are very pleased with our accomplishment.

UPCOMING EVENTS:

- Estia Health: Dispelling the Myths Around Aged Care, 11:00am, 07/03/2023
- Author Visit: Lisa Ireland, 2:00pm, 14/03/2023
- NBN: Digital Literacy Classes – Getting Started, 11:00am, 16/03/2023

ITEMS THAT WOULD ASSIST STAFF/PATRONS:

- **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+ 300 Shredder in Black (Security Level P4) from inkstation.com seems to be the best deal – on sale for \$899.95 with free delivery.

Features include auto-feed options, 300 A4 page shred, P4 security level, also shreds paperclips/staples to reduce jamming, 55dbA noise level (quiet), and 60L bin capacity.

UPDATE ON PREVIOUSLY APPROVED PURCHASES:

- **Foldable 1000mm Round Table with wheels, \$1,329.00 (including \$350 shipping)**
Larger round table, which would be a more comfortable shape, for the Barb

Alexander Room. Quote #52399.

Ordered, awaiting delivery.

- **Acrylic Free Standing Book Displays, \$1,902.45 (including shipping)**
Replace the current wire stands, which are getting bent and not holding books well or damaging pages/covers of fiction items. Quote #767199.
Rolled into order with Slatwall Displays. Ordered, awaiting delivery.
- **Acrylic Slatwall A4 Display, approx. \$700**
For displays on bay ends.
Rolled into order with Standing Book Displays. Ordered, awaiting delivery.
- **Projector & Equipment near Teen Area** – Projector, roll-down screen, speakers, HDMI input, DVD player and TV antenna to be used during author visits, community information events, public presentations, art installations, film screenings, and TV airing to help make the event space near teen/large print area more dynamic and engaging (approx. \$11,000) *In progress, electrical work completed. Install of AV equipment booked for 6 March.*

LONG TERM GOALS:

- **PA System in entire venue** – PA system with bell to notify staff on floor that assistance is needed at Circulation Desk, microphone to announce closing daily or evacuation in the case of an emergency, warning alarm for evacuation in case of emergency (as current option is not clearly heard throughout venue, and ability to play ambient music in select areas during out of hours events (approx. \$10,000)
- **External Chute Upgrade** – Smart Bin and secure 24/7 chute for returns (approx. \$30,000)

ACTION: Invite Ashley to our next meeting on Thursday May 4th.

📚 Bookshop Report:

The step and leak in the roof have been fixed.

The clock needs replacing. Geraldine will purchase another one.

Bookshop is going really well. Volunteers have the flexibility to organize the window and set prices during their shift. This process is working very well.

Reports were accepted:

Moved: Lyn

Seconded: Bev

Passed

GENERAL BUSINESS:

Committee Meetings will be called if required between General Meetings.

NEXT MEETING: All members are invited to attend the next General Meeting on Thursday May 4th at 9.30am in the Pat Claridge Room at the Benalla Library

Dates for the remaining General Meetings in 2023:

Thursday 6th July at 9.30am

Thursday 7th September at 9.30am

AGM: Thursday 2nd November at 11am