

**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 4th May 2023**

- 1. Apologies:** Robyn Maclean, Cath O'Connor, Dawn Stephens, Amber Gold, Kay Johnson  
Heather Rogers, Claire Rudolph and Selma Orton
- 2. Present:** Geraldine McCorkell, Christine Glynn, Bev Thornell, Corrie Witlox, Deb Saunders,  
Neena Shanks, Andrea Stevenson, Shirley Robertson, Phyllis Doxey, Betty Lindsay
- 3. Minutes of the previous meeting March 2<sup>nd</sup> 2023 were read**

**Received: Andy                      Seconded: Phyllis                      Passed**

**Business Arising:**

- Ashley is unable to attend our meeting today or our July meeting. She has pencilled in the date for our September meeting.
- Still following up NECCI online instructions.

**4. Correspondence: None to report**

**In:**

**Out:**

**Moved that correspondence be accepted:**

**Accepted:                      Seconded:                      Passed**

**REPORTS:**

 **Treasurer's Report**

1/3/2023 Bendigo Bank account balance	\$ 5,391.91
Income 1/3/2023-1/5/2023	\$ 4,204.72
Expenditure 1/3/2023-1/5/2023	\$ 1,627.97
Closing balance Bendigo bank	\$ 7,968.66
Term Deposit maturing 11/4/24	\$ <b>10,592.95</b>
Total Funds	\$ 18,561.61

**Moved: Corrie                      Seconded: Bev                      Passed**

 **Membership Report :**

**GENERAL MEMBERS - 120**

**LIFE MEMBERS - 39**

**TOTAL MEMBERS - 159**

 **Library Coordinator's Report:**

**HIGHLIGHTS SINCE LAST MEETING:**

- Projector and AV equipment installed- finally!
- Patrons enjoyed Lisa Ireland's author talk.
- Loans available from outside libraries again! This is a drastically changed system, so it might take a while to wrap your head around. More information in Benalla Library What's On – May.

**UPCOMING EVENTS:**

- Monday Morning Mah-jong, Monday Weekly, 10:30am

- Crafternoons, Monday Weekly, 2:00pm
- The Monthly Film Fest, Wednesdays Weekly, 4:30pm
- Special Storytime: Road Safety Week with “Sergeant Sensible”, Tuesday 16 May, 10:30am
- Book Launch: Voices for Indi, Wednesday 17 May, 6:00pm
- National Simultaneous Storytime, Wednesday 24 May, 11:00am

#### **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 PURCHASED ITEMS:**

- Staff hesitant and unsure regarding the useability of Cricut or similar device. Researching options and viability in spare time.
- Thank you for the vacuum cleaner! Very much beats picking up crumbs by hand!

#### **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:**

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.

#### **🔧 Bookshop Report:**

There has been another leak in the bookshop. Geraldine has rung the plumber to look at the problem. Our concern is the water leaking onto the plaster and it may impact on the wiring and lighting.

Please let Geraldine know if there is a leak and she will follow it up with the plumber.

Andrea will update the opening hours from 9.30am to 10am on the website.

#### **Reports were accepted:**

**Moved:** Christine                      **Seconded:** Corrie                      **Passed**

#### **GENERAL BUSINESS:**

No items

#### **NEXT MEETING: Thursday 6<sup>th</sup> July at 9.30am**

Dates for the remaining General Meetings in 2023:

Thursday 7<sup>th</sup> September at 9.30am

AGM: Thursday 2<sup>nd</sup> November at 11am