

**Minutes for Mickleover Library User Group  
Held on the 25<sup>th</sup> June 2009**

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**1 Introduction & Welcome**

**2. Apologies:**

Fran Renwick & Kath Ratcliff

**Present:**

Jane Buckley, Carmel Canavan, Maggie Hird, Michael Hird, Gerald Towers, Millie Guyler, Evelyn Johnson, Jenny Shaw, Jo Greenway, Julie Topham, Maureen Carruthers, Jan Southworth, Joan Doughty, Richard Billinge, Christine Holmes

**3. Minutes:**

Accepted as correct

**4. Matters arising previous minutes:**

**Fathers Day Card Packs** made by Jo all went and comments were made that it was a lovely pack.

**Gardeners Question Time** had wrong date in a newspaper, also although advertised as cancelled one person did turn up, as they did not see the cancelled posters. We will try and organise this event again, as a number of people said they would be interested in attending even though they had not put their names down

**The questionnaire** designed by Jo, to ask library users about activities they would like to see was discussed. It was decided to amend it to make it clear it was from the Library User Group, and also mention the Library User Group and coffee mornings on the form. The form has to be approved by the Library before we can use it.

Jo to redesign form and then email it to Jan for discussion at the next M'lugs meeting.

It was discussed how the group would use the forms to obtain the information. Possibly an open evening inviting people to attend the user group, or an all day event where volunteers would take it in turn to "floor walk" the library at different times of day. Jenny would be happy for the group to do this and perhaps also have a display board showing previous events, and a table in the library with bookmarks, business cards with our website details, and any other publicity material. Possibly we could have a computer showing our Website.

**5. Financial Statement:**

Annual Financial Statement presented at AGM held before this meeting.

**6. Review of Constitution:**

This was accepted at AGM held before this meeting

**7. Ideas for Activities:**

Ideas about Play and Poetry readings to be discussed at next meeting.

A Talk on Shanghai - this is discussed in detail in any other business.

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**8. Main Agenda:**

**Debrief on coffee morning** and whist. Whist has been put on hold until later in year due to very low numbers attending. Jenny said people are still asking about the whist and she will take names of anyone who is interested.

Millie asked if we could have an A2 or A3 poster advertising the coffee mornings in the foyer on the day of the coffee morning. It was thought that the flip chart was not the best way to advertise. Julie advised that a stand for a poster might be available from the Library. She would find out if it is possible for Mickleover Library to have one, the group as well as the library could then use it.

Jo will design the poster.

**Antiques A Talk by Charles Hanson** on September 30<sup>th</sup> at 7pm.

Carmel will produce posters plus the booking form for the end of July.

Jo will put information on bookmarks that will go into books at the end of August.

The charge of £3 has been agreed with a glass of wine to be offered as people arrive.

Jane to arrange refreshments and Maureen is collecting the money at the door as people arrive.

**Julie** will arrange for name badges to be provided by the library to be used at organised events or visits by the M'lugs's.

**Display Cabinet** Lucy Yarham from the Museum Service will visit us in July.

**9. Any Other Business:**

The subject of "Organising Events" was raised. Millie explained that help was needed to help organise these events. Carmel who has been organising these events listed the things that had to be done to arrange an event. Jan had also typed up a list of various jobs that she thought were involved in organising an event. Millie suggested that perhaps three people were needed per event and people would volunteer for each event.

**A Talk on Shanghai**, in November is the next event the group would like to organise.

**Millie** said she would like to take on the role of organising the speaker, as she is a daughter of a friend and Millie will host the event on the evening.

**Chris** is happy to organise the refreshments, and will also collect the money at the door on the evening of the event.

**Jo** will make the posters advertising the event, and also the booking form.

**Mick** requires details of the event for the Website.

**Jenny** will keep an eye on the booking numbers and close the event when fully booked.

Jan will amend and add in information from Carmel on the "Check List" of jobs for organising an event. It will then be given out as a checklist/reminder to all M'lugs for when they are involved in helping to organise an event.

"Post it," notes to be available at the end of an event to allow people to comment on what they thought of the event.

Mick will make a template so that numbers of people/money taken can be recorded for all events.