

## SOMERSHAM COMMUNITY LIBRARY

### Management Board Meeting – 22<sup>nd</sup> October 2018

Present: Elsa Evans (Chair), Dawn Cave (Secretary), Hal Bates, Denise Calvert, Rob Downing, Glenda Meakin and Lesley Minter

#### 1. WELCOME AND APOLOGIES

Apologies were noted from Pat Oxley, Paul McCloskey, Barbara Hulme, Julyan Hunter and Lavinia Blackwood.

#### 2. MINUTES OF THE MEETING HELD 17<sup>th</sup> SEPTEMBER 2018

The minutes of the meeting held 17<sup>th</sup> September were agreed with the following corrections:

P1 – Lavinia’s apologies should be noted.

P1 (birthday cake) - Lynn should read Lyn.

Actions:

P1/Elsa had not done the Business Plan but would cover this as part of her Chair’s report.

P1/It was agreed that the Board would express their thanks to Joke with a card and bottle of wine.

P1/Display Photo Album – the Board would pass on its thanks to Carrie W for the excellent Display Photo Album.

P1/Elsa mentioned to Katie at Time Bank about Lyn making the cake, and it was agreed that Lesley would tell the Time Bank formally so that Lyn would get credit. There had been no cost for the cake, Lyn advised it was a donation to the Library. All Members agreed that this was very generous. **Action: Lesley.**

P3/Elsa has contacted Ali and Debbie about Facebook access, but they could not recall their password. A number of Members pointed out that if the correct email address was used, a new password could be requested. It was agreed that it was preferable to use the old account rather than start afresh, if possible. Dawn indicated that she would be willing to lead on the Facebook account.

Unlocking DVDs – at the last meeting Barbara advised she was going to email Library Support – update required. **Action: Barbara.**

### 3. HEALTH & SAFETY

Nothing to report.

### 4. REPORT FROM CHAIR

Elsa had attended the Annual Meeting for the LAPs. The following points were noted:

- Library Services wanted to change the name 'LAP' to 'Community Library' or 'Community Managed Library'. Elsa had indicated a preference for Community Library, and that Somersham had already made this change. Highways just put 'Library' on the sign at The Cross.
- Sue Wills had given a presentation on how Library Services were changing. The focus was on 'Community Hubs', delivering a variety of services, with activities including 'The Library Presents' (workshops and talks). Elsa had indicated that Somersham would be happy to be involved in this initiative, which was Arts Council funded for four years. Additionally a "What's on" brochure is produced quarterly, including all different activities and clubs hosted at libraries. Library Services were happy to include information in this brochure but the lead-in times were long, for the next programme information needed to be with them by 02/11/18.
- Libraries were charging for internet usage in order to retain the Book Fund. There was also potential income from the government in teaching people how to use computers.
- The Service Level Agreement (SLA) would be combined with Business Plan, and should include performance targets. The metric used currently was the number of issues per hour. The SLA would be starting from April 2019, but Elsa was considering still doing Business Plan for the Library's own purposes. The Asset Register was out of date and would need to be updated for the new SLA in April.
- All libraries had the same issues with IT problems. Volunteers were urged to phone the helpdesk and obtain an incident number – if the issue was not resolved, they could then be followed up by Sue Wills' team through [library.support@cambridgeshire.gov.uk](mailto:library.support@cambridgeshire.gov.uk) – this would be added in to the Red Book.
- When other libraries have displays, like the ones Carrie does, books are issued to a 'Display Card', which highlights where the book is, and also boosts the number of issues. If someone wants to take out a display item, it had to be 'returned' from the Display Card, and then re-issued. Members praised Carrie's eye-catching displays.

- Library Membership applications – it was noted that people can apply for library membership online, but there was a discrepancy between the paper and online forms regarding whether a grandparent can be guarantor for a child. With regard to checking identity, membership cards were posted out (which effectively verifies the address given) or they had to bring identification when they picked their card up on their first visit. It was confirmed that active membership was based on where borrowers first registered.
- Scanning – the Board agreed that the Library cannot do scanning, etc, for bus passes, and such inquiries would be directed to St Ives Library.
- Library Services were looking to have a new computer system, i.e. Spydus may be replaced in two years' time. If it was a new supplier, they would be responsible for training a number of users, and the training would then be cascaded down.
- The lease had not been touched upon. It was noted that the Library's Community Asset status had expired.

## 5. REPORT FROM TREASURER

In Lavinia's absence, Elsa reported that the Accounts had now been signed off and finalised, and Lavinia would keep the Library's copy. After spending money replacing the heating, the Library still had £17,000, so probably did not need to apply for many grants.

The latest accounts were reviewed. Members noted the Adult and Children book buying figures: it was noted that the Children's book buying did not include recent purchases from Members.

Last year's Carnival money would be spent on book stands/displays from the Gresswells catalogue. Members looked at the items that Julyan had identified in the Gresswells catalogue, but noted that there were some better value and more environmentally friendly options. Hal and Rob to review options to see if they would fit, and liaise with Julyan. **Action: Hal, Rob and Julyan to agree.**

Many Bluntisham school children had completed the Reading Challenge at the Library, and the school had expressed an interest in a visit by all children. Elsa suggested hiring a coach to bring different classes in. Lesley would phone Dews to see if they could do this at a good rate. It was agreed that Lesley would ask whether the School had a book list, to see if it was possible to tie up with what the children were learning at school. A request had been sent to Carnival requesting £100 to help support the transport costs. **Actions: Lesley.**

## 6. LIBRARY OPERATION

Denise advised that there were ongoing problems with the fax machine. It was agreed that the fax machine would be written off and all publicity should reflect that the facility for sending faxes was no longer available.

There was an issue that the front door had not been locked properly on a few occasions, possibly after the van man's deliveries.

On two consecutive days when there was no key in the pouch. It was confirmed that there were only two sets of keys that were spares. It was agreed that there should be a completely separate set of keys for locking up. It was agreed that the set should be tagged "*must be kept in library – these are for locking up only*".

**Action required.**

Maureen C had resigned, but she continue to maintain the bus timetables.

It was noted that someone had been using the incorrect yellow labels (too big) on book spines. It was agreed that only volunteers approved by Jean should be able to process books.

There were quite a few new volunteers keen to be trained on Spydus.

There was a discussion on the books for sale, noting that the general convention was that the books on the inside trolley were better quality, with the ex-FOSL ones in lobby.

It was noted that no-one can currently access the Bulletin Board, as it was only recognising County Council employees, not Community libraries or even new libraries such as Clay Farm. Sue Wills was following this up with the IT service.

## 7. FUND RAISING EVENTS AND PUBLICITY

The coffee morning at the Rose & Crown would be held on 21/11/18 – any help would be appreciated. The other Christmas event was the hamper raffle which was always popular. The last opening day would be 22/12/18 (Saturday) before Christmas.

The next event was the Christmas Tree festival, a working party would be organised to make Christmas decorations. Christmas books need to be brought

out at the end of November. It was noted that PAT testing would be done next month.

The quiz was usually held in February, but there had not been good attendance in recent years – a joint approach with the church was suggested.

Tesco was selling second hand books and donating the proceeds to local causes. The library had taken books to Tesco in the past and the manager had been written to, to see if they were willing to make a gift to the Library.

It was agreed that the golf balls that had been gifted would be sold at four for a £1.

## **9. ANY OTHER BUSINESS**

There was a new local author, Carol Carman, who lived in Bluntisham. Carol had written a book for teenagers called *Gingerbread Children*. It was suggested that she could be invited to the Coffee Morning.

Lesley advised that the Friendship Club had closed down after 30 years. Age UK were setting up lunch club in village at Victory Hall. The Board discussed the possibility of being involved in training for the over 60s on tablets, but concluded that the Library probably did not have access to the resources or appropriate expertise.

It was noted that Paul and LM had both been links to the Parish Council, but Lesley had left the Parish Council and Paul may do so shortly, so the Board would have no formal communication with the Parish Council. It was agreed that Penny would be asked about a new appointee. **Action required.**

**The meeting closed at 9.25pm.**