

## **SOMERSHAM COMMUNITY LIBRARY**

### **Management Board Meeting – 19<sup>th</sup> November 2018**

Present: Elsa Evans (Chair), Dawn Cave (Secretary), Hal Bates, Denise Calvert, Glenda Meakin, Lesley Minter, Paul McCloskey and Julyan Hunter

#### **1. WELCOME AND APOLOGIES**

Apologies were noted from Rob, Pat and Barbara.

#### **2. MINUTES OF THE MEETING HELD 22<sup>nd</sup> OCTOBER 2018**

The minutes of the meeting held 22<sup>nd</sup> October were agreed as a correct record and signed by the Chair. The following actions were discussed:

p1 - Lesley had thanked Lyn and told the Time Bank.

p1 – No-one was sure whether Barbara had contacted Library Support about unlocking DVDs. Elsa reminded everyone that any issue with Libraries should be communicated to [Library.Support@cambridgeshire.gov.uk](mailto:Library.Support@cambridgeshire.gov.uk): there was also a list by the phone of named contacts within Library Services, and instructions about IT issues and jargon/terms used by IT Support. It was noted that when there was a problem when seeking support for issues with the public computers, in that the phone could not reach as far as the computer. It was suggested that as the fax was now not being used, it could be replaced with a cordless phone.

p3 – Bluntisham School Visit – a donation had been secured from the Somersham Carnival, and Lesley had obtained a quote from Dews Coaches for 06/03/19 (World Book Day) for £245.00. Lesley agreed to work with the School to identify any particular books. **ACTION: Lesley.**

p4 – a special set of keys had been cut just for locking up.

#### **3. HEALTH & SAFETY**

Burglar alarm – Chubb had left phone messages for Hal, but Hal advised that the Library does not deal with Chubb any longer, it has a new contractor for the alarm. There was a discussion about extending the time required to set the alarm, but it was concluded that there was sufficient time. Hal said that if this was necessary in future, it could probably be done using the Manual, i.e. a call-out was not required.

#### **4. REPORT FROM CHAIR**

Elsa had informed Library Services about Christmas Closure so they will set the correct dates on Spydus.

£100 had kindly been donated by the Somersham Carnival. **ACTION: Elsa to send a thank you letter.**

Elsa was half way through writing the Business Plan. In the existing Business Plan, there was only one Performance Indicator, relating to the number of issues per hour, which was set quite high (12 per hour). This had been set some time ago and had not been achieved for some years. Library Services would not be doing a new Service Level Agreement (SLA) until April 2019. Paul asked if have a more pertinent Performance Indicator available, but Elsa confirmed that there was nothing specifically mentioned in the SLA, the only other Performance Indicator was opening for a minimum of six hours, which the Library clearly meets. There was nothing about the number of visitors or new members. A number of areas were monitored, but targets had not been set.

## **5. REPORT FROM TREASURER**

Julyan had a cheque which had not been accepted as it was incomplete. It was confirmed that Lesley and Elsa were the other cheque signatories.

## **6. LIBRARY OPERATION**

Elsa advised that Sheila and Lorraine were being trained on Spydus, which would result in around half of the 47 volunteers being Spydus trained. Debbie would be having some refresher training, but probably would not want to be on the rota.

Denise advised that one set of keys was unaccounted for - Set 12 - and it was possible Joke still had these. Julyan agreed to ask Joke and take the card and bottle of wine for her too. **ACTION: Julyan.**

PAT testing has been arranged for 9.30am on 23/11/18 with Martin: Lesley would ensure the Christmas lights were available for checking.

Printer cartridge – Paul confirmed he was happy to check and order, as required.

There was a discussion about Parkhall Playgroup visiting the library, possibly once every half term. After a full discussion, it was agreed that this would be piloted, on a Monday. The group size would be between 8 and 13. Denise agreed to let Julyan know the names of volunteers who may be interested in helping with this. It was confirmed that if the children had their parent's card, they could take books out, but concern was expressed about this because of the young age of the children. Various solutions were put forward e.g. having a named book bag. It was noted that one of the classes from the Primary School had not been able to visit before Half Term, and 7<sup>th</sup> December had been offered

as an alternative, but no response had been received to date. It was possible that this date could be offered to Parkhall Playgroup.

Following a discussion at the previous meeting, where Julyan had been absent, Julyan explained why she preferred the Acrylic Display Bin, and why only two were required. It was agreed that Julyan would talk to Jean D, as Jean wanted to order some book coverings, but needed a minimum value order to avoid the delivery charge. Lesley advised that she would like some magazine files for the Junior Non Fiction section, and how they had to be a particular size: these were available at Amazon, for £5.09 each, and six would be required. The Board agreed to approve the purchases of the two Acrylic Display Bins and the six Magazine Files.

Lesley confirmed that Jean orders stationery and sundries from a number of suppliers, not just Gresswells. It was confirmed that Jean had recently purchased the white labels for classification inside books.

Cake decorations: it was agreed that these would be labelled and put in the shed. **ACTION: Denise to put in shed.** It was confirmed all the Christmas books were out. Hal suggested doing away with the “New arrivals” section for the month so there was more shelf space for the Christmas books.

Following a request, everyone agreed Julyan could use the wooden blocks for alphabet divisions in the Junior Fiction books.

Georgina was a Duke of Edinburgh helper for six months, and was proving to be very useful around the Library. The other Duke of Edinburgh volunteer would not be coming back.

Lesley advised that Children’s poetry books were being kept in two different sections: Junior Non-Fiction Literacy, and also some under Fiction. It was agreed that they should be put in just one section, dependent on where the most space was available, and changes needed to be made to accommodate this on the catalogue/computer.

There was a query as to whether the Mobile Library visited Windsor Court, but no-one present could confirm either way. Denise confirmed that she had taken books to the Friendship Club at Victory Hall once a month, which would be restarting in the new year.

## **7. VOLUNTEER LIAISON**

Denise had emailed out about the Volunteers’ Christmas Dinner, and urged everyone to respond. There was a discussion about buying the first drink for

volunteers, as a thank you gesture, but it was concluded that this was not a good use of Library funds.

## **8. FUND RAISING EVENTS AND PUBLICITY**

The Coffee Morning at the Rose & Crown would be held on 21/11/18, and a number of donated books would be taken for sale. It was noted that there were a number of boxes of books, many brand new in the Library, but no-one present knew where these had come from, or if the intention was to take them to the Coffee Morning, or if they were new donations for sorting. It was noted that they had not been in the Library on Saturday, but had been there when Glenda arrived at 2pm on Monday. **Action: Glenda to contact keyholders to identify where the books had come from.**

Glenda advised that a request would be going out for the Christmas Hamper shortly after the Coffee Morning. The draw usually took place on the last opening day before Christmas. The Children's Choir was currently not active, but it was agreed it would be great if the Ukelele Group could provide entertainment.

The Christmas Tree Festival at the Church was taking place shortly, and a group was going across to the Church to set up the display. Alison has made some lovely decorations out of old books.

There had been no progress with the Quiz, Glenda was hoping to follow this up shortly.

With regard to Facebook, it was agreed that Ally and Debbie would be asked about emails/passwords at the Coffee Morning on Wednesday.

Glenda suggested that fundraising attempts were more productive if a specific item was identified e.g. raising money for displays.

Glenda would be emailing round a list about the Christmas Hamper later in the week.

Elsa advised that she and Dawn had access to the website, and asked if anyone else wanted to have access.

## **9. SUGGESTED DATES OF FUTURE MEETINGS**

Dawn had listed suggested dates on the agenda, but it was noted that most of these were the third Monday of the month, whereas the convention was for the meetings to be held on the fourth Monday. The following dates were therefore agreed:

- 28<sup>th</sup> January (Dawn and Lesley's apologies noted)
- 25<sup>th</sup> February (Elsa's apologies noted)
- 25<sup>th</sup> March
- 15<sup>th</sup> April (as 22<sup>nd</sup> April is Easter Monday)
- 13<sup>th</sup> May (as 6<sup>th</sup> and 27<sup>th</sup> are Bank Holidays, and the 20<sup>th</sup> is Parish Council AGM)
- 24<sup>th</sup> June
- 22<sup>nd</sup> July
- 23<sup>rd</sup> September
- 21<sup>st</sup> October (28<sup>th</sup> is a Parish Council meeting)
- 18<sup>th</sup> November (25<sup>th</sup> is a Parish Council meeting)

**ACTION: Dawn to email dates to all Board Members.**

## **10. ANY OTHER BUSINESS**

Glenda advised that a lady from Holme near Peterborough had made contact after seeing the recent news coverage, to say that she was happy to donate her book collection to the library. It was agreed that Denise and Glenda would the lady. Depending on the books and quantity, it may be appropriate to share these with other community libraries.

Carol Carman had kindly gift two copies of her book to the Library. Julyan agreed to do a small display. **ACTION: Julyan.**

It was agreed that Denise would contact volunteers to see who was interested on putting up the decorations at 10am on Sunday 2<sup>nd</sup> December. Glenda would bring the Christmas Tree back on 3<sup>rd</sup> December. **ACTIONS: Denise and Glenda.** It was agreed that the decorations would be taken down on Wednesday 2<sup>nd</sup> January at 10am.

As it was his last meeting, Hal was thanked for all his contributions to the Board. Hal confirmed that he would be continuing his volunteer work at the Library.

**The meeting closed at 9:10pm.**