

SOMERSHAM COMMUNITY LIBRARY

Management Board Meeting – 25th February 2019

Present: Dawn Cave (Secretary), Denise Calvert, Glenda Meakin, Lesley Minter, Paul McCloskey, Lavinia, Barbara Hulme, Pat Oxley and Julyan Hunter

1. WELCOME AND APOLOGIES

Apologies were noted from Rob and Elsa.

2. MINUTES OF THE MEETING HELD 28th JANUARY 2019

The minutes of the meeting held 28th January were agreed as a correct record and signed by the Chair. The following actions were discussed:

Item 2 – it was confirmed that the Bluntisham school visit was on 6th March, not the 9th. Lesley had made the arrangements with the coach company.

Item 3 - Rob and Hal still had to move the heating panel up the wall. **Action: Rob/Hal**

Item 5 - Lavinia to raise an invoice with Cambridge Water. **Action: Lavinia**

Item 7 – Lavinia was happy to change the Security code but needed the manual. Paul to raise with Hal to see if he had the manual. **Action: Paul/Hal/Lavinia.**

Item 7 - Julyan and Denise to develop a formal AV Tasking Log based on Elsa's new list. It was agreed the Log should be a red clipboard on the desk where jobs for volunteers could be listed, clearly marked, including dates when tasks should be completed.

Item 7 - Elsa to write to Parish Clerk about the electricity bill. It was noted that the electricity bill had gone up, but this was balanced out by the lack of gas bill. Paul to provide a monthly reading from the meter. **Action: Elsa/Paul**

Item 7 – the draft protocol for Duke of Edinburgh students had not yet completed. As a minimum, it needed to include Health & Safety and management.

Item 11 - Barbara had agreed to take on the role of Visits Manager, but cover needs to be arranged for Barbara when she is on holiday.

Item 11- There was a discussion about accepting walk in donations: most agreed that the Library should decline walk in donations. Those that were unsuitable could be given to Oxfam, who earn money from pulping. The Book Bank in the car park had gone. The issue was large donations: Elsa had responded to one, and would respond to further email as and when.

Julyan was arranging a stock clearance sale over the Easter Holidays – many were junior fiction. All books would be in black trays over the Easter holidays, and there would also be a sale at The Cross at Easter.

3. HEALTH & SAFETY

Heating – a complaint had been received from a volunteer about the lack of heat in the Library, specifically someone sat for a long time processing. Elsa had responded saying that whilst cost was a concern, volunteers getting cold was a greater concern. One way to address this was having spot heaters. Other measures, such as closing the blinds, were also being used. The ideal would be to have a programmable thermostat for the new heating system, that would automatically switch on the heat about an hour before the Library opened.

Action: It was agreed that Paul would contact the original installer using the contact details Lavinia had. There was a discussion on closing the office door to retain the heat, but most Members agreed that for various reasons, most relating to health and safety, they preferred to have it kept open.

Julyan advised that one of the two new display shelves for Children's was now in place, but regrettably the other one was damaged, and it was too late to return it. She advised that she would be using Vistafoil or something similar to repair it, and put it on the bottom so it was less visible.

4. REPORT FROM CHAIR

There had been no Vistafoil supplies for some time now, and Jean D had been chasing this up – apparently it was a supply problem, which should be resolved shortly. Following discussion it was agreed that Jean be asked to source a supply in the interim (e.g. from Staples or online), as it was really causing problems in not being able to process new and donated books. **Action: Jean.** It was agreed that not covering books was definitely not an option.

Total borrowing up to 31/12/18 had gone down by 3%, but junior borrowing was up by 1%. There was a discussion on possible ways to attract more adult borrowing. Advertising through Somersham4U was discussed, and also the Facebook account. Dawn had recently taken over the Facebook account and was happy to add items, not just events but also new books, reminders (e.g. OS maps and travel books, audio books), but did need information feeding through to her (e.g. details of events, what new books were in stock) in order to make regular posts. It was felt that Facebook could have a good impact and reach within the community.

Somersham4U – an article would be drafted for the next issue which would be published on 1st April, covering Easter activities.

5. REPORT FROM TREASURER

Members noted the accounts.

6. LIBRARY OPERATION

It was noted that the new position of the work table meant that there was nowhere for visitors to plug in to power sockets. It was suggested that they could use the corner chair near the office.

Ann P had asked about Easter and Christmas dates. It was agreed that the Library would only be closed on the Public Holidays over Easter i.e. Good Friday (19th April) and Easter Monday (22nd April), but would be open as normal on the Saturday. For Christmas, the last day would be Saturday 21st December, and the first day back would be Thursday 2nd January (i.e. closed 22/12/19-01/01/20 inclusive).

Ann had also advised that when she opened up one Wednesday morning, the alarm was not on, but Monica had definitely set the alarm on the Tuesday. It was concluded that this had to be the Van Man, noting that there was more than one.

ACTION: Elsa to contacts Van Men to ensure that they know the codes and processes for entry and exit.

Denise and Glenda had collected books from a lady near Peterborough, most of which appeared to be good, and gave her flowers as a token of appreciation.

The major issue was with books not being processed due to Vistafoil being unavailable, but this issue had been covered under the Chair's report.

Lesley suggested that any good quality de-FOSL'd books should be kept aside and passed on to St Ives Library, as Large Print books were so expensive.

There had been an incident where the fire alarm gone off, and the reset button had not worked. It was noted that this had happened at least once before, and the keys were kept in the safe.

It was noted that a lot of Children's Non Fiction books needed cataloguing, but the problem was there were not enough cataloguers. Julyan was happy to train on cataloguing; Lavinia indicated that she was happy to do the refresher training.

7. VOLUNTEER LIAISON

Denise proposed a proper party was held for volunteers this year, in Volunteers' Week (1st-7th June), possibly on the Wednesday. The Board agreed that this should go ahead, and that partners could also attend.

Margaret and Denise had been thinking about having a regular social gathering for volunteers, and proposed a Coffee & Cake Club in the Rose & Crown, on the first Wednesday morning of each month, starting in April. All agreed that this was a great idea.

8. CHILDREN'S LIBRARY

Julyan advised that most issues had been covered. She urged Board Members to look at the new shelf and let her know what they thought.

It was noted that Oxford Reading Tree books, Ladybird books and Mr Men books all had their own separate sections. 15 of the Mr Men books had not been borrowed for two years, but some families really liked them. It was agreed that they should be kept.

All six classes from St Helen's (Bluntisham primary school) would be visiting the school on 6th March. Letters went out to parents with library card forms, but none had been returned. A reminder would be issued for the parents' evening on 26/02/19. Sufficient volunteer cover had been arranged.

9. FUND RAISING EVENTS AND PUBLICITY

Glenda advised that she was working with the church on a joint Quiz, scheduled for Saturday 2nd March, and so far there were around eleven teams. Profits would be shared with the Church after the Hall and costs were covered.

The next fundraising/publicity event would be at Easter. There would be a hamper raffle, and Book & Bake sale at the Cross.

10. ANY OTHER BUSINESS

There was no other business.