

## **SOMERSHAM COMMUNITY LIBRARY**

### **Management Board Meeting – 25<sup>th</sup> March 2019**

Present: Elsa Evans, Dawn Cave (Secretary), Denise Calvert, Glenda Meakin, Lesley Minter, Paul McCloskey, Lavinia, Pat Oxley and Rob Downing

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

Apologies were noted from Julyan and Barbara.

#### **2. MINUTES OF THE MEETING HELD 25<sup>th</sup> FEBRUARY 2019 AND MATTERS ARISING**

The minutes of the meeting held 25<sup>th</sup> February were agreed as a correct record and signed by the Chair. The following actions were discussed:

An electrician need to be arranged to move the heating panel up the wall. Lesley agreed to get the electrician's number from Hal. **Action.**

Lavinia confirmed that she had raised the invoice with the water company.

Security code to be changed – the instructions for the alarm could not be found, so it was suggested that contact should be made with the company, using the support number on the box. The Site Logbook indicated that it had last been serviced in 2016 by Unipart Security. **Action: Lavinia.** This led to a wider discussion about keeping records of all equipment checks that needed to be maintained for Health & Safety purposes, e.g. fire extinguishers and PAT testing. Some were kept in the Site Logbook but others were not, suggesting they had not been filed, or had not been done. Denise advised that PAT testing was undertaken for free, by the Parish Council, and agreed to keep the records in the Site Logbook. Cromwell Fire had serviced the fire extinguishers in July 2018. It was agreed that Lavinia would check records to see when companies had last been paid, and to advise Paul who would ask Alison to arrange the relevant servicing/checks to be carried out. **Action: Lavinia.**

The drain next to the wall was damaged and in danger of collapsing, and needed a new cover and frame, and possibly the underlying structure to be restored. Rob indicated he was willing to do this in the coming months.

Electricity bill - Elsa had contacted Penny and explained that the new heating system meant that the Library would have high electricity bills but no gas bills. Paul explained that the Parish Council paid the Library's utility bills, but the difficulty for the Parish Council was that it budgeted for a certain sum under different headings, including electricity, in the Parish Precept. Whilst acknowledging that the total utility costs were likely to reduce, the Parish Council was concerned that it had not been advised. Elsa commented that it had never been indicated that changes to the split of utility bills was an issue. It was

confirmed that electricity consumption would be monitored monthly from now on. It was too soon to judge whether the new heating system was more economical, but that was the expectation, even allowing for spot heaters to be used.

The action regarding the thermostat/control was ongoing. **Action: Paul.**

A number of potential book donations had been turned away in person or by email. There was a general reluctance to do this, especially as it might jeopardise future donations, but the problem was the current volume of donations and hold up in processing books.

Book covering – there was a lengthy discussion about covering books. Elsa suggested that paperback Adult Fiction books should not be covered, as it was expensive and resource intensive. Some were not borrowed very often, and where they were popular and got worn, replacing them was usually quite cheap. It was confirmed that Cambridgeshire Libraries do not cover them if they are donations. Board Members' views were mixed on this issue, and it was agreed that Elsa would raise the issue with Jean. **Action: Elsa.** It was suggested that it would be helpful to establish the cost of covering. Hardback books were only covered if they had a plain cover under the dustcover.

Van man – it was confirmed that the alarm was still not being set on occasion. Denise agreed to monitor the situation by putting note in diary for Thursday, asking volunteers to advise whether the alarm had been set when they had come in.

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

All covered under Matters Arising.

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

Backlog of books – there are a lot of books that had not been catalogued due to lack of covering. This included Junior books, as Julyan was away, and also Non Fiction. The books on the middle shelf in the office were for numbering – Lorraine O was now trained to do the numbering. Debbie would be coming back to help with the cataloguing but needs refresher training. Lavinia and Monica had also offered to do cataloguing but they needed training/refresher training. **Action required.**

Whole year performance statistics would be available at April meeting for the 2018-19 financial year. Performance was similar to last year, but the Bluntisham School visit had boosted figures. It was confirmed that the Mobile Library was visiting Windsor Court on the first Wednesday of the month.

It was noted that for the books donated to Park and Read, sticky labels stating “*donated by Somersham Library*”, were put on the books. It was agreed that this would be continued, as it was good advertising.

The last lady who had undertaken volunteer duties for her Duke of Edinburgh (DoE) award was very appreciative of the opportunities afforded to her, and had brought a gift of chocolates for other volunteers. Denise suggested DoE volunteers needed to be treated as third person AV, as there were insufficient resources to train.

## **5. REPORT FROM TREASURER**

Glenda advised that the Quiz Night had resulted in a net return of £220. Donation income up to February was already more than expected, with over £3935 expected at year end. The Reading Group donations had contributed to the this increase. An unexpected payment of £300 was included in Expenditure, which related to the late payment for the decommissioning of the gas boiler, and there may be an additional cost for moving the heating panel in the lobby. The costs for the coaches for the Bluntisham school children was included under ‘Miscellaneous’. There had been very positive feedback from Bluntisham, and it had been indicated that the Year 6 children might walk to the Library in July, and also visit the Nature Reserve.

## **6. LIBRARY OPERATION**

Issues covered under previous items.

## **7. VOLUNTEER LIAISON**

Denise advised two new volunteers – Henny and Sophie – had joined the library.

Library Volunteer Party – Denise would be sending out invitations end of April, for the Party to be held on Wednesday 5<sup>th</sup> June. The invitation would be extended to partners, for a small donation.

Invitations had been issued for the first Coffee and Cake Club, with the first one scheduled for Wednesday 3<sup>rd</sup> April.

## **8. CHILDREN’S LIBRARY**

In Julyan's absence, Leslie advised that there were lots of books to be catalogued. Two magazine files had been sourced for very thin books.

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

Glenda gave an update on the very successful Quiz, held jointly with the Church, in which 14 teams had participated. A number of attendees indicated that they had first heard about it through *Village Scene*. It was noted that the timing and more proactive advertising had contributed to its success.

The events planned for Easter were noted, included breakfast hamper, sale of knitted chicks and baskets, and the store at The Cross on Easter Saturday, selling books, cakes and plants. There would also be a coffee morning at the library (coffee and hot cross buns) on Easter Saturday.

The stall had been booked for the Carnival.

## **10. ANY OTHER BUSINESS**

None

**The meeting closed at 9.05pm**