

## SOMERSHAM COMMUNITY LIBRARY

### Management Board Meeting – 15<sup>th</sup> April 2019

Present: Elsa Evans, Dawn Cave (Secretary), Glenda Meakin, Lesley Minter, Paul McCloskey, Lavinia Blackwood, Julyan Hunter, Barbara Hulme and Rob Downing

#### 1. WELCOME AND APOLOGIES

Apologies were noted from Denise.

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

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

- Reference to 'store' on page 4 should read 'stall'.

The following actions were discussed:

The electrician had visited and given Rob a quote (of less than £100) for moving the panel in the lobby. The Board agreed that this needed to go ahead, and it was probably better to do it when the library was closed. **Action: Rob.**

Lavinia had located information about a company that had previously serviced the alarm (not Unipart) and it was agreed that Paul would call the company to request a servicing visit and set up a servicing cycle, and also request the instructions on how to change the code. **Action: Paul.**

Electricity bill - Paul was monitoring electricity consumption monthly.

Book covering – Elsa had spoken to Jean, who was supportive of the agreement to not cover paperback Adult Fiction books (both bought and donations). It was noted that even though the Library could afford to do so, it was not the best use of volunteer resources, as frequently borrowed books could quite cheaply be replaced. More covering materials had been received on 11/04/19, but it would be used up quickly on Junior and YA books. It was noted that Haddenham Community Library do not cover any books.

Thermostat control – the company that had installed the system were not responding to Paul's enquiries. Rob agreed to ask the electrician for an estimate. It was noted that a thermostat would still need to be sourced. **Action: Rob to ask electrician, Paul to check with Hal if there was any paperwork.**

### 3. HEALTH & SAFETY

Nothing to report.

### 4. REPORT FROM CHAIR

Whole year performance statistics were not yet available from Library Services for the 2018-19 financial year. Performance was expected to be similar or slightly better than 2017-18.

The messaging system from Library Services was discussed. **Action: Elsa to ask Library Support if more than one person could log on.**

### 5. LIBRARY OPERATION

Donations – Elsa had asked Library services if a report could be run to check all Adult Fiction titles that had been discarded from 01/01/17 - date, sorted by Author's name. It was agreed that when donations were received, the list could be checked first, and would not be added to the stock if they had recently been taken out of circulation. It was agreed that the list would be kept on the volunteer's task clipboard. In terms of process, donations were assessed for condition, then check on Spydus to see if there was already a copy in the Library. If it was a duplicate, it would be sold, if not it would be put in to the "checked on Spydus" box and would then be processed further. It was suggested that non Spydus trained volunteers could check whether titles were already in the library.

Donated hardbacks – it was agreed that the Library would only routinely accept new releases up to one year old (from the publication date). It was noted that a number of charities including BHF and Oxfam (Huntingdon and Cambridge) accept most books, and would pulp old ones. It was suggested that books for genuine recycling could be stored in a specified place, and periodically taken to BHF or Oxfam. It was also noted that Tesco in Somersham preferred hardbacks, and that they sold them for charity, and that the Library had been one of the recipients of their charity book sales.

Elsa agreed to ask Library Support about donations to Park & Read. **Action: Elsa.**

There was a question on what should happen if a book was barcoded, but there was no white label. It was noted that this should not happen if the book was in the processing box, and if the book was on the shelves, it should be left on the shelf in the office and flagged up, as it may not be a FOSL book.

There was a discussion about white labels on Adult Fiction. If there was a yellow label on the spine, it was not necessary to put a white label in.

There had been a volunteer question about the two tables which had been swapped round, and the Easter activities. It was noted that Julyan would be coming in on Good Friday morning to move all the children's books for sale.

Another DoE lady would be joining volunteers. Elsa had started a list of tasks DoE volunteers can do, which were primarily AV activities.

## **6. REPORT FROM TREASURER**

Lavinia advised that a £250 surplus had been made from the Quiz night. It was noted that the proceeds from the Children's Book sales had been recorded under both donations and sales. Julyan was looking to buy new children's in flash sales, with the proceeds of the sale.

There was a discussion about the scanner for cataloguing. It was suggested that this had been sourced from Library Services, and it was concluded that one scanner was sufficient.

It was noted that children's books would be included in the Book Sale at the Cross on Easter Saturday. Julyan advised that she had moved some of the early learning books: she had added the date on the back of books that had not been borrowed for several years.

## **7. VOLUNTEER LIAISON**

There were two new volunteers.

## **8. CHILDREN'S LIBRARY**

No additional items to report.

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

The stall at the Cross would be at the Cross on Easter Saturday, selling books and cakes. Cakes would be received on Good Friday between 10:00 and 12:00. Coffee and hot cross buns would be on sale in the Library on Saturday morning, and there was also the sale of raffle tickets and knitted chicks and baskets.

The next fund-raising event was the Carnival, and it was mainly Alison and Denise handling that.

#### **10. ANY OTHER BUSINESS**

It was noted that on Wednesday 24<sup>th</sup> April, Age UK were having their first session in the library. It was agreed that Glenda would open up, and Elsa would lock up, as Barbara was no longer able to do this.

**The meeting closed at 9.10pm**