

## **SOMERSHAM COMMUNITY LIBRARY**

### **Management Board Meeting – 13<sup>th</sup> May 2019**

Present: Elsa Evans, Dawn Cave (Secretary), Denise Calvert, Glenda Meakin, Paul McCloskey, Lavinia Blackwood (Treasurer), Barbara Hulme, Julyan Hunter and Pat Oxley

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

Apologies were noted from Rob and Lesley.

#### **2. MINUTES OF THE MEETING HELD 15<sup>th</sup> APRIL 2019 AND MATTERS ARISING**

The minutes of the meeting held 15<sup>th</sup> April were agreed as a correct record and signed by the Chair. The following actions were discussed:

It was confirmed that the Panel had been moved.

Thermostat control for the heating – it was suggested that it was not a thermostat that was needed, but a programmable timer to switch the heating on and off at preordained times. It was confirmed that Hal had no other paperwork. It was agreed to review this action at the next meeting. **Action.**

The ongoing difficulties with the Messaging system from Library Services were explained.

Elsa advised that the latest Volunteer News would urge volunteers to look at the Red Book where there were updated instructions on how to deal with donated books.

It was agreed that Number boxes in cubby holes to separate out Junior books would be helpful and quite easy to implement. **Action: Julyan and Ann to do.**

Park & Read – Library Services confirmed they still take them and do like them, mainly for Trumpington P&R.

DoE – Mia has started and Lesley has done a sheet of all the things DoE volunteers could do, which was kept in the top drawer of the filing cabinet.

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

There was a discussion on the Intruder Alarm issues.

#### 4. REPORT FROM CHAIR

Elsa had just completed the report for the Parish Council, that Lesley would be presenting on her behalf. The main message was the focus on community and other groups using the Library for community activities, including Age UK and Cambridge Water. A hire fee was not charged, but a donation was requested, and most users were quite generous. There were also many more social activities for volunteers, with the Sunday team being quite successful, the Wednesday Coffee Club which was being held on the first Wednesday of each month, and outings planned.

Denise asked if everyone could respond about the Library party as soon as possible, so that she could confirm numbers. There would still be a Wednesday Coffee Morning the same day.

#### 5. REPORT FROM TREASURER

Lavinia advised that as at 06/05/19, there was £1910 in the current account and £15068 in the other account. Cambridge Water had not given their donation yet. Income and expenditure were both slightly higher than expected as the year end approached, but balanced out.

The financial year ended at the end of May. Jason produces the accounts (for a fee) and submits them to the Charity Commissioners and HMRC.

#### 6. LIBRARY OPERATION

There had been numerous incidents where books had not been returned correctly on Spydus. The result was that the borrower would keep incurring charges, even though they had returned the book. Sometimes instructions were not being followed, especially when the book was not part of the Somersham stock and needed to be returned to the home library, but it was just going back on to the shelves. Volunteers do check shelves periodically shelves for anything that did not belong to the Library. Volunteers need to check the screen when they return every book.

It was pointed out that it was essential that volunteers should look at the screen as they scan, to ensure that the title tallies with the item, and there are no special instructions. A book had also been put on the shelves with a date label, which did not belong to the Library, but it was not possible to trace back where it had come from. It was agreed that an email would be sent to all volunteers, not just Spydus people. **Action: Elsa.** More experienced Spydus know how to check where book belong to. Only we have yellow labels. If not trained to catalogue, don't do white labels and date labels, put it to one side as a query.

It was noted that a number of books from Warboys were being recorded on the system as Somersham's. It was assumed that these had been donations.

Alan would be taking some donated books to Wisbech Library soon for their upcoming book sale. It was confirmed that DVD donations could not be put on shelves for loan, they could only be sold. Only some of the larger libraries kept stocks of DVDs.

It was agreed that there would be another promotion of Book Champions, listing Dewey Numbers and subjects which were missing, and checking the Book Champions listed were correct. **Action.**

For the full year from April 2018 to March 2019, the library had had 643 requests for items.

Elsa had prepared an Adult Fiction Deleted List from Spydus, listed alphabetically by author, from January 2017. The proposal was for volunteers to check donations against the list as they come in. Elsa agreed to prepare a similar list for Julyan of Children's Books, from January 2018. It was confirmed that the list could be updated as often as necessary.

## **7. VOLUNTEER LIAISON**

Denise raised the issue of what happens if volunteers can't make the rota duty due to being ill, which has always been an issue – it was unreasonable to expect them to make arrangements for a replacement, and if it was necessary to close the Library on occasion, that was OK. Denise would be preparing guidelines, and said that whilst she generally did not object to helping out, there was an expectation on her, which she could not always meet if she was absent herself.

**Action: Denise to prepare a proposal for the Board to comment on.**

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

The new Head at Somersham School had responded to a recent approach, and would be visiting the Library on 24<sup>th</sup> May at 1.30pm.

Julyan was teaching Monica how to catalogue.

Julyan would like somebody to swap the display shelves for the corner unit, but needed someone to help – it was suggested that Rob or Hal could do this.

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

Glenda gave an update on Easter events, which had raised £236. .

The stall had been booked for the Carnival, and the advert drafted. Attractions would include a tombola, book sales, raffle and children's activities. Glenda would be emailing volunteers for prize donations.

## **10. ANY OTHER BUSINESS**

Elsa agreed to share the library email with Committee Members.

Denise and Elsa presented their apologies for the next meeting.

**The meeting closed at 9.20pm**