

SOMERSHAM COMMUNITY LIBRARY Management Board Meeting – 24th JUNE 2019

Present: Paul McCloskey (Acting Chairman), Lavinia Blackwood (Treasurer), Glenda Meakin, Barbara Hulme, Rob Downing and Julyan Hunter

1. WELCOME AND APOLOGIES

Apologies were noted from Elsa, Lesley, Denise, Dawn and Pat.

2. MINUTES OF THE LAST MEETING ON 13TH MAY 2019 AND MATTERS ARISING

The minutes of the meeting held on 13th May 2019 were agreed as a correct record.

The following actions were discussed:

1. Thermostat for the heating - situation on-going
2. Number boxes in cubby holes - situation on-going
3. Email to be sent to all volunteers emphasizing the importance of looking at the computer screen when scanning – situation on-going
4. Denise to prepare a proposal for the Board to comment on re guidelines for correct procedure when volunteers cannot make the rota duty at short notice, e.g. through being ill - action completed.

3. HEALTH AND SAFETY

No issues outstanding

4. REPORT FROM THE CHAIR

The date of the AGM was discussed and agreed as 7.30.pm on 29th July, subject to Elsa being in agreement. Paul agreed to send out the initial call forward notice by email, to be followed up by letter. The July Board Meeting

would precede the AGM at 7.00pm. This replaces the previously planned date of 22nd July.

The FOSL membership form June 2019 to May 2020 has been sent out by email. Hard copies are available in the library. Please encourage volunteers and friends to subscribe or renew.

5. TREASURER'S REPORT

Lavinia reported that the year-end accounts were now balanced and she will be taking them to the Auditor this week. The deposit account stands at £15,568.28 and the current account at £1635.06.

6. LIBRARY OPERATION

Monica and Lorraine have been trained to do cataloguing. Elsa is still fixing a date for a refresh for Debbie. The Library Service is short-staffed at the moment so there was a delay in adding items not on Spydus, which was why the cube in the office was full.

7. VOLUNTEER LIAISON

It was agreed that Hal could use his judgement to purchase any necessary light fittings and submit an Expenses claim.

The batteries for the old alarm are not required and should be disposed of safely.

8. CHILDREN'S LIBRARY

No issues outstanding.

9. FUNDRAISING

A good day was had at the Carnival, thanks to the whole team with additional help from Elsa, Hal and Alan (Hunter). The theme for the stall was 'The Waitress' based on Victoria Wood's sketch "2 soups". We were delighted to win second prize in the decorated stall category, the first being awarded to the British Legion. We raised £251.05 and hopefully the profile of the library too.

Future events: St John the Baptist Church has asked us if we will join with them in organising a 'Community Light Bite' sometime in the autumn. This will not be a significant fundraiser but will give us another opportunity to raise the profile of the library.

We also plan to hold our annual coffee morning in November. It was suggested that the cricketer, Charlotte Edwards, is writing her biography and may be willing to come along to sign copies. Further details to follow.

10. ANY OTHER BUSINESS

Barbara let us know that Hal has offered to paint the exposed area in the hallway, caused by the change of position of the plaque and the re-positioning of the radiator. This was agreed and Barbara will contact Hal to ask him to go ahead.

There had been a query re the notification of printer charges. The correct charges are listed on a laminated sheet that is displayed on the window sill above the printer.

The meeting ended at 20.51.