

## **SOMERSHAM COMMUNITY LIBRARY**

Notes from the Management Board Meeting – 28th January 2018

Present: Elsa Evans (Chair), Lavinia Blackwood, Rob Downing, Barbara Hulme, Julyan Hunter, Glenda Meakin, Paul McCloskey.

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

Apologies were noted from Dawn Cave (Secretary), Denise Calvert and Lesley Minter.

### **2. MINUTES OF THE MEETING HELD 19<sup>th</sup> NOVEMBER and MATTERS ARISING**

Bluntisham School Visit – now required on the 9<sup>th</sup> March and not the 6<sup>th</sup> as previously arranged and the Dews Coaches quote has been accepted.

**Action: Lesley to contact Dews Coaches on her return**

All other outstanding actions have lapsed or been completed. Consequently, the minutes of the meeting held on 19<sup>th</sup> November were agreed as a correct record and signed off by the Chair.

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

The heating panel in the entrance hallway has been found to be extremely hot and in its current location might at times pose a hazard to some customers. After a short discussion it was agreed that the panel should be moved to a safer location higher up the wall and that Hal should be engaged in helping to eradicate the problem.

**Action: Rob (in collusion with Hal) to organise the heating panel move.**

Meanwhile, Julyan informed the meeting that a slight overhang on the new shelving for the Children's area might prove to be a tipping hazard and she had procured Velcro strips to secure the installation safely; consequently, the new shelves would be installed shortly.

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

Following her discussions with Library Services on a new Business Plan, Elsa had concluded that if such a plan was no longer needed then we should simply rely on the existing Service Level Agreement to dictate performance criteria for the Library.

### **5. REPORT FROM TREASURER**

The Treasurer had little to report for these minutes other than to acknowledge that fundraising had provided a steady stream over the period and this would be reported later at Item 10 on the agenda. We were also expecting a donation of £100 from the local Tesco Helping Hand fund; a 'thank-you' should be sent. Meanwhile, we need to send Cambridge Water (CW) an invoice for them to manage the donation they wish to make for the use of our facilities on Wednesday.

**Action: Lavinia to raise an invoice for CW**

### **6. MANAGEMENT STRUCTURE AND RESPONSIBILITIES**

Elsa reported that since Hal had stood down from the Board there was now a vacancy for Vice Chair and we now needed a formal reporting link from Alison our Health & Safety Manager to the Board. After a short discussion it was agreed that the role of Vice Chair should continue, not because it was required under our existing Constitution but because it would provide support for the Chairman when required; new terms of reference were still needed for the Vice Chair role.

**Action: Paul will take on the Vice Chair role until the AGM and retain the formal link with Alison on Health & Safety matters.**

## **7. LIBRARY OPERATION**

There was an on-going problem with the security alarm panel in that the number "6" did not seem to work properly every time selected. It was likely that this antique system could prove difficult to source spares for so it was agreed that a medium-term solution would be to change the entry security code to a combination that avoided the number "6". It is expected to prove easy to change this code once the instructions are located and a new code was agreed at the meeting.

**Action: Elsa to arrange for the security code to be changed**

Following some discussion on routine tasking for AVs it was agreed that tasking for AVs could be left on a rolling log at the AV work station near the Kitchen; AVs should then be encouraged to check for tasks that could be completed during their voluntary shift without having to refer to the Spydus member for guidance.

**Action: Julian and Denise to arrange for a formal AV Tasking Log to be installed at the AV workstation**

We had received an e-mail from the Parish Clerk advising that our electricity bill was now higher than previously, but this might not have recognised that we no longer paid for Gas following the inauguration of the new electric heating panels. However, we will need to monitor heating costs.

**Action: Elsa to write to the Parish Clerk for clarification.**

A question also arose on tasking and managing Duke of Edinburgh Award students and others in the library such that it didn't impose on the day-to-day work of other volunteers. Currently no one is delegated with this responsibility and it falls on our regular volunteers to manage, often without any central guidance.

**Action: Elsa to draft a protocol to manage and task students temporarily attached to the Somersham Library.**

## **8. VOLUNTEER LIAISON**

There was nothing to report at this meeting on volunteer liaison.

## **9. CHILDRENS LIBRARY**

Generically in the UK, children's books rarely feature a Black, Asian or Minority Ethnic (BAME) character. Our children's section was aware of this and are actively taking steps to check our stock for BAME items and hold on to them to increase our exposure to BAME in future. There was also a short discussion on the on-going impact of supporting the Parkhall Playgroup and Primary School visits to the library but there was general agreement that these occasions were not suitable for loaning books to younger children without a parent on-hand to take responsibility for them.

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

The recent 25<sup>th</sup> Anniversary of the Victory Hall proved successful and our 'Teddy Tombola' had found homes for all our Teddy Bears and raised some £26 in the process. We had also raised some £114 from the Christmas Hamper raffle and the Reading Group is making regular donations too. The next big fundraiser will be the Quiz on the 2<sup>nd</sup> March in the Victory Hall at 7pm for a 7:30 start complete with the usual raffle etc. It was suggested that a master chart could be erected on the wall reflecting quiz team progress through the evening; however, we could still use a few more teams. Meanwhile, a stall has been booked for the Cross for Easter Saturday 20<sup>th</sup> April and this was to be supported by a coffee morning back in the Library itself. It was noted that we a fundraising line in our budget this year for £400 and this has been exceeded; we will have to look closer at next years proposed budget line shortly. The next Newsletter is currently in draft and any proposed articles/submissions should be sent to Elsa soonest.

## **11. ANY OTHER BUSINESS**

With the increased use of the library by visitors, Play Group, Primary School, Time Bank etc, the meeting agreed that visits could be better managed by having a focal coordinator.

**Action: Barbara will take on the role of Visits manager**

We had been inundated recently with donations of books which we are now struggling to process. It was agreed that further donations would be declined until we were better placed to manage them.

**Action: Elas is to write declining any further donations of books**

Given recent work in weeding out old stocks and the rise in donations, the meeting agreed to run a cost-effective book sale to clear some of the back-log stocks.

**Action: Julian will arrange a stock clearance sale over the Easter Holidays.**

The meeting closed at 21:25pm.