

SOMERSHAM COMMUNITY LIBRARY Management Board Meeting – 29th July 2019

Present: Elsa Evans (Chairman), Dawn Cave (Secretary), Denise Calvert, Julyan Hunter and Lesley Minter

1. WELCOME AND APOLOGIES

Apologies were noted from Barbara, Pat, Lavinia, Paul, Glenda and Rob.

2. MINUTES OF THE LAST MEETING ON 24TH JUNE 2019 AND MATTERS

ARISING

The minutes of the meeting held on 24th June 2019 were agreed as a correct record.

The following actions were discussed:

Intruder Alarm – it had been agreed at the June meeting to opt for Libra for the Intruder Alarm, and Lesley agreed to arrange this. **Action: Lesley.** It was noted that Unipart did not service Fire Alarms. It was agreed that the Fire Alarm servicing was very important and needed to be kept under review.

3. HEALTH AND SAFETY

No issues outstanding

4. REPORT FROM THE CHAIR

There had been an incident recently where the keyholder had not turned up, so the other volunteer could not get in, and could not therefore access the rota or put a notice up. The other volunteer had tried to contact Denise and Elsa without success. The instruction should always be to phone the other keyholders listed on the door, and this instruction need to be emphasised to volunteers.

The County Council's IT team needed to come to the Library and replace the data cabinet, this would take four hours and on a Wednesday, and this needed to be done by the end of August. On checking the diary, it was noted that all Wednesdays were free except for 28th August.

Cranbrook Plants had kindly donated lots of plants which had been sold on Saturday 27th July, and around £135 had been raised. It was agreed that this was very generous and that they should be thanked with a bottle of wine.
Action required.

The Parish Council were seeking to appoint a representative to FOSL, as both Paul and Lesley had left the Parish Council. The Board agreed that if the Parish Council did appoint a representative, it would be helpful to have someone who was at least a member of the library, and ideally had a real interest in library issues. It was unclear what type of member they would be, as there was no scope in the current Constitution for non-voting members.

Action: Lesley to discuss with the Parish Clerk.

The drain at the rear of the Library was overflowing in the recent downpour. It was agreed that Rob would be asked to investigate if he had the time. **Action required.**

Library Services had changed how the Bulletin Board was accessed. There was often useful information, e.g. if a book was missing which may have gone elsewhere, or there was a problem which may be common to other libraries. However, there were also a lot of messages which were not relevant. It was agreed that there would be training at the September meeting on how to access the new system. **Action required.**

5. TREASURER'S REPORT

Nothing to report.

6. LIBRARY OPERATION

Nothing to report.

7. VOLUNTEER LIAISON

Denise had received an approach from someone interested in doing the National Service Challenge at the Library. Lesley advised that this was a fantastic scheme but voluntary work at the Library was probably not the most appropriate way of working towards it, so it was agreed to decline this request.

8. CHILDREN'S LIBRARY

No issues outstanding.

9. FUNDRAISING

Nothing to report.

10. ANY OTHER BUSINESS

There was no further business.

The meeting closed at 7:25pm.