

## **SOMERSHAM COMMUNITY LIBRARY Management Board Meeting – 26<sup>th</sup> JULY 2017**

Present: Elsa Evans (Chairman), Joke Whyment (Treasurer), Dawn Cave (Secretary), Hal Bates, Denise Calvert, Glenda Meakin, Lesley Minter and Pat Oxley

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

Apologies were noted from Paul and Barbara

### **2. MINUTES OF THE LAST MEETING ON 26<sup>TH</sup> JUNE 2017 AND MATTERS ARISING**

The minutes of the meeting held on 26<sup>th</sup> June 2017 were agreed and signed by the Chairman.

p1 Item 2 - Julyan had suggested Friday as the most appropriate day for school visits. Julyan had also issued a questionnaire, and was analysing the results. Lesley had visited schools in Somersham, Earith and Bluntisham about the Summer Reading Challenge, and children had already visited the library and mentioned Lesley's presentations.

p2 Item 3 – Dawn to identify a contact in the County Council's Property team was most appropriate to contact regarding the heating system. **Action: Dawn.**

p2 Item 4 – Denise had restocked the First Aid box, and would check and refresh it regularly.

p3 Item 7 – The training notes had been updated and Elsa and Anne had started the Spydus training for Vicky and Eddie.

p3 Item 7 – Denise had advised Anne of the Christmas closing date. Elsa would ask Anne to inform Library Services. **Action: Elsa.**

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

Hal advised that there had been an issue with the newly acquired white shelving, as someone had tried to put up display shelves on the wrong fixings in the Children's section, and they could quite easily had been pulled off. Hal had written something in the Red Book to alert volunteers.

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

Nothing to report.

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

Joke thanked Lesley for picking up an inaccuracy in the June accounts. Joke was keen to have someone to support her in her role of Treasurer, given the amount of reserves and legal responsibilities involved. It was agreed that Hal would ask Julie in the first instance, and if Julie was unavailable, would ask more widely. It was also suggested that if none of the volunteers had the necessary skills, it may be possible to see if there was support or funding available for training. **Action**

## **6. LIBRARY OPERATION**

Elsa and that advised that Debbie may be coming back in September, some of things Debbie used to do might get done. Updating list of all the tasks and role leader. At the moment – anything money, Joke, other volunteers – Denise or Anne P or Elsa. Will be clearer once the list is updated.

The new Service Level Agreement with the County Council includes the Code of Conduct as an appendix, which every volunteer needed to sign off. It was confirmed that signed copies of the Code of Conduct were kept for every volunteers, but these were mainly old ones, and needed to be updated to the current forms. Denise agreed to do this but noted that some volunteers seldom came in.

Now that Elsa had the final accounts and budget, she would be sending the Business Plan back to Library Services. The Management Board congratulated Elsa on all the work she had done on the Business Plan.

## **7. VOLUNTEER LIAISON**

Denise advised that a new volunteer was starting.

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

Glenda advised that FOSL had had a stall at the School Summer Fete.

Glenda went to ABCD (Asset Building Community Development) day in Cambridge with Lucy from Time Bank, which was about recognising the assets we already have. Lucy and Glenda had discussed the idea of all groups in village having a joint effort on recruiting volunteers during Volunteer Week in 2018.

Hal and Anne Pawson would be doing a plant stall with plant donations from Cranbrooke Nurseries on Saturday morning.

## **9. ANY OTHER BUSINESS**

None

**The meeting closed at 7.25pm**