

## SOMERSHAM COMMUNITY LIBRARY Management Board Meeting – 18<sup>th</sup> September 2017

Present: Elsa Evans (Chairman), Joke Whyment (Treasurer), Dawn Cave (Secretary), Denise Calvert, Glenda Meakin, Lesley Minter, Lavinia Blackwood, Paul McCloskey

### 1. WELCOME AND APOLOGIES

Apologies were noted from Debbie, Pat and Barbara. A special welcome was extended to Lavinia, attending her first Board meeting.

In light of Lavinia's appointment to the Board, it was agreed unanimously that the following Board Members would be removed as bank signatories:

- Deborah Barrott (Debbie)
- Jacoba Johanna Wilhelmina Whyment-van Zomereren (Joke)

And the following Board Members would be added as bank signatories:

- Lavinia Eileen Blackwood
- Paul William Joseph McCloskey
- Lesley Joyce Minter

It was confirmed that Elsa was also a bank signatory, and noted that as the above three Board Members all lived in Somersham, it would mean signing cheques would be easier. **Action: Joke to advise bank and change details with the Charity Commissioners (removing Debbie and adding Lavinia to the Board membership).**

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

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

Dawn to follow up with the County Council's Property team about heating. **Action: Dawn.**

It was confirmed that Anne was not responsible for letting Library Services know about the Christmas Closing dates – **Elsa to action.** It was confirmed that the library would be closed from 23<sup>rd</sup> December to 3<sup>rd</sup> January inclusive. Library Services had been advised about the change of opening times from 1<sup>st</sup> October.

The change of opening timings would also be included in the latest Somersham4U (published at the end of September), and Paul would notify the neighbouring villages' Parish Clerks. **Action: Paul**

Dawn to circulate FOSL AGM minutes to FOSL members. **Action: Dawn.**

### 3. HEALTH & SAFETY

Joke confirmed that the insurance would be renewed.

### 4. REPORT FROM CHAIR

**“Libraries First” workshop** - Elsa and Denise had attended this County Council workshop, and they explained that the Council wanted people to think about libraries first when they think of County Council services. The Council was also consulting on Children's Centres, which was relevant in terms of younger customers. There would be wide consultation to garner views from communities, on an engagement basis (i.e. not consulting on specific options). Some learning centres and libraries offer IT support, and some also offer the delivery of a home library service, as well as other services such as Citizens' Advice sessions, helping people access employment (improving interview skills, CV writing), and the larger libraries already help residents apply for bus passes.

Elsa and Denise had said that it would not make sense for Somersham to offer those services already offered locally e.g. at Victory Hall. Some of the discussion had been around staffed hours, which was of course not applicable as Somersham was supported entirely by volunteers. Open Plus (unstaffed opening) had proved popular at some libraries and was well used: borrowers seemed to like it, and there were apparently no problems with security. “Community led libraries”, including the new Brampton LAP, were also discussed. It was suggested that an item on the engagement exercise could be included in Somersham4U **Action: Elsa to email Paul.**

Research - Elsa had already emailed round the outcomes of the research project. It was interesting to see how others tackled issues such as volunteer shortages, finances, grants and fundraising. The research provided a wealth of best practice.

There was a discussion about whether to continue to subscribe to Gardeners' World if the Gardening Club provided a grant. **Action: Glenda to ask.** It was confirmed that the cost of renewal was £38, and the grant also included some plants for the front garden.

### 5. REPORT FROM TREASURER

Joke reminded everyone that the July accounts had been previously circulated, and she had circulated the August ones electronically shortly before the meeting.

A lot had been spent on Children's books this year, including books for the Reading Challenge, but spend on Adults books was only £74 so far. It was noted that there was not really a functioning book buying group at the moment (the book buying group comprised Elsa, Debbie, Pat O and Pat S). It was suggested that Julyan and Barbara could be asked if they wanted to join the group. The School was doing a Roald Dahl day in September, and had a recommended reading list. Some of the books were purchased through The Book People, which were very reasonably priced. Children's Non-fiction needed looking at: Clare Robertson was happy to act as a consultant.

There was a discussion on the formatting of budget reports.

## 6. VOLUNTEER LIAISON

Yvonne had returned, starting as an AV, as she needed a refresher course for Spydus.

Eddie had completed his Spydus training.

James was happy to come in as an AV.

Vicky has been trained but probably need to gain more practice on a Saturday.

Monica was another new volunteer who was keen to undertake the Spydus training.

There was a discussion on mixing volunteers, and the importance of training for AVs, as it was felt that this needed some more focus i.e. a more formal, set induction programme, as with Spydus. Ideally, new volunteers would be placed with the most appropriate experienced volunteers, but due to rotas and availability this was not always possible. It was suggested that there could be a sheet/workbook with different tasks listed. **Action: Denise to see if Anne wanted to help her with this.**

## 7. FUND RAISING EVENTS AND PUBLICITY

Glenda advised that there would be a Fund Raising meeting next week, which would look at the Autumn coffee morning (date tbc) and Christmas events. Dates, when know, could be added to the website and Village Scene. It was noted that the copy date for the next Somersham4U was the beginning of November, but the Somersham4U website could be used too. It was also noted that anyone could add notices to the Notice Board at The Cross. It was agreed that something needed

adding to the Notice Board to actively encouraging volunteers; the new opening times also needed to be advertised there.

The following events were also discussed:

- Library Week/Day – a book swap was suggested for 9-14 October.
- The medal ceremony for the Summer Reading Challenge would take place on 1<sup>st</sup> October.
- Night of Fantastic Beasts – 1<sup>st</sup> February 2018 – this would not be a fundraising event, but again the aim was to bring people in.
- Agreed Ali would be invited to the Coffee Morning, once a date was identified.

## 8. LIBRARY OPERATION

Biography – there was a discussion on how biographies were shelved. Unlike most libraries, which file under Dewey 920 and then alphabetically, biographies were shelved by Dewey 920 and then by subject e.g. sport, science. This encouraged people to borrow other biographies in their areas of interest. The labels for the shelves needed to be updated, and it was agreed that these would be trialed. **Action: Lesley.**

Reference section – very few library visitors use the reference section and other libraries in the county do not have a reference section. Maureen had indicated she was willing to review it, and the Board agreed that they were happy for her to do so, with the space being used for magazines or local studies.

Shed – there was a discussion about sorting the shed out, with Hal, Robert and Alan being identified as possible individuals to assist with this.

Key holders - Debbie would be returning her key to Elsa. It was agreed that Elsa, Barbara (Sarah currently has Barbara's key) and Lesley would be the key holders. There was also a discussion on using a key safe, and it was agreed that this would be investigated further and discussed at the next meeting.

Dewey numbering – Elsa was the only volunteer who did Dewey numbering for Adults non-fiction, now that Debbie had left, and Julyan for Children's non-fiction. Jean D, Julyan, Joke and Alan all do adult fiction. A lot of volunteers were doing cataloguing, but not Dewey. It was suggested that some of the newer volunteers such as Vicky may be interested, once she had completed her Spydus training.

Book Buying – suitable individuals for the book buying group were sought. Vicky was suggested for Science Fiction/Fantasy, Julyan for Junior books.

Shelf dividers – The specification for the proposed dividers states 20mm, whereas the shelves in the library were 30mm, but that included a ledge. Glenda agreed to request a sample if possible to check this out. **Action: Glenda.**

Carnival request – the Management Board endorsed a £100 request to the Carnival for display shelves to fit the new shelves. History was suggested as a theme for next year's Carnival.

## **9. ANY OTHER BUSINESS**

Debbie needed to pass on the password for the FOSL Facebook page. **Action: Elsa to ask Debbie.**

The Board discussed how to mark FOSL's thanks to both Debbie and Joke for all their hard work.

**The meeting closed at 9.25pm**