

SOMERSHAM COMMUNITY LIBRARY Management Board Meeting – 27th November 2017 at 7.30pm

Present: Elsa Evans (Chairman), Dawn Cave (Secretary), Glenda Meakin, Lavinia Blackwood, Hal Bates, Barbara Hulme, Joke Whyment, Lesley Minter, Paul McCloskey and Denise Calvert

1. WELCOME AND APOLOGIES

Apologies were noted from Pat.

2. MINUTES OF THE LAST MEETING ON 23RD OCTOBER 2017 AND MATTERS ARISING

The minutes of the meeting held on 23rd October 2017 were agreed and signed by the Chairman.

p1 Dawn spoke to Paul Welbourn who is making the relevant enquiries and will get back to Dawn and Hal.

p1 Elsa emailed Christmas closing times to Somersham4U. It was confirmed that the first day back was Thursday 4th January.

p1 Gardening Club: the grant had been received and a thank you note had been sent, informing the Gardening Club that it would be spent on a Gardening World subscription, and any spare spent on plants.

Good Housekeeping subscription: Annette Perry, who used to be a volunteer, still provides a subscription to Good Housekeeping. She had been contacted via her new employer, and sent a thank you, and a link to the website to keep her up to date.

p3 Subject dividers had been ordered for the Children's section: a decision would need to be taken in the new year if they should be ordered for the Adults' section too. The new dividers would just feature the Dewey numbers, not a picture.

p3 The Amazon Explore Science books now all gone to Soham, with the currently being used for Christmas books in Junior section.

p4 Christmas Decorations – these would be put up on 29th November, and there were sufficient volunteers to assist. Martin from the Parish Council would be doing the PAT testing on the Christmas lights. It was clarified that the shed had been tidied up and only the Christmas decorations needed to be sorted out: options including selling some of the old ones were discussed.

3. HEALTH & SAFETY

Nothing to report.

4. REPORT FROM CHAIR

Elsa presented performance statistics she had requested from the County Council, so that she could report back on the impact of the recent £695 grant, which had been spent on subject dividers, book buying (including the Reading Challenge) and event costs. It had been estimated that 200 children would benefit but this estimate now looks conservative – the April-September 2017 figures indicated that borrowing in the Children’s section had increased significantly. Borrowing of Junior Fiction, Junior Non-Fiction and Young Adults books was 23% for the year, which included a particularly pleasing increase of 107% for Young Adults. It was confirmed that these statistics were based on the numbers of books borrowed, not the number of readers. Junior Non-Fiction had also increased, probably due to School’s recommended reading list. It was confirmed that the Junior Reference section would be removed, and that all Study Guides had been discarded as they were out of date.

In terms of new members, 16 individuals had joined the library in September alone. The figures for new members in October and November should be higher because of new school children joining. It was suggested that on the basis of these impressive figures, it would be worth doing some publicity.

Book buying – most books were still being bought through The Book People and Amazon. There was a discussion on publicising book reviews from the media, not just from magazines and newspapers but also e.g. Richard & Judy and Tom Fletcher book groups, and stocking those books, and promoting via the website. It was further suggested that reviews from the Somersham Book Club could be included too. It was suggested that a folder/scrap book could be assembled featuring such reviews, advising borrowers that if books were not available from Somersham Library, they could be ordered at no cost from other Cambridgeshire libraries.

5. REPORT FROM TREASURER

There were no questions on the accounts.

The new heating system would cost less than anticipated, leaving more money available to spend on books, and possibly on taking the library out to people. The Board agreed that if the County Council agrees between meetings to the new heating system, they would be happy for it to go ahead, without further delay. It was noted that every time something was removed that was on the original Fixture

list, the County Council was formally asked to take it away. In discussion, it was suggested that the next major capital purchase would be windows, specifically the three on the south side of the building which were subjected to weathering. The possibility of grant funding for this project was suggested.

6. OPERATION AND VOLUNTEER LIAISON

Fax – There was a discussion about the fax machine, specifically whether the current machine should be replaced when it stopped working. It was confirmed that it was only usually used by the same individual, on a weekly basis, and it was suggested that they could be asked if they would be willing to use the scan and send facility instead.

Keys – it was confirmed that Yvonne C had the other set of keys. At a previous meeting, there was a discussion about having a key safe on the outside wall, but the difficulty was that it would be difficult to keep a record of who had the key. It was agreed to have three additional sets of keys instead – Lavinia, Glenda, plus one other. It was agreed that needed to establish which set of keys Vicky Moseley has. **Action: Denise/Elsa to check.** It was clarified that the three emergency key holders were Elsa, Lesley and Barbara.

Dewey – Elsa advised that Allison was doing Dewey for Children, and she was doing the rest: volunteers willing to do Dewey were still required. There were quite a few doing Cataloguing.

Volunteers - one new lady, Chris D, had started. Lorraine had completed the induction and was volunteering on 28/11 as a third. It was suggested that all new volunteers need to start by going through the folder.

Training – Lesley and Anne had drafted notes and passed these on to Elsa. These would be sent out after Christmas.

7. FUND RAISING EVENTS AND PUBLICITY

The Coffee morning on 22/11/17 had gone really well, and had been well supported, especially by the pub, meaning that it had been very productive financially.

The Library's Christmas tree had featured in the Christmas tree festival, and photos would be available on the Church website.

“Carols and Coffee” was the next event, scheduled for 16/12/17, featuring the draw for the hamper, and the Somersham Children's Community Choir.

The quiz had been booked for 17/02/18 at Victory Hall, and would be mentioned in Somersham4U.

There was a discussion on the possibility of doing something to mark Chinese New Year on 16/02/18.

8. ANY OTHER BUSINESS

Website development – FOSL needs someone to help with social media, and it was suggested that this would be a good project for a sixth former or a Duke of Edinburgh participant. Board Members were asked to consider likely candidates.

Lizzy Quinn, a specialist in dyslexia, was willing to provide her services free of charge to interested children or adults, and looking for ways to promote her services. Different options were discussed.

2018 meeting dates – it was agreed that these would be checked against the Parish Council meeting dates, to ensure no clashes.

There was a discussion about the Which? Subscription, and whether this could be accessed online.

The meeting closed at 8.45pm