

SOMERSHAM COMMUNITY LIBRARY Management Board Meeting – 22nd January 2018 at 7.30pm

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

1. WELCOME AND APOLOGIES

Apologies were noted from Pat, Hal, Barbara and Paul.

2. MINUTES OF THE LAST MEETING ON 27TH NOVEMBER 2017 AND MATTERS ARISING

The minutes of the meeting held on 27rd November 2017 were agreed and signed by the Chairman, with the following correction:

p3/Operation and Volunteer Liaison – last para – reference to Lesley should read Denise.

p1 Paul Welbourn (CCC) had not got back to Dawn and Hal about the new heating system. **Action: Dawn.**

p1 Elsa had emailed the Christmas closing times to Library Services as well as Somersham4U but this had not been acknowledged. Glenda had also sent a press release sent to Library Support. Lesley had phoned Library Support as the wrong date kept coming up.

p1 Gardening World – Joke had repeatedly asked Gardening World subscriptions team for an invoice, as she needs to pay the subscription by cheque, but to no avail. The magazine was still being sent through.

p1 All subject dividers had been done for Junior Non Fiction, Julyan would start to do the Junior Fiction. For Adult Fiction, empty video boxes were being used.
Action: Everyone to consider if we plastic ones should be bought for Adult Non Fiction.

3. HEALTH & SAFETY

Alison had undertaken both a Health & Safety assessment and a Fire Risk Safety assessment. All Board Members present considered them. There were no actions arising from the Health & Safety assessment, and only one action from the Fire Risk Safety Assessment. This related to the regular inspection by gas engineers not being carried out due to the impending installation of the warm air heating system. The Board asked for thanks to be passed on to Alison for all her hard work.

Denise advised that PAT testing had been done on the 11/12/17, and the only issue flagged up was that there was an extension running off another extension (for the kettle and the shredder) which should not be done, as there was a risk of overloading the socket. It was agreed that this would be raised with Hal to see if an alternative solution could be found e.g. a longer extension reel. **Action: Denise to raise with Hal.**

A volunteer had asked if there should be a panic button behind the counter. Board Members considered this, and concluded that as there were always at least two volunteers present, and given the location of the library (near other buildings/the Surgery) and logistical and cost implications, it would not be viable or worthwhile having a panic button.

Denise tabled a letter from a County Council officer who had done a survey on the provision for disabled people in the library. He was impressed by the Library's signage, disabled parking, ramp access, doors and hearing loop notice. A letter had subsequently been received from the County Council and would be added to the website. **Action: Dawn**

4. REPORT FROM CHAIR

Elsa reported that Library Services were introducing new library cards. It was confirmed that these were for new users or replacing damaged cards only, i.e. borrowers could continue using their existing cards, they did not have to be replaced. 250 would be sent to each library. There were no cards currently (i.e. the existing cards) and Elsa agreed to see if she could get some. ***Postscript: new library cards arrived 24/01/18***

Statistics for Junior borrowing were very good, and it was agreed that this should be promoted in Somersham4U, as it was important to spread the word outside the library community. Borrowing overall in the third quarter (01/10/17-31/12/17) had increased by 6% overall, and although there had been a fall in adult borrowing, there had been a substantial increase in Junior borrowing, partly attributable to the school visits, and new purchases in Junior Fiction, replacing books and buying books on School Recommended lists. Non-fiction figures had also increased. Junior Fiction had increased by 24%, and Junior Non-Fiction to 47%. For the same period, 88 new borrowers had joined, compared to 48 for the same period in 2016. Lesley observed that school visits also bring in some parents and siblings as new borrowers too. Young Adult borrowing had increased by an impressive 107%. The Junior Champions were looking at what display units they could buy with the £100 donated from the Carnival. The Book buying group had not met for a long time. It was noted that there was a folder on the display shelf of book reviews, and Board Members were asked to add any book reviews e.g. In magazines that they came across. **Action.**

5. REPORT FROM TREASURER

Santander had written on 17/01/18 to confirm the amendments had been completed. It was confirmed Lesley, Paul, Elsa and Lavinia were the signatories.

It was confirmed that the Library gets a few cheques for small sums each year from easyfundraising.com

Anne had retyped and updated the keyholder list.

Elsa asked why the Library pays rates but does not benefit from bin collections. It was suggested that Elsa speak to Cllr Criswell about this. **Action.**

There were no questions on the accounts.

6. OPERATION AND VOLUNTEER LIAISON

Elsa advised that there was something of a backlog for Dewey numbering on Adult Non Fiction. Jean and some of the cataloguing volunteers do the Fiction, and Elsa would be showing Monica how to do the Dewey numbering for Adult Non Fiction. Alison and Julyan do the white labels for Junior. Julyan has changed the boxes for Junior. DVDs were not being done, a volunteer needed to be identified who could do DVDs.

Denise advised that there was a new "day to view" diary behind the counter. The idea was rather than leaving notes on scraps of paper, any notes were written in the diary and crossed through once read by the named volunteer, who would check through the next time they were in. The Board agreed that it sounded like a good idea but had some concerns about how it would work in practice e.g. whether volunteers would remember to check, but they were keen to give it a go. It was also suggested that someone could go through it periodically to check outstanding actions.

Elsa advised that there were still problems accessing the bulletin board, and that CCC IT were aware.

Denise advised that Lizzie Quinn was keen to use the library for her dyslexia sessions. It was believed that she did not charge for these sessions. Practicalities such as keys and CRB checks were discussed, and some concern was raised as the Parish Council pays for the lighting and heating on the understanding that the library was used free of charge by community *groups*.

Two new volunteer registration forms were being processed. A young man undertaking the Duke of Edinburgh Bronze award was attending as third volunteer on Thursday afternoons. There was a discussion on jobs he could do, including pulling out all books that had not been borrowed for two years, and replacing date stamp sheets that were full, and writing new spine labels where these were not very clear. It was also suggested that he be asked if he willing to look at helping with posters and promotional literature.

Training notes – Anne and Denise had done meticulous notes, and these were passed on to Elsa for checking.

7. FUND RAISING EVENTS AND PUBLICITY

The Christmas celebration had gone well. The children's choir performance had been well received.

The FOSL quiz would be on Saturday 17 February. Posters were on display around the village, and it may be promoted in Somersham4U.

The Easter stall at The Cross has been booked for Saturday 31 March.

There was a discussion as to whether there should be a FOSL Fete again. It was agreed to give it a miss this year and do a Garage Sale instead, as there had not been a Garage Sale for a few years. Mid September was suggested as a likely time but the Fund Raising team would discuss. **Action: Glenda.**

It was agreed that given the healthy FOSL finances, events could be organised which promoted the library even if they did not raise much funds.

There was a grant opportunity to promote ecology awareness. It was agreed that FOSL would develop a project with the Nature Reserve, school and Parish Council environment group, probably talks and outdoor events. **Action: Elsa.**

8. ANY OTHER BUSINESS

Dates: Dawn had checked the proposed Board meeting dates against the Somersham Parish Council dates and changed the May date (to 4th June) and November date (to 19th November) accordingly. All agreed the dates for the rest of 2018.

The next Film Night at Victory Hall was adapted from a book, Daphne du Maurier's *My Cousin Rachel*. It was agreed that this could be promoted by email to FOSL members. **Action: Elsa.**

The Parish Council had not been receiving copies of the FOSL Board meeting minutes. Elsa to email Penny the link to the FOSL web page where the minutes are. **Action: Dawn/Elsa.**

The meeting closed at 8.45pm