

SOMERSHAM COMMUNITY LIBRARY Management Board Meeting – 26th February 2018 at 7.30pm

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

1. WELCOME AND APOLOGIES

Apologies were noted from Paul.

A special welcome was extended to Julyan.

2. MINUTES OF THE LAST MEETING ON 22ND JANUARY AND MATTERS ARISING

The minutes of the meeting held on 22nd January were agreed and signed by the Chairman.

p1 Heating/lease – issues had emerged as a result of the enquiries with the County Council regarding the lease. The lease had expired in 2016 i.e. there was not a current lease: there used to be a three year Business Plan/Service Level Agreement (SLA) and the lease renewal was tied up with that. In 2016, because of the Library Service Review at the County Council, the Council had stated that they would only sign one year SLAs with the LAPs: Elsa had sent back the 2017/18 one but never received a signed copy from the Council. This issue had been raised with Councillor Criswell, the Library Services Manager and the Head of Library Services, but the issue had not been resolved. Lesley agreed to raise the issue with Councillor Criswell at the Parish Council meeting. **Action: Lesley.** The Board was keen to get the heating sorted, so the issue with the lease really needed to be resolved.

p1 Subject dividers – the new dividers had been tried out in Junior Non Fiction but they did not work as well as hoped, probably because of the size of the books, and because most books were hardback. It was therefore agreed to hold fire before buying more for Adult Non Fiction as the same problem was likely to arise. Julyan advised that they work in Junior Fiction because most books were paperback.

p2 Health & Safety/extension – Hal advised that it would be expensive to achieve a solution to the issue raised (using two extension cables). The current set-up was safe and not illegal, there were no heavy duty appliances being used in that socket. Having considered this information, the Board agreed that the leads were not

presenting a risk, and it was agreed that a note to this effect would be included in the Risk Assessment.

p2 County Council disabled access letter – Dawn to do. **Action.**

p2 The new Library cards had now been received and were being used. There had been a problem with one particular card, which had the same number as a current (albeit latent) library member elsewhere in the county. It was confirmed that the cards received were not numbered in a particular sequence.

p2 The Book review folder was now on the shelf, and everyone was encouraged to add to it, as and when.

p3 Although the Library pays Rates, it does not benefit from refuse and recycling collections, as full Business Rates were not paid.

p4 the grant opportunity had been discussed at the Parish Council, who were supportive. Elsa, Paul and Phil Clarke would be having a discussion on how to put a submission together before the 20/03/18 deadline.

p4 FOSL minutes – Dawn was now copying Penny in when the minutes were circulated.

3. HEALTH & SAFETY

Lesley advised that the tap on the water heater was loose. Hal explained that previously, the tap had become very loose, but he had been unable to source a replacement, so he had moulded the inside with some plastic padding. Whilst this worked, it tended to loosen easily and come off, those using it just needed to ensure it was put back on correctly. Hal advised that he would endeavour to find a longer term solution.

It was noted that a bag of gritting salt had been put out in the entrance hall to deal with the current icy weather.

4. REPORT FROM CHAIR

Elsa advised the next newsletter would be going out shortly, and would include an update on the encouraging borrowing figures for the previous year. Julyan would be undertaking further analysis of the results from the school. It was agreed that the borrowing figures needed to be publicised wider, and both Somersham4U and Village Scene (which is also delivered to neighbouring villages) were options. It was noted that increase in Junior borrowing was probably partly attributable to the regular School visits and the Reading Challenge. Adult borrowing had reduced by

4%, but it was noted that this was against a background of no Adult buying, as there was no operational Book Buying Group currently, but there were still significant, good donations received.

5. REPORT FROM TREASURER

Gardening World subscription – given the ongoing, unsuccessful attempts to contact the Gardening World subscriptions department, so that they could send an invoice, it was agreed that it would be more sensible to set up a Direct Debit. It was confirmed that this could be cancelled at any time. **Action: Lavinia.**

It was noted that a significant component of “Office running costs” (£469 year to date) were the new dividers.

There was a discussion on the purchasing of stickyback book coverings and general stationery ordering. It was noted that some of the Cambridgeshire libraries no longer covered donated books. The Board discussed this and agreed that the books looked better and lasted longer with covering, and this was a small cost given that the library did not incur the cost of purchasing the books.

There were no questions on the accounts.

Lesley reminded the Board that they had previously discussed accessing Which? magazine online, which she had raised with Library Services, but never heard back. **Action: Lesley to revisit.**

6. OPERATION AND VOLUNTEER LIAISON

There had been another problem with the fax machine. Members debated at length whether a new fax machine should be purchased, and concluded that it may be preferable to dispose of the current fax machine, as only one person used it, and signpost to alternative providers of fax services e.g. Impressions, the Post Office. Scanning was apparently not an option for this particular customer, and not all volunteers knew how to scan documents. It was suggested that scanning training should be offered again to all volunteers. **Action required.**

Denise advised that she was still getting feedback that some volunteers were not undertaking particular roles properly, and some were teaching new volunteers wrong methods: examples were given. This was frustrating: detailed training notes were now available, and there was plenty of information available to volunteers in the Red Book and other sources. **Action: Dawn to add Training Notes to the documents page of the website.** The Board discussed the possibility of Volunteer meetings or training, but it was feared that those who need to attend would not attend. It was noted that there was already a guide to “Who to ask when you have a problem” in the Red Book.

The Board discussed what would happen to the shelves currently occupied by reference books when the reference books had gone. It was agreed that volunteers should be asked for ideas. One possibility was adding the scrapbooks so they were adjacent to the Local Collection.

The Time Bank would be using the library every Friday throughout March for coffee mornings. It was confirmed that Lucy had been issued a spare key.

Julyan advised that on Friday 2nd March, there would be two school classes coming in, one at 2-2.30pm, the other at 2.30-3pm.

Denise advised that two new volunteers, Barbara G and Linda D, were progressing well.

7. FUND RAISING EVENTS AND PUBLICITY

Glenda advised that the quiz had gone well, 5.5 teams had taken party and the event had raised £220 (around £130 after hall hire and prizes were deducted). It was suggested that it may worth trying to hold it in the lighter months.

The Library was one of the community causes for the Waitrose green tokens this month.

Glenda outlined the plans for Easter, including a raffle for a breakfast hamper, a stall at the Cross (selling cakes and homemade produce, books, plants and raffle tickets). The Bluntisham Ukulele group would be coming in on Easter Saturday. Someone had knitted some ducks which could be sold too.

Glenda was looking at dates for the Garage Sale in September.

8. ANY OTHER BUSINESS

Denise gave apologies for the March and April meetings; Joke gave apologies for the April meeting.

Elsa proposed co-opting Julyan Hunter on to the Board, and this was agreed unanimously by those present.

The meeting closed at 8.50pm