

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

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

1. WELCOME AND APOLOGIES

Apologies were noted from Denise.

2. MINUTES OF THE LAST MEETING ON 26TH FEBRUARY AND MATTERS ARISING

The minutes of the meeting held on 26th February were agreed and signed by the Chairman.

The following updates on actions were noted, which were not covered by items later in the meeting:

P2 County Council letter – Dawn to do

P3 Gardening World subscription – Lavinia to do.

P3 Scanning training – this was dependent on volunteers coming forward.

P3 Training Notes – Dawn to do.

P2 Performance report on Junior borrowing – Elsa to do.

3. HEALTH & SAFETY

Heating – since the last meeting, the boiler had broken down, so there was currently no heating. It appeared that the fault could not be repaired, so the new heating system was required as a matter of urgency.

In relation to the lack of heating, a risk assessment had been carried out and Alison, as Health & Safety advisor, had been consulted. Alison had recorded the discussion in the Health & Safety log. The main issues were the impact on customers and volunteers. The impact on customers was minimal, as most do not stay too long, and usually wear coats in cold weather. Volunteers were more likely to become cold, so they had been given the option, even if they had signed up for a session, to not stay if they find conditions were not suitable. Two electric heaters were being used but the building was still cold, especially the first week following the breakdown (week commencing 12/03/18). Volunteers were also being urged to walk around to keep themselves warm, or sit by one of the heaters. All volunteers had been contacted, either by email or phone.

PAT testing - Hal advised that PAT testing was no longer a legal requirement, partly because most appliances now had fixed/sealed plugs, so it was less of an issue. It was now up to individual organisations to decide how regularly they should do PAT testing. It was noted that the PAT testing was currently done via the Parish Council, at no cost to FOSL. It was suggested that the current yearly testing should continue. Paul pointed out that there was a legal requirement to operate safely, and the onus was on the Board to ensure that equipment was safe for volunteers to use. It was suggested that volunteers be asked to check equipment for any issues (e.g. damaged cables). It was noted that one benefit of the relaxation on regulations on PAT testing was that an extra heater could be brought in. It was agreed that no heater should be put in the Children's section.

4. REPORT FROM CHAIR

Elsa advised that Cambridgeshire County Council (CCC) had recently confirmed that whilst the lease for the building to the Parish Council had expired in 2016, they should just follow the terms of that lease, i.e. as tenants, they were free to replace the boiler. CCC were preparing to extend the lease, but from FOSL and the Parish Council's perspective, it was important that the lease and the Service Level Agreement (SLA) were coterminous. Because the Library Review was taking place, CCC had been reluctant to sign up to a three year SLA – the current SLA was for one year. Elsa would be meeting with the Assistant Director of Community & Cultural Services, and the Head of Library Services, and would be requesting a three year lease, linked to the SLA.

Procuring installation of new heating system – Hal advised that the quote obtained last April had increased, partly due to increased materials costs (the panels are manufactured in Austria), to £4098.79. A cheque was required for half that amount. The building would need to be closed for two days, Monday 16th and Tuesday 17th April, for installation¹. The Board agree that they were happy to leave the electrician in the building unsupervised. The electrician's costs were £1380 including VAT. A new supply limit was required, as the current one did not have the capacity.

Hal explained that because of the age of the gas boiler, the gas engineer had advised that it would either be impossible or prohibitively expensive to find the replacement parts required. The gas engineer had been asked about decommissioning the gas boiler, i.e. safely disconnecting it, and the costs was approximately £250. It was noted that if it was decommissioned, it would not be possible to use the air circulation from the current ducts, which had been a useful

¹ Since changed to Tuesday 17th and Wednesday 18th April

facility on really hot days. It was agreed that it should be completely decommissioned and more fans used on really hot days.

It was noted that the new heating system was 'radiant heat' panels, which were used a lot in other parts of Europe, and this system heated objects rather than air. The equipment was guaranteed for five years and required no servicing as there were no moving parts. Costs were roughly 30% less than gas heating.

There was a discussion about whether to remove the night storage heater in the lobby. It was agreed to replace it with a radiant heat panel, but higher up than where the storage heater was situated. The Board congratulated Hal and Elsa for all their hard work on the replacement heating system. **Action: Elsa to tell Penny when the gas was disconnected; Hal to advise the electrician that the Board accepted the quote.**

It was agreed that whilst the electrician was on site, he would be asked to move the doorbell inside, rather than in the lobby. **Action required.**

Which? database – Dawn agreed to contact Library Services on this issue.

The General Data Protection Regulations (GDPR) would become law on 25/05/18. Whilst customer information was covered by the County Council, there was an issue about the personal data held on volunteers. Evidence was required on (i) why data was being kept (e.g. references) (ii) how data was being kept safe. Emails to volunteers/FOSL Members was already being sent out using 'bcc' (blind copy). It was agreed that the next FOSL membership registration would include a statement saying that the data was being kept, with a tick box for consent to agree to keeping information (email, phone number, etc), with an option to unsubscribe for both Members and volunteers. This would also apply for any new volunteers. It was suggested that such a statement should be included as standard at the bottom of any communications to volunteers, so that they can opt out at any time. There was also a discussion on the hard copy of the volunteer list kept at the Library, and security on how that was kept. **Action: Elsa to ask Anne to include on the form.**

LAP meeting – Elsa advised that Library Services had previously arranged an annual meetings of LAPs, but due to really low staffing levels, this was unlikely to happen in future unless the LAPs organised it themselves. The Board agreed that they were happy for Elsa to suggest to Library Services that the first meeting could be held at Somersham Library.

Funding bid (ecology) – Elsa had spoken to Parish Council and Nature Reserve contacts, and it was agreed that it was best for the application to be made by the Nature Reserve to the British Ecological Society for £2000. The project would involve a field ecology kit, species guides and books. There would also be Information point at the Orchard, workshops and events. The outcome should be known in May. A bid was also being put in to the A14 community fund for £1700.

5. REPORT FROM TREASURER

Lavinia presented the accounts. It was noted that £163.90 had been spent on Adult books, year to date. Elsa would be emailing all Book Champions, asking them to nominate one book each. £764 had been spent on Children's books since June 2017.

There were no questions on the accounts.

6. OPERATION AND VOLUNTEER LIAISON

It was agreed that the last operational day before Christmas would be Saturday 22nd December, and the library would reopen on Thursday 3rd January. Library Services would be advised nearer the time.

One volunteer had suggested that the low chairs in the library were too low for older volunteers and customers, and suggest they were replaced with higher, wider chairs with arms. After discussion, it was agreed that there was already a good range of different chairs, and there was no need to change or replace any, but Lesley would speak to the volunteer who raised the issue. **Action required.**

The Board was pleased to note that there were a number of new volunteers coming forward.

7. FUND RAISING EVENTS AND PUBLICITY

Glenda gave an update on the Easter fundraising events. There would be a stall at The Cross on 31st March – all donations were welcome. The Bluntisham Ukelele group would be performing.

A stall had been booked at the Carnival, the entry had been submitted, the theme would be scarecrows this year.

16th September had been identified as the date for the Garage Sale, The Cross had been booked, and Glenda would be speaking to the Rose & Crown to see if some reciprocal arrangement could be established. Julyan observed that those living further from the centre of the village do not get good footfall, and suggested that there may be scope to double up with someone closer. The pub had offered their car park for the event. It was agreed that this could be offered as an option, and update map the map to include footpaths. Reference to the library needed to be made in the sign.

8. ANY OTHER BUSINESS

It was noted that there had been some issues with the automated system for reserved books – it appeared that emails advising users that their books were available were not always being sent.

The meeting closed at 8.55pm