

SOMERSHAM COMMUNITY LIBRARY Management Board Meeting – 23rd April 2018 at 7.45pm

Present: Elsa Evans (Chairman), Dawn Cave (Secretary), Glenda Meakin, Lesley Minter, Hal Bates, Barbara Hulme, Julyan Hunter, Paul McCloskey

1. WELCOME AND APOLOGIES

Apologies were noted from Denise, Pat, Lavinia and Joke.

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

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

p1 Gardening World subscription (Direct Debit) – Lavinia to progress.

p1 Scanning training – there had been no takers to date.

p2 Gas meter – Elsa had told Penny who going to contact the gas company, but the meter management company also needed to be informed. Hal confirmed that a suitably qualified registered gas engineer would be decommissioning boiler. Penny needs to be advised when that happens. **Action: Elsa/Hal**

p3 doorbell – this would be done when the electrician returns.

p3 Which? subscription – Dawn had contacted Peter Baxter in Library Services who would be providing the relevant information for volunteers about how to log in to the Which? subscription.

Elsa gave an update on Anne. Other volunteers were picking up Anne's regular slots, the only issues were around volunteers to open up and lock up on some days. Comprehensive notes were available and training was also available on request for those not experienced at opening and locking up.

p4 Chairs – Lesley had fed back to the volunteer who had raised this issue, who was happy the outcome.

3. HEALTH & SAFETY

Hal provided an update on the heating. One of the units was faulty so a replacement unit was being sent from Austria, and should arrive by 25/04/18, and would be fitted at a time when the Library was closed. A panel also needed to be installed in the lobby.

All units could individually be switched off, e.g. anyone using the library in the evening for a meeting could just have the units on in that part of the library. The electrician, Andrew Peters, had been brilliant, especially as it turned out that the

Library had a suspended ceiling, which had made the job more difficult. It was agreed that a notice would be put on the library counter, giving him free publicity. Hal would need two cheques as soon as possible, one for £2049.39 made out to A.R.C., and one for £380 for Peters Electrical Ltd. The thermostat was on-site, and it was agreed that it needed to be fixed (as opposed to a remote control, which could be mislaid). Instructions would be provided for the Red Book but it was more or less the same as the previous thermostat. A major benefit was that the panels provided more or less instant warmth.

The Board thanks Hal for all his hard work in this.

4. REPORT FROM CHAIR

Elsa had sent out the newsletter, which included items on the Junior library performance and GDPR, which comes into force at the end of May.

GDPR: The next time FOSL forms were circulated, something would be included about holding information. Library members' information was held centrally by the County Council, not FOSL, and all the volunteers had signed up to a Code of Practice which states that they will only use that personal information for library business. Personal data on FOSL Members was covered in the subscription form. Information on the addresses and contact details of previous FOSL Members was also held i.e. those who had not renewed in the last few years, who were still sent emails: this probably needs to stop, the newsletter gives the option to unsubscribe, and change their mind at any time.

The Final category of data kept by FOSL was for volunteers, which included references, but this information was held securely. There was a whole paper file which needed to be kept securely in the office. Volunteers needed to be reminded that the office door should be kept shut during hours of operation. Elsa suggested that this information could be scanned and kept electronically.

Accounts: The financial year end for FOSL was the end of May: Lavinia and Joke would arrange for the year end accounts and audit. The Board discussed the possibility of having the AGM on 23/07/18, with a short, regular Board meeting immediately beforehand.

Elsa had raised with CCC the possibility of having a meeting with other LAPs. CCC had advised that this was in hand. It usually took place mid June, and a report would be sent if there was no available representative from FOSL.

Parish Council AGM – Elsa was unable to attend so Lesley would be presenting the report.

There was a discussion on encouraging performance figures, especially for Young Adult borrowing. The school visits had led to a number of new members, from both children, siblings and parents.

There was a discussion on the possibility of more interaction with other LAPs, to share good practice etc. Looking at the profiles of the different LAPs, Somersham was most like Haddenham. It was suggested that a visit could take place, to share experiences and possibly swap books.

5. REPORT FROM TREASURER

The Board discussed the account. There was a discussion about separating out the heating costs, as this was a one-off purchase.

The accounts would be prepared in time for the AGM in July. Joke had indicated that after the end of year accounts were all sorted, she would be leaving the management committee.

There was no further discussion on the accounts.

6. OPERATION AND VOLUNTEER LIAISON

As well covering Anne's slots, other things that Anne did, like the diary, also needed to be covered. There was a discussion about covering Ann's Spydus training – it was suggested that Lavinia or Debbie may be able to cover this. Lesley would ask Anne for her keys. **Action: Lesley.**

In terms of volunteers, Monica may be joining the Sunday team. It was confirmed that the only costs for the Sunday openings were for coffee and biscuits.

7. FUND RAISING EVENTS AND PUBLICITY

Glenda gave an update on the Easter fundraising events. All had gone well and approximately £230 raised. The ukuleles in particular had been a great hit.

There were no further meetings about the carnival.

A £297 cheque had been received from Waitrose "Community Matters", which was very much appreciated.

Teasers had been included in Somersham4U for the September Garage Sale.

October 2018 would be the fifteenth birthday of FOSL/Somersham Library Access Point. This was very close to National Libraries Week, and it was proposed that 06/10/18 would be the Reading Challenge presentation. Board Members were asked to think about how to mark the fifteenth birthday – either a big event, or a series of smaller events. **Action: All.** It was noted that the October deadline for Somersham4U was 31/08/18. Bringing forward the Jolly and seeing what the other LAPs, which all started at the same time, were options that were put forward.

Elsa advised that the earlier closing on Thursdays had not impacted on visitor numbers.

8. ANY OTHER BUSINESS

Hal asked if anyone knew exactly where the spare floor tiles were – it was suggested that they were in the shed.

Elsa asked Board Members to think about what to use the shelves for which had been vacated by the reference section. It was noted that Carrie had offered to do new blocks.

The meeting closed at 8.55pm