

SOMERSHAM COMMUNITY LIBRARY Management Board Meeting – 4th June 2018 at 7.30pm

Present: Elsa Evans (Chairman), Dawn Cave (Secretary), Lavinia Blackwood, Lesley Minter, Barbara Hulme, Julyan Hunter, Paul McCloskey

1. WELCOME AND APOLOGIES

Apologies were noted from Hal and Glenda.

It was noted that Joke had resigned with effect from the end of month from both Board and as a volunteer.

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

The minutes of the meeting held on 26th March were agreed and signed by the Chairman, with the following correction: "...coffee and biscuits, *which were covered by donations.*" Denise explained that the Sunday openings were self-supporting, and even made a contribution, funding the coffee machine, and would be paying for the first prize in the next raffle.

Item 2/It was confirmed that the issue with the gas supplier and engineer was all sorted.

Item 3/It was noted that Anne was coming in as an AV. The Board was pleased to note that Anne D. was getting better but not ready to come back yet.

p1 it was noted that there had been some issues with the doorbell, with it ringing intermittently, and a new doorbell was required. **Action: Hal.**

Which? magazine – still outstanding. Action: Lesley and Dawn.

3. HEALTH & SAFETY

It was noted that there was a broken chair that needed replacing.

4. REPORT FROM CHAIR

It was noted that Barbara was on duty for the Library Services visiting, Denise would also attend.

It was noted that Julie Kisbee would be visiting the LAPs prior to the LAPs' AGM. These meeting had been used over recent years to discuss the Service Level

Agreement, although that document had not been physically signed at that meeting. It was further noted that in the past, there had been three year business plans, but because of the Library Review, this had changed to annual business plans.

There had been a recent request from Grace to do some Duke of Edinburgh (DoE) volunteer time at the library. Different types of activities, including project work e.g. getting involved in the Reading Challenge, were discussed. It was noted that DoE volunteer Archie had recently finished and there had been a request from another DoE candidate. It was noted that the main issue with DoE volunteers was supervision and offering the right type of activities for them to do.

Elsa reminded the Board that a few months ago a joint bid had been submitted with the Nature Reserve for a Biodiversity and Ecology funding bid for field guides and biodiversity toolkits. Unfortunately, this bid had been unsuccessful, but the framework of the bid may be used for similar funding opportunities.

Notice for the AGM would be issued shortly. It was agreed that a short management meeting would precede the 23rd July AGM, with the management meeting starting at 7pm prompt, and the AGM at 7.30pm. The Chair's report would be attached to the financial statement.

Elsa had sent out the FOSL Membership renewal forms, and had started to receive completed forms back. Failure to complete the form meant that an individual could not vote. With the advent of GDPR, completion of form was taken as implicit consent to hold the members' data.

5. REPORT FROM TREASURER

Lavinia advised that the main expense had been heating. There had been a £200 donation from Eversheds, via Vicky, which the Board was pleased to note.

The fees for Good Housekeeping magazine, which former volunteer Annette still pays, had increased. It was agreed that Annette should be contacted if possible, so she was aware of the increase, and thanked for her continuing generosity. **Action: Lavinia to scan GH notice and send it to Elsa.** It was also agreed that Annette should be invited to the birthday celebration later in the year.

Lavinia outlined changes to the way she would be producing the accounts, doing just one annual account, rather than monthly file. The Board would still provided with a monthly statement.

6. OPERATION AND VOLUNTEER LIAISON

A volunteer had expressed concern about the diminishing supply of VistaFoil. Elsa confirmed that she had ordered it from Library Services in February, and it was unclear whether this had been received and used up, or if it had never been received. Whilst supplies could be ordered directly, ordering through Library Services meant that VAT was not payable. Library Services only invoice once a year. The quantity used for processing varied according to the number of donations, but there were always books to be processed. As Joke had now left, someone needed to be identified who would be responsible for Stationery, and records started afresh. **Action: Elsa.**

Yvonne C wanted to learn what to do with DVD donations. Elsa agreed to action. **Action: Elsa.**

VOLUNTEER LIAISON

Lesley advised that the library was struggling to identify volunteers for all slots, due to both holidays and ill health. A number of volunteers were doing one hour slots, which was not a problem, but it was suggested that volunteers should be asked in the first instance if they would consider extending a one hour slot to two, during this difficult holiday period.

It was noted that some of the newer volunteers may want some training on Spydus.

7. FUND RAISING EVENTS AND PUBLICITY

Donations for the upcoming raffle were sought, in particular bottles and cans.

It was noted that there would be no presence at the School Fete.

There would be a meeting after the Carnival to work towards the Garage Sale in September.

There was a discussion about the 15th birthday celebration. Alison had suggested not combining the medal presentations with the birthday celebrations, as it was too long to wait, and it was agreed that the medal presentation should be in early September, and it was suggested that Debbie could be asked to present the medals. There was a discussion on who was involved in the Reading Challenge, and it was noted that Lesley would be coordinating. It was suggested that Grace (DoE volunteer) could help with this.

Julyan and Lesley had looked at book list for the Reading Challenge, and the Board agreed that around £250-300 could be spent on the books. The books needed to be ordered as soon as possible so that they could be processed in time. September 15th was agreed as a suitable date for the medal presentation. Lesley would contact the school(s) to arrange assemblies. **Action: Lesley.** It was agreed

that the Jolly would be held in October rather than at Christmas, to celebrate the Library's 15th birthday, and a cake would be ordered. **Action: Julyan to order cake.**

8. ANY OTHER BUSINESS

Julyan advised that the Library still had a "Reading Together" section, which other libraries no longer have. It was suggested that they be retitled as "Beginning to read" or "Young Readers".

It was confirmed that there were two copies of the "Who Else writes like...?" book in the library, the latest being the 2012 edition. It was agreed that this was a very helpful resources which should be promoted.

The meeting closed at 9.10pm