

**SOMERSHAM COMMUNITY LIBRARY Management Board Meeting – 23rd July 2018
at 7.30pm**

Present: Elsa Evans (Chairman) Hal Bates, Dawn Cave (Secretary), Lavinia Blackwood (Treasurer), Glenda Meakin, Lesley Minter, Paul McCloskey, Julyan Hunter, Barbara Hulme and Denise Calvert

1. WELCOME AND APOLOGIES

Apologies were noted from Barbara.

2. MINUTES OF THE LAST MEETING ON 25TH JUNE AND MATTERS ARISING

The minutes of the meeting held on 25th June were agreed and signed by the Chairman.

p1 Elsa had spoken to Jean about stationery, and Jean would be developing a system, and checking with Library Services to see what could be ordered from them.

p1-2 Reading Challenge books have all been catalogued and were on display.

p2 – the cheque for the boiler had been sent.

3. HEALTH & SAFETY

Nothing to report.

4. REPORT FROM CHAIR

There was no Chair's report.

5. REPORT FROM TREASURER

Lavinia and Elsa needed to set the 2018/2019 budget. The May 2017- May 2018 budget would be considered at the AGM. The Board was interested to note that more donations had been received, mainly from Waitrose and Eversheds.

Income had reduced from the previous year, when a major grant had been received – there had been no significant grant applications this year. The boiler had been replaced, and had cost less than the funding allocated, there was less pressure on finances. Therefore events which did not generate significant income would not be turned down, if they brought other benefits to the library and/or community.

It was noted that fines outweighed request charges: not all LAPs waived request charges.

It was confirmed that the 2017/18 accounts had recently been audited.

If any Board members had changes to suggest to the 2018/19 budget, they should let Lavinia or Elsa know. **Action: All.** The only overspend in 2017/18 had been the book buying for Children's and Young People's books, and it was suggested that a more realistic budget needed to be set for this budget heading. The 2017/18 expenditure for Children's books did not include the books purchased for the Reading Challenge which came out of the 2018/19 budget.

6. OPERATION AND VOLUNTEER LIAISON

There had been a visit from Library Services, including the new Head of Service, Sue Wills, who was a very experienced librarian, and a key member of the Chief Librarians' Organisation. Peter Baxter had also attended, who was the stock manager, and who fulfilled various other functions. Issues discussed included the SLA, Business Plan and Performance Target. A LAP AGM was originally planned for early July but had been deferred until early September.

Lesley advised that guidance on this year's Reading Challenge had been received on Friday afternoon, which included some key differences to previous years e.g. when children sign up, just give them the card, and only give them the folder and stickers on their second visit. Whilst the Reading Challenge was aimed at 4-11 year olds, keen 3 year old siblings could also participate. 15/09/18 had been identified as medal day, and Debbie had agreed to give out the medals and certificates. It was noted that there was another scheme for those aged 12+, but nothing had been received about that.

Julyan advised that the school would like to continue its visits next year, starting in September. It was noted that it would be helpful for the class teacher to keep the small (keyring) library card, as parents don't always remember to give their children their library card. If children had the old style cards, it was ok to issue the new ones, without charge. Administratively this would just be treated like a lost card.

Lesley had attended a school assembly in Somersham, and it was noted that ten house points were being awarded to any child who completes the Reading Challenge. A note had gone out on Parentmail. 33 children had signed up already.

Lizzie Q was coming in for volunteer induction. Lizzie is professional lecturer who worked with children with learning problems. She may be able to work on learning projects once she has settled.

7. FUND RAISING EVENTS AND PUBLICITY

Glenda advised that the Garage Sale had been advertised in Village Scene twice.

The birthday party would be discussed at the AGM, and everyone encouraged to save the date (15th October). Invitations had not yet been sent.

It was noted that Lynn (Timebank) made lovely cakes, and it was suggested that she be asked to make a cake for the birthday party. **Action: Lesley to ask Lynn.**

Denise advised that the Friendship Club would be holding their last meeting next week. Elsa asked Board members to think about other groups in the village who may be able to use meeting room facilities.

8. ANY OTHER BUSINESS

There was a discussion about locating Bain books in a more user friendly location.

The meeting closed at 7.30pm