

SOMERSHAM COMMUNITY LIBRARY Management Board Meeting – 17th Sept 2018

Present: Elsa Evans, Hal Bates, Barbara Hulme, Julyan Hunter and Glenda Meakin

1. WELCOME AND APOLOGIES

Apologies were noted from Lesley Minter, Dawn Cave, Denise Calvert, Pat Oxley, Paul McCloskey and Rob Downing.

2. MINUTES OF THE LAST MEETING ON 23rd JULY AND MATTERS ARISING

The minutes of the meeting held on 23rd July were agreed with one correction and signed by the Chairman.

p3 – item 8 AOB should read ‘There was a discussion about locating BAME books and identifying them for keeping.’

p2 – draft budget was proposed by Elsa and Lavinia for discussion at today’s meeting.

p3 – Lesley has asked and Lynn confirmed she would make a cake for FOSL birthday.

3. HEALTH & SAFETY

No issue raised.

4. REPORT FROM CHAIR

Debbie has resigned from the Management Board and from FOSL volunteers, To show our appreciation of her long service as a founder member of FOSL, we have presented her with flowers and champagne as thank you at the Summer Reading Challenge medal presentation. As with Julie Liddle, another founding member and FOSL’s first Chairman, we have given Debbie FOSL lifetime membership. It was suggested that we should express similar thank you to Joke, our previous Treasurer.

LAP Annual General Meeting would be held on 10th October. Elsa will attend on behalf of FOSL. We expect the draft Service Level Agreement before or at the meeting. It was not yet known whether the SLA would be for 1 year or 3 years. The SLA for the last 2 years has been annual due to the County Council’s library service review. We would be asked to prepare our Business Plan for the SLA. **Action: Elsa to draft the Business Plan and circulate to Management Board for comments prior to the LAP AGM.**

There was a question at the FOSL AGM about the bean bag to replace the old crocodile. It was agreed that having beanbags was not practical spacewise, and may even be a health and safety issue. It was agreed that this issue be revisited when the current children's chairs needed replacing.

Discussed and agreed birthday party arrangements for 13th October.

Public party 10.30 – 12.30 when the library is open.

- Invitations to: County Library Services (Sue Wills), Parish Council (Steve Criswell and current Chair), Friends as listed in the FOSL newsletter, FOSL members and volunteers past and present. **Action: Elsa to send invitation.**
- Tea, coffee, fairy cakes. **Action: Julyan to liaise with Denise for the provision of refreshment.**
- Carrie is doing a display of old photos and news cuttings. **Action: Elsa to confirm with Carrie**

Volunteers-only private party from 12:30

- Invitations to all volunteers past and present. Request RSVP to estimate catering. **Action: Elsa to send invitation.**
- Invitation to Hunts Post from 13.00. **Action: Glenda**
- Tea, coffee, sparkling wine/bubbly, birthday cake, savoury & sweet nibbles/ finger food. **Action: Julyan liaise with Denise.**
- Birthday cake. **Action: Lesley and Lynn**

World Book Day is on 7 March 2019. Through the Summer Reading Challenge, the Head of St Helens School suggested that they would like to bring the pupils to visit the library and suggested on or around World Book Day. Board members agreed this would be very welcome. Transport would be an issue as it would be too far to walk for the younger ones. Hiring a coach to shuttle them around would be a solution. Should approach Earith School for participation too. Agreed to investigate grant application and if unsuccessful FOSL could fund this. **Action: Lesley and Elsa to take forward the project with the schools.**

5. BUDGET AND FINANCE

Comments on the draft budget 2018-19:

- It was difficult to predict income from donations and library fines. Ad hoc expenditure like maintenance and fittings was also difficult to predict. Agreed to review budget at half-year and revise if necessary.
- Expenditure up to August has already exceeded budget. Agreed to increase budget to £250.00.
- With the above amendment, the proposed budget would be a deficit of £215. Board members agreed that as our bank balance was still healthy, it was acceptable not to accrue surplus this year. Draft budget approved with above amendment. **Action: Elsa to inform Lavinia to finalise the budget.**

The Carnival donation last year was for display equipment in the Junior Library. Julyan was still looking at options. Agreed it would be better not to rush into

purchasing something just to use the money. Request for donation from the 2018 Carnival needed to be submitted by Monday 24th Sept. Agreed to request £100 towards the transport of pupils for St Helens School visit to the library. **Action: Elsa to send the request form.**

6. LIBRARY OPERATION

Julyan enquired who the Junior cataloguing people were. Confirmed they were Julyan herself and Alison Foxley. Elsa was able to help as required. Other trained volunteers for cataloguing were Barbara H, Glenda and Alan Hunter. Jean Draper led on Adult Fiction cataloguing and Carrie for non-book stock.

7. VOLUNTEER LIAISON

Two new volunteers Lizzie Q and Liz A have completed induction. A further volunteer Sheila L would be coming in for induction later in the month. Two volunteers have resigned for other commitments, Janice H and Vicky M.

8. FUND RAISING EVENTS AND PUBLICITY

Garage Sale – 33 registered and 60 maps were sold. 6 entries to the Treasure Hunt were received. Glenda would wait till the closing time before announcing the winner. We were keen to hear feedback from participating garages. Other alternative idea such as car boot sale at the Millennium sports field was suggested but probably not for a couple of years.

Coffee morning in the Rose and Crown would be in November. A date would be set shortly.

The Fund Raising Team is looking at new ideas for the Christmas Tree Festival. The old tree made of wooden shelves was a bit worn.

Christmas celebration would be Saturday 22nd December which would be the last opening time before the Christmas and New Year break. Library will re-open on Thursday 3rd Jan 2019.

Elsa went to a free Marketing and Promotion Workshop provided by the County Council's 'The Library Presents' Programme. The Programme is funded by the Arts Council for 4 years. Events are taking place in County libraries including St Ives, Huntingdon and Ramsey. FOSL has done similar events in the past such as themed talks, screen printing workshop. Agreed we could approach Library Services for Somersham to participate in future years' programme. **Action: Elsa to make suggestion to Library Services.**

We haven't been updating our social media or digital publicity frequently enough. Nobody could get into Facebook at the moment. **Action: Elsa to contact Debbie and Ali McNamara for access.**

Newsletter circulated in draft. Any other suggestions should be sent to Elsa as soon as possible.

9. ANY OTHER BUSINESS

Barbara: Some of the reserved DVDs sent to us had not been unlocked. We could not open these to issue to customers without the right tool. Barbara has reported this via Bulletin Board but have not had any response **Action: Barbara to email Library Support to report this again.**

Julyan: Julyan has issued a letter to parents of Somersham School pupils about free issue of new library card with tag to enable the School to keep the tag of the card so that the children could still borrow books during the visit. A note has been put in the red book to explain this.

Hal: Hal was investigating a solution to the draught at the back door.

The date of the next meeting was confirmed as **22nd October 2018 at 7.30 pm.**