

## **SOMERSHAM COMMUNITY LIBRARY Management Board Meeting – 24<sup>th</sup> June 2018 at 7.30pm**

Present: Hal Bates (Acting Chairman), Dawn Cave (Secretary), Lavinia Blackwood (Treasurer), Glenda Meakin, Barbara Hulme and Denise Calvert

Observing: Rob

### **1. WELCOME AND APOLOGIES**

Apologies were noted from Elsa, Paul, Lesley and Julyan.

### **2. MINUTES OF THE LAST MEETING ON 4<sup>TH</sup> JUNE AND MATTERS ARISING**

The minutes of the meeting held on 4<sup>th</sup> June were agreed and signed by the acting Chairman, with the following corrections:

- Denise should have been listed as present
- Denise introduced the volunteer liaison report
- The 15<sup>th</sup> Birthday party celebration was not a “jolly”.

p1 Doorbell – it was noted that the new doorbell was not very reliable. It was agreed that if there continued to be problems, a new one would be purchased.

p1 Which? magazine – Dawn had received a response from Peter Baxter on 7<sup>th</sup> June, advising that someone would be getting in touch, but there had been no further contact.

p2 Lavinia confirmed that she had Annette’s email address, and agreed to email Annette regarding the Good Housekeeping subscription.

p1 It was noted that the broken chair was in the children’s section. It was agreed to delay replacement until others were required.

p3 Stationery - Elsa and Denise had approached Jean D, who was happy to take this on. Elsa needed to do a handover with Jean, after which point Jean was free to set up her own system. **Action: Elsa.** It was agreed that there needed to a note for the Red Book so that everyone followed a system.

p3 DVD donations – it was confirmed that donated DVDs could not be rented out, so the stockpile of donated DVDs did not need processing, they just needed to be sold.

p3 Reading Challenge – Lesley had arranged to visit Somersham School on 18/07/18 to talk about this, and hoped to get in touch with St Helens and Earith schools when she was back from holiday. Kathy S was working on a cartoon themed display for the central pillar, and Lesley was updating instructions and

posters. Most of the books had already arrived, but needed cataloguing and processing. **Action required.**

p2 Duke of Edinburgh (DoE) Award volunteers – Denise advised that there were two DoE volunteers currently, Ben and Georgina. Both were happy doing AV tasks, but everyone was asked to come up with activities they could be involved in.

p4 FOSL birthday cake – it was noted that Julyan had been quoted £65 for the cake, with limited decoration. It was agreed that this was expensive, but to leave a decision on what to do until the next meeting. The anniversary celebration could be promoted at the AGM.

### **3. HEALTH & SAFETY**

With regard to the cupboard, it was agreed that a light should be fitted inside the cupboard (bathroom style with a bulkhead), plus shelves. It was also agreed that the power closer on the door should be removed.

It was confirmed the Library had an Accident Book, a First Aid Box (which was kept up to date) and Third Party public liability insurance.

### **4. REPORT FROM CHAIR**

It was reported that the Library had been visited by Sue Wills, Peter Baxter and Julie Kisbee from Library Services. A variety of things had been discussed – ‘LAPs’ would be changing to ‘Community Libraries’; they had been very impressed by the newsletter that Elsa produces. Courses were being offered on children’s library work, and the struggles with social media had been noted. The possibility of a networking meeting with other LAPs/Community Libraries had been discussed.

Debbie had kindly agreed to do the presentation of the Reading Challenge medals.

### **5. REPORT FROM TREASURER**

The Board noted the Treasurer’s latest report. The following points were noted:

- The bill for the removal of the old boiler had not yet been received **Action: Lavinia to email Hal when cheque sent;**
- The list of trustees at Companies House was up to date;
- The budget for Children’s books was overspent;
- More library fines and donations had been received than had been anticipated;

- The year end accounts for 2017/18 appeared to show that the budget was significantly overspend, but there was actually an overspend, if the capital cost of the new heating system was deducted;
- The Board agreed that it was preferable for Lavinia to keep petty cash for small amounts.

## **6. OPERATION AND VOLUNTEER LIAISON**

It was noted that Denise had received one new volunteer registration form. It was agreed that it was be useful to have volunteer registration forms available at any events such as the Carnival, coffee mornings, etc.

## **7. FUND RAISING EVENTS AND PUBLICITY**

It was noted that the Fundraising team had done a great job at the Carnival, and raised £220.

The next event would be the Garage Sale in September. It was suggested that the DoE volunteers could help doing posters and publicity using the computers. Denise confirmed that both DoE volunteers were flexible in terms of their availability.

## **8. ANY OTHER BUSINESS**

Hal advised that he planned to resign his Board membership at the end of the year. He would still be involved as a volunteer.

**The meeting closed at 8.20pm**