

Present: Robert Alker, Mary Booth, Trevor Whincup (Glean-Hub Trustees); Helen Farr, Hilary Riley (SCC); Joyce Rowe, Janet Parnaby, Ann Kelly, Kathleen Ingram, Marie Wade, Gaye Courtney, Lynne Whittick, Janet Carr, Sheila Hall (Library Volunteers)

SCC Stock Management and Events

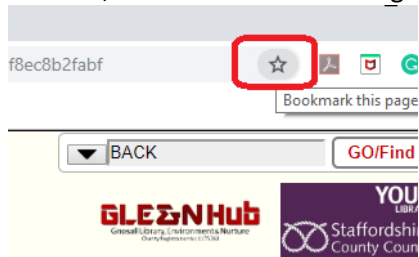
HR outlined SCC's support to the management of stock and special events

- a. SCC use the Collection HQ system to analyse trends in the borrowing in all county and community-managed libraries. This informs the movement of stock between the different libraries to optimise the books available at each. Several volunteers offered to get more involved in stock management
RA to organise a meeting to pursue this
- b. SCC publishes a calendar of national and international events for which community libraries might organise events. There is an expectation that all libraries will participate in the Summer Reading challenge; all volunteers require additional training as participants might visit the library during any session and there are standard procedures in Staffordshire.

Volunteers suggested the library should hold more audiobooks for children and large print non-fiction
(HR to investigate)

Operational Matter

- a. There is no longer a need for volunteers on duty to be present 30 minutes before opening. Twenty minutes seems adequate.
- b. Library rotas: You can access the rota directly from this link
 - a. <http://lcl.gleanhub.org/library/calendar.php?cld=1&f=ROSTER&listonly=y&key=73130bd0204a0f45c7ee876e3eb84f8ec8b2fabf>
 - b. The simplest solution to access it again is to save the link as a favourite (bookmark) i.e. Chrome, Firefox or Microsoft Edge, click on the star



- c. The issue of leaving after dark has been investigated. The Youth Club is used on the two evenings in question (Monday and Wednesday). There is no need to turn off the Youth Club lights and so the ramp will be illuminated
- d. Key safe: it is difficult to operate **(RA to oil it)**
- e. The library e-mail is still not working properly. **HF to continue doing battle with the IT**
- f. Notice Board: it is difficult to get the pins in. **(TW to order Velcro pads)**
- g. Gritting: nothing to report
- h. Signage: there an A board which should be placed by the entrance to the Grosvenor Centre when the library is open **(HF to add to the daily opening and closing procedures)** This is an interim solution; when the library have been reviewed, there will be a new sign made for the railings on the High Street which will include the opening hours. It was agreed to ask GPN to include the diagram showing the location of the library **(JR to investigate)**
- i. One volunteer suggested that there were problems with users being notified when their requests had arrived. HF agreed that there was a problem where books had been requested at the mobile library; these should work through but in the meantime it was agreed that volunteers should try

to contact customers by phone where the deadline for collection was near. HF said that the telephone notification system was still in use although there were rumours to the contrary.

- j. One volunteer had tried to search the stock catalogue to see what is in the library but the library doesn't seem to exist in the system (**HF to investigate**)

Congratulations.....

..... to our Rota Co-ordinator, Joyce Rowe, on becoming Gnosall Parish Council's Volunteer of the Year. This might have mainly been for Joyce's work with Gnosall Parish News but we really value what she is doing for the library.

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Events (and non-events)

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| 6 May | Library closed (Public Holiday) |
| 14 May | First Baby Bounce and Rhyme Session 11-11:30 (repeats on second Tuesday in each month) |
| 16 May | AGM of Glean-Hub 7:30 NB this is a change of date |
| 21 May | First Cake and Coffee Morning (repeats on third Tuesday in each month) |
| 23 May | Inter-library meeting to discuss Summer Reading Challenge; SCC Library Base, Astonfields, Stafford |
| 23 May | Family History Workshop 2pm – booking essential (repeats on fourth Thursday in each month) |
| 27 May | Library closed (Public Holiday) |
| 28 May | Baby Bounce and Rhyme 11-11:30 (repeats on fourth Tuesday in each month) |
| 15 June | Inter-library meeting to discuss Summer Reading Challenge; Cannock |
| 18 June | Library Volunteers' Meeting 2pm |

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