

Present:

Robert Alker, Mary Booth, Annette Davies, Claire Elkerton, Trevor Whincup (Glean-Hub Trustees);

Helen Farr (SCC);

Joyce Rowe (Rota Co-ordinator)

Janet Carr, Gaye Courtney, Sheila Hall, Judith Porter (Library Volunteers)

Opening Hours

RA reported that he had only received seven responses to the questionnaire circulated to volunteers and he was reluctant to proceed on such a low response. He was conscious that the questionnaire had proved difficult to complete and he would circulate it again in a format which he hoped would be easier to complete. He would also put printed copies in the library.

Assuming that the response is supportive the next step is to seek approval from SCC to consult the public about the proposals.

Action: volunteers who have not already responded should complete and return the questionnaire

GFest/Summer Reading Challenge

Hilary Riley (SCC) and RA visited St Lawrence Academy in the week preceding the launch of the Summer Reading Challenge to address an assembly about the scheme. RA reported that the children seemed enthusiastic and many were already library members.

SRC was launched formally at the GFest Community and Countryside Event. The library stayed open until the close of the event at 3pm – thanks to Gaye Courtney, Ann Kelly and Linda Morris for staffing the library after the normal closure. The records state that there were 48 visitors but that was probably an underestimate. To date 19 children have signed up for SRC with nearly half being new library members.

Arrangements are in place for the two space chase activity morning on 13 and 27 August. There is only one place available on the second date.

The Reading Café event for GFest was held and hosted by Nicholas Corder. He had stepped in at short notice and based it around a not particularly serious quiz which had helped to launch a discussion on books. Eleven people attended despite late advertising and they seemed to enjoy it

Action: volunteers on duty should promote the sessions to children of the right age visiting the library. The enrolment forms are in the SRC box in the library.

Logon problems

A number of volunteers are still experiencing problems with their logon. This is not necessarily at the same point in the four-stage process for accessing Open Galaxy. Some volunteers are contacting IT for advice

RA gave out his personal phone number; if all volunteers on duty were unable to log on they should call him and he would attempt to come to the library to try his logon.

Actions:

- a. Any volunteer contacting IT should start by asking for the it log number for the call and record this in the library diary
- b. HF will contact IT about the calls already made to look for patterns
- c. All volunteers should try to access Outlook from their own "log on" (*from the desktop page, click on the Outlook icon*) If this does not work they should contact HF
- d. At every session those on duty should check the Inbox for items of interest and leave messages in the diary for anyone else who might need to know
- e. RA to set out further discussions on establishing protocols for managing the content of the e-mail

Volume of IT Business

Several volunteers referred to the difficulties created by only having one computer with access to Open Galaxy. Most were giving priority to returns and new issues which meant that the registration of new members (and their initial issue of books) was often done manually leaving other volunteers to catch up later.

It was suggested that the emergency issue form should have the author and book title

Actions:

- a. RA/HF to discuss this further
- b. TW to redesign emergency record form
- c. RA to pursue shredder so emergency records can be disposed of as soon as possible

Personal Data

Some volunteers stated that there should be greater consistency of practice in putting all records with personal away in the lockers now that the drawers are no longer lockable

- a. All forms with personal data should be stored in the lockers when the library is closed
- b. HF will attempt to find a replacement set of drawers which are lockable

Keysafe

RA will definitely purchase a push-button keysafe before the next meeting

Action: RA

Future Events

RA asked for suggestions for future events

HF stated that September is Local History Month. There were concerns that there was not enough time to organise an event. **Action: RA to speak to Gnosall Heritage Group about a possible joint event.**

SH suggested a Christmas event. **Action: all volunteers are invited to suggest specific activities**

It was suggested that the Reading Café might become a regular (although not necessarily monthly) event but we needed to lead it ourselves rather than rely on Nicholas Corder. **Action: TW to suggest activities appropriate for a Reading Café.**

Next Meeting

Thursday 26 September at 10:30

