

Present:

Robert Alker, Mary Booth, Trevor Whincup (Glean-Hub Trustees);

Helen Farr, Hilary Riley (SCC);

Joyce Rowe (Rota Co-ordinator)

Janet Carr, Brian Howlett, Linda Morris, Janet Parnaby, Ann Sleightholme, Lynne Whittick (Library Volunteers)

Apologies

Annette Davies, Claire Elkerton, Beryl Whincup

Introduction

RA welcomed BH to his first meeting. He has volunteered to help with Family History.

RA also said that a number of volunteers had stepped down or reduced their hours. The Trustees had an article in the October issue of the GPN magazine; amongst other things, this was seeking new volunteers.

Actions:

- a. any volunteers who wish to increase/change their hours should contact JR
- b. any volunteers wishing to help with the activity programme should contact the organiser or RA

Opening Hours

RA has submitted a formal request to SCC to enter public consultation about the proposed changes. HF has asked him to provide more information about the Monday changes which he will do within the week

The library will be closed on 24/25 December and on 1 January. The Trustees need to decide whether the library will be open on Saturday 28 December and Monday 30 December/. They will be contacting all volunteers due to be on duty on those dates about their availability.

Actions:

- a. RA to submit more information to SCC
- b. RA/JR to contact volunteers about availability on 28/30 December

Library Usage

HF/HR have removed a selection of library stock to clear more room on the shelving.

HF is providing statistics of library usage and hopes to compare these with other libraries open for similar hours. RA will analyse these.

Actions:

- a. RA to circulate his analysis to volunteers
- b. All: anyone entering the library should be entered as a visitor (including volunteers) as this is the approach in all other libraries (where the count is automated)

GFest/Summer Reading Challenge

HR thanked everyone for their support to SRC. The response in Gnosall exceeded expectations. There were 33 starters and 14 finishers together with 16 children attended the Space Chase craft sessions.

LW had filled in the certificates and RA had presented these to St Lawrence pupils at an assembly.

Next year's theme is Funny Stories

IT Issues

RA thanked all those who had logged calls to IT Support about problems and asked that this continues.

HF said that having the call numbers had helped her to discuss the problem with the IT Section. As a result there is a new box in the library. This seemed to be working well for logging on but it did mean that each volunteer needed to be re-registered to access the library e-mail.

HF said there had been county-wide problems with Axiell and changes are likely. She was to attend a briefing session during the following week.

Actions:

- a. Any volunteer contacting IT should ask for the IT log number at end of the call and record this in the library diary
- b. Volunteers to use the emergency issues and returns sheet to record transactions when Axiell is not available
- c. Volunteers should use the library e-mail (rather than their personal one) when contacting customers but add their name to avoid confusion for other volunteers
- d. RA to draft protocols for managing the content of the e-mail

Equipment

The new key-safe is in place

RA is investigating the cost of buying a "feather" to replace the A board. He is also buying a box to store grit as winter is coming.

Actions:

- a. All: when locking up put the keys in the black bag provided
- b. RA is still to purchase a shredder

Refreshments

MB reminded volunteers that all purchases should be recorded in the black book in the refreshments cupboard together with the date when they are opened. There are also labels for the milk and biscuit packets in the book. Cakes for the monthly Coffee & Cake were welcome

Health and Safety

RA reminded volunteers that all accidents should be recorded on the reports form (copies in the Health & Safety manual)

GPN Magazine

As Gnosall Post Office is closing, copies of the GPN magazine are available for sale in the library. Any receipts should be entered on the daily cash sheet in the GPN column

Future Events

a. Reading Café

Following the last meeting TW submitted a plan for a Reading Café which had been accepted by the Trustees. The first will take place at 3:30 on 9 October. All volunteers are welcome to participate

b. Rainbow Guides visit

Gnosall Rainbow Guides will hold their meeting on 21 October in the Youth Club. They will visit the library in small groups to select a book whilst there will be craft activities for the others. It is hoped that all non-members will be issued with library cards as part of the visit.

c. Fundraising Quiz

Jordon Archer runs monthly quizzes in the Grosvenor Centre and the one on 2 November will be a library fundraiser. TW will be the main point of contact between the library and JA and JR will organise a raffle. Volunteers are free to offer prizes for the raffle.

d. Christmas Activities

RA stated that he had not received any proposals about Christmas activities.

MB asked for contributions towards a Christmas hamper which will be raffled for library funds at the switch-on of the Grosvenor Centre lights

Next Meeting

TBC