

### **Present:**

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

Helen Farr (SCC);

Joyce Rowe (Rota Co-ordinator)

Janet Carr, Gay Courtney, Judith Palmer, Janet Parnaby, Audrey Rogers, Marie Wade, Beryl Whincup (Library Volunteers)

### **Introduction**

RA welcomed AR to her first meeting.

### **New Volunteers**

RA has made contact with SCYVS which have offered to undertake DBS checks on new volunteers. They were also offering enhanced checks.

TW will undertake the general induction of new volunteers.

### **Opening Hours**

The public consultations have closed and there were no objections to the change in hours. The County Council has been asked to approve the changes with a view to them being implemented from 6 January.

### **Victorian Fair (7 December)**

In response to a request from RA, GC offered to oversee the library stall from 1-2pm

### **Christmas Activity**

On 18 December, the monthly Reading Café will consist of readings of Christmas items. Any volunteer wishing to participate should contact TW

### **Library Usage**

The library attendance form has been amended so that attendance at events can be identified

### **Rota**

JR has nearly completed the rota for the new opening hours.

RA will investigate why the rota does not appear in the correct format on some volunteers' computers.

### **IT Issues**

RA is still trying to ensure that all volunteers can access the library e-mail. He will also write a protocol on what volunteers should do with new e-mails

The library's public computer will be replaced on 17 December. This will use Libra rather than Microsoft Office.

### **Weekly Delivery**

HF reminded volunteers of the need to log items in the weekly delivery into the library – that is, go into the “Discharge Item” section of Open Galaxy and then swipe the bar code on each item. This will generate instructions.

The exceptions are book group sets and music sets which are dealt with before being sent to Gnosall

### **Review of Practice**

MB led an interactive session reviewing what is going well in the library and what can be improved. She will circulate copies of her flipcharts.

### **Next Meeting**

Thursday 23 January at 10am