

## Librarians' Meeting Minutes

**Date:** 15<sup>th</sup> October 2025

**Time:** 13:10

**Location:** Mrs Sampson's Office

### 1. Library Tour

- Mrs. Hutchings gave the librarians a tour of the library.
- She showed everyone how to:
  - Put books on the shelves the right way round.
  - Spot which books are part of the reading scheme and where they belong.
  - Organise books for older readers.
- The librarians said thank you to Mrs. Hutchings for her help and time.

### 2. Book Club

- The team agreed that the first Book Club will be on Friday 7th November during Chill and Chat Club.
- The book will be *Harry and the Bucketful of Dinosaurs*, aimed at KS1 children.
- Jobs for the team:
  - **Lilly** – collect soft dinosaurs from the Dino Den.
  - **Grace** – speak to Mrs. Collins about borrowing the sports day buckets.
  - **Amy** – get plastic dinosaurs from Year 1 and Reception.
  - **Wren** – organise and photocopy dinosaur colouring sheets.
  - **Elza** – collect a sheet of stickers from the office and decorate them for children who take part.
- Everyone will design a poster to promote Book Club.

### 3. Reading Certificates

- The team will stay in one breaktime to design a certificate on the laptop called 'Reading Role Model' for children who attend Book Club.

### 4. Reading Buddies

- Mrs. Sampson will speak to teachers to find children who would benefit from having a Reading Buddy.
- Librarians will then read with their buddies on Friday afternoons.

### Next Steps:

- ✓ Complete Book Club jobs before 7th November.
- ✓ Design posters and certificates.
- ✓ Wait for Mrs. Sampson to confirm Reading Buddy list.

**Meeting ended:** 13:30

**Next meeting:** 22<sup>nd</sup> October at 13:10