

MINUTES OF DUNCHURCH PARISH COUNCIL LIBRARY SUB-COMMITTEE

**Minutes of Meeting Number 10 of the Dunchurch Parish Council Library Sub-Committee held in
The Community Library, The Green, Dunchurch, 26th July 2012 Meeting commenced at 7.30pm**

PRESENT:

Councillor Robin T Aird [Chairman]	Councillor Nesbit
Margaret Stapley	Rev. Malcolm Garratt
Ann Wright	Janet Beaumont
Clerk to the Parish Council Mrs P M Knowles	

OTHERS:

County Councillor Hazelton	Mr H Read
----------------------------	-----------

1. Apologises for Absence

Councillor Fiona Fitzsimmons	Jon Bass
Mike Judge	

2. Declaration of Interest

County Councillor Hazelton as a member of Warwickshire County Council

3. Public Participation

None

4. To Approve Minutes of Meeting Number 9 – 28th June 2012

Councillor Nesbit proposed the Minutes of Meeting Number 9 be approved, seconded by Ann Wright and approved by all present. The Chairman signed the Minutes.

5. Matters Arising

Councillor Nesbit confirmed that the three Community Library public computers now have parental controls in place. Councillor Nesbit and Councillor Aird confirmed that any browser history should be deleted automatically. Councillor Aird will check this is happening.

Janet Beaumont asked about lunch time opening of the Library, The Clerk pointed out that there would need to be two people working over the period. If only one person would be available there would need to be a Lone Working Policy in operation and also a risk assessment would need to be carried out as this could impact on our insurance.

6. Up-date on the current position with the Library

a. Overall operation

Councillor Aird confirmed that overall operation of the Library is going well.

There have been problems with the RFID Machine which have now been resolved. Councillor Aird will check with WCC to explore if upgrades to the software of the machine are carried out automatically. Instructions have been put on the money cassette regarding the loading of the cassette.

Committee members are sceptical that the books removed from the Library by WCC as being in poor condition or not being popular would be replaced in full. It was agreed to chase WCC on this issue.

Maurice Green has rectified the problem with the internal door lock.

b. Library Alarm System

DDD Alarms the current alarm contractor have now given a very competitive quotation for making the necessary changes to the Library alarm system. The Clerk will accept the quotation and get the work completed as soon as possible.

c. Opening & Closing Library

We would like to expand the list of people willing to assist with locking and unlocking the Library. Janet Beaumont will mention this at the Volunteer meeting next week.

d. Post Cards donated by Mr Stott to Dunchurch Library

WCC have now agreed to return the post cards to Dunchurch. Councillor Aird will investigate if there are copyright issues with making copies of the cards for resale.

e. Planter outside of Library

RBC is due to deliver the petals for the planter next week.

f. Drinks Sales

Sales from the coffee machine are gradually increasing. The free biscuits are helping.

7. Building Alterations

Plans for the alterations have been finalised and an article will be put in the Dunchurch Dialogue to advise residents of the alterations together with fore warning that there may be occasions when the Library needs to close at short notice; however we will strive to keep the building open for normal trading times.

The contract has been signed with the builder and work is due to commence on 10th September.

8. Performance Review

Councillor Aird confirmed the review had gone very well and had been a more informal meeting than expected. Book issues were down on the corresponding period last year footfall was also down marginally. WCC were not concerned and stated that every community library had experienced the same problem. WCC also confirmed that there are no targets for the Library.

WCC will not allow community libraries to tag books because of the cost of the software required to carry out the operation.

Councillor Aird confirmed that the problems with network connections have improved but, we do need reassurance that the automatic updates to the RFID machine are executed so that both our systems are singing from the same hymn sheet.

Tanya Butcher will be producing notes on the meeting which will be circulated.

9. Events

Both the Breakfast BBQ and the Fashion Show were very successful the money raised far exceeded our expectations. Thanks go to everyone involved in the event and also to the community for their support and generosity to the Library.

Wanda and Paula have agreed to hold another fashion show on 8th November for which we are very grateful.

Godiva Awakes

Councillor Aird confirmed that Rugby Borough Council do not wish to encourage people to stand at the side of the road to view this spectacle. It was agreed to go ahead and offer coffee and cakes to people viewing the event in the village. Any profit going to support the Library.

10. Supporters of Dunchurch Library Group Trust

It was agreed that if the supporters group organise something they bank the proceeds.

Lease Transfer

The transfer has been completed the Clerk has informed Rugby Borough Council.

Renovation of old PC Office

Volunteers have already started the re-decorations to the office.

Reverend Garrett has agreed to donate a vacuum cleaner for the office.

Employer and public liability insurance for the shop, in the name of the Trust, will be put in place; we also need to get a sign to replace the existing PC sign.

Collection of Saleable items

A number of items have already been donated an article will be put in the Dialogue asking for good quality items to be donated.

11. Volunteers

Our thanks to the Volunteers for their continued hard work and support.

We need to try and get more Volunteers to cover Saturday Mornings. Janet Beaumont and Ann Wright confirmed that we have more people coming forward wanting to volunteer so it is hoped the Saturday situation will be resolved.

A Volunteer meeting is arranged for 1st August and a Fundraising Committee meeting for 6th August.

12. Merchandise –

Councillor Aird showed a number of options for a logo, it was decided that as a committee we had perhaps not given the correct brief. Councillor Aird will ask his step daughter if she would be kind enough to produce some further samples for us.

13. Opening Ceremony

No progress expected until after the completion of the building works.

14. Miscellaneous

Library Shop due to open on 7th September.

The Clerk confirmed that the Library Fire Risk Assessment has now been carried out.

It was suggested that we advertise the availability of Silver Surfers.

It was agreed to contact the Library Hub to ask for a list of book club contacts.

The first quarter electricity account has been received and the ESPO contract is proving very economical so far.

15. Date of Next Meeting

23rd August 2012

Chairman

Signed

Date:

