

## **MINUTES OF DUNCHURCH PARISH COUNCIL LIBRARY SUB-COMMITTEE**

**Minutes of Meeting Number 11 of the Dunchurch Parish Council Library Sub-Committee held in  
The Community Library, The Green, Dunchurch, 23<sup>rd</sup> August 2012 Meeting commenced at 7.30pm**

### **PRESENT:**

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

### **1. Apologies for Absence**

Councillor Fiona Fitzsimmons              Ann Wright  
Mike Judge

### **2. Declaration of Interest**

None

### **3. Public Participation**

None

### **4. To Approve Minutes of Meeting Number 10 – 26<sup>th</sup> July 2012**

Margaret Stapley proposed the Minutes of Meeting Number 10 be approved, seconded by Janet Beaumont and approved by all present. The Chairman signed the Minutes.

### **5. Matters Arising**

None

### **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, however there is a need to recruit further volunteers for some shifts.

The shed has arrived; Matt Lee the Parish Council Handyman will erect the shed on a temporary basis so that it can be used for storage whilst the building works are carried out.

#### **b. Library Alarm System**

DDD have been appointed to look after the system and have attended to make alterations to the operating system. The red care unit has now been removed and a speech dialler installed. Jon Bass offered to have his number added to the speech dialler list.

### **c. Opening & Closing Library**

Now that the alterations to the alarm system have been completed it was agreed to arrange a meeting on 12<sup>th</sup> September to train volunteers on the procedure for opening and closing of the Library.

### **7. Building Alterations**

The contract has been signed with the builder and building works are due to commence week commencing 10th September.

### **8. Events**

Nothing definite planned at the moment.

Councillor Aird suggested that we could approach Alan Hodgkinson with regard to holding a book signing at some point.

### **9. Supporters of Dunchurch Library Group Trust**

#### **Renovation of old PC Office**

The renovations are almost completed; Jon Bass agreed to explore how much it would cost to re-carpet the shop and also to install a new kitchen base unit.

#### **Collection of Saleable items**

A number of items have already been donated. Councillor Aird will prepare an article for the Dunchurch Dialogue asking for donations.

#### **Statutory Policies and Insurance**

The Clerk has found a suitable insurance policy from the Co-operative Insurance. The Clerk will forward the policies in place for the Library to Jon Bass these should be suitable for the Library Shop. Jon has completed a risk assessment for the shop.

### **11. Volunteers**

Thanks to the Volunteers for their continued hard work and support. Margaret Stapley mentioned that a number of volunteers have spoken about how much they enjoy working in the Library.

A Volunteer meeting will be arranged for 29th August. The Clerk confirmed that training on Fire Procedures needs to take place at the Volunteer Meeting.

### **12. Merchandise –**

Councillor Aird confirmed that there is no progress with revised logo designs at the moment. Jon Bass suggested that a graduate in graphic design who is not working at the moment had offered to work on the project free of charge. Everyone is happy for this to go ahead

The Christmas cards have now arrived and will be sold from the Library Shop and The Library shortly.

### **13. Miscellaneous**

The Clerk will investigate getting a sign produced for the shop. The Clerk will also speak to CAVA regarding any volunteers they may have on their books to help in the shop.

### **14. Date of Next Meeting**

20<sup>th</sup> September 2012

Chairman

Signed

Date: