

MINUTES OF DUNCHURCH PARISH COUNCIL LIBRARY SUB-COMMITTEE

**Minutes of Meeting Number 13 of the Dunchurch Parish Council Library Sub-Committee held in
The Community Library, The Green, Dunchurch, 18th October 2012 Meeting commenced at 7.30pm**

PRESENT:

Councillor Robin T Aird [Chairman] Councillor Fiona Fitzsimmons
Ann Wright Janet Beaumont

1. Apologies for Absence

Rev. Malcolm Garratt Mike Judge
Jon Bass Margaret Stapley
Clerk to the Parish Council Mrs P M Knowles

2. Declaration of Interest

None

3. Public Participation

None

4. To Approve Minutes of Meeting Number 12 – 20TH September 2012

Councillor Fitzsimons proposed the Minutes of Meeting Number 12 be approved, seconded by Councillor Aird and approved by all present. The Chairman signed the Minutes.

5. Matters Arising

The meeting was unable to confirm the Clerk had replied to the student who had contacted the Library regarding work experience.

It was agreed to ask the Fundraising Group for ideas to bring back to the next Sub-committee Meeting.

Margaret Stapley has confirmed she has the books and certificates for the Reading Challenge winners ready for distribution.

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

a. Overall operation

Councillor Aird confirmed the recent IT problems have been overcome; the PC from the shop has been reconfigured for use in the Library.

Donated books which have been added to the Library catalogue are now starting to filter back to Dunchurch.

Financial Up-date – from the financial statement provided by the Clerk it was concluded that the financial situation looks encouraging.

Councillor Aird will enquire if we can get cash back from lost tickets.

It was agreed to ask Jon Bass for information on the financial position with the Trust.

Network Meeting news – groups from Dunchurch, Bidford, Henley and Studley attended the meeting at Studley Village Hall as well as representatives of WCC and CAVA.

Henley library had persuaded the adjacent Wooten Parish Council to make a £1000 support grant to aid the Henley Library. This was based upon the post code distribution list for Henley Library membership which was provided by WCC library service.

There was discussion regarding the Summer Reading Challenge and the Bookstart Bear Club.

WCC are very keen to encourage the continuation of the reading challenge. Nine community libraries had taken part and it was believed that the initial success could be built upon in subsequent years. The main target was to improve the completion to start ratio. The more successful libraries had organised school assemblies to introduce the scheme to children and then had held award ceremonies at school. School class visits were also encouraged.

The Bookstart club was a nationally organised affair and as yet there was no confirmation as to whether it would continue in 2013 and in what guise. The decision which depends on availability of funding should be known in January next year.

It was confirmed that some of the Community Libraries have adopted a formalised interview process for volunteers.

Libraries should be receiving new stock of large print books.

New interpretive software for the LMS system would soon be in use to discover the best mix of book types for all Warwickshire's libraries. This could lead to more efficient deployment of book stock around the network.

Richard Harkin offered help on establishing a library Twitter account and some assistance on Facebook. The County's Twitter account for libraries was @WCC_news

Second Quarter Review – the date is confirmed as 16th November at 10.00am.

7. Building Alterations

The building works are due to be completed by 26th October. An additional electrical spur should be installed in the visitors' toilet to allow for a hand dryer installation. Pricing for driers ranged from about £100 to £700.

The flooring requirements are not included as part of the building contract so will be sourced separately and negotiations were under-way.

8. Events

Margaret Stapley to contact Alan Hodgkinson to express the committee's delight that he has offered to appear and sign his new book. A clearer idea of time-scale is needed as soon as available. This event should be a good way to bring more men into the library – extensive publicity was needed.

Fashion show on Thursday 8th November – Ann to talk to Wanda / Paula about details. Will need publicity urgently. Decide on name of event – is it 'winter collection'? Will need a temporary licence. Ann to sort out publicity, and will order glasses from Sainsburys. Can use some of leftover wine.

Youth club 1st December – fundraising on Saturday morning whilst the library open. The Library to augment the Youth Club's offerings with mince pies / mulled wine. A temporary licence will be required.

Volunteer thank you event – will ask volunteers at meeting on Monday for their views .

9. Supporters of Dunchurch Library Group Trust

The shop is doing well however there is a need to manage volunteers better. Ann and Janet will hold a meeting with Verne to establish procedures.

10. Volunteers

Confirmation that volunteers signed to confirm acceptance of policies and that fire drills were carried out at the volunteer meeting in September.

Any volunteers who haven't yet signed will be contacted; the majority have. Fire drill to be repeated on Monday 22nd October.

11. Merchandising

Logo status

Need for a logo discussed, It was agreed to place the item on the Agenda for the next meeting pending information from Jon Bass on progress with his contact.

It was suggested that a simple business card may be useful for the library which could be used for promotions – Vista print very cheap.

12. Miscellaneous

Councillor Aird has not yet signed the loan agreement from WCC for Mrs Stott's postcards – some clauses need further discussion with WCC.

A large folder for displaying cards, in the library-shop stock, may be suitable for displaying the cards. The folder to be put to one-side to assess suitability.

Once library building work finished, maybe contact places like Lime Tree Village which only has a mobile library visit every 3 weeks. There was no real knowledge about the book delivery service for old people's homes.

14. Date of Next Meeting

Possibly 15th November although the Library is closed so an alternative venue would need to be found.

Chairman

Signed

Date: