

MINUTES OF DUNCHURCH PARISH COUNCIL LIBRARY SUB-COMMITTEE

**Minutes of Meeting Number 7 of the Dunchurch Parish Council Library Sub-Committee held in The
Community Library, The Green, Dunchurch, 26th April 2012 Meeting commenced at 7.30pm**

PRESENT:

Councillor Robin T Aird [Chairman]	Councillor Fiona Fitzsimmons
Councillor Jayne Moore	Rev. Malcolm Garratt
Margaret Stapley	Jon Bass
Ann Wright	Mike Judge
Clerk to the Parish Council Mrs P M Knowles	

OTHERS:

None

1. Apologies for Absence

Brian Nesbit	Robin Hazelton
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2. Declaration of Interest

None

3. Public Participation

None

4. To Approve Minutes of Meeting Number 6 – 22nd March 2012

Ann Wright proposed the Minutes of Meeting Number 6 be approved, seconded by Councillor Fitzsimmons 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. **Telephone & Electricity** – The Clerk has managed to obtain a copy of the rates charged by the ESPO Contract for electricity and there would be a significant saving for the PC to use this contract. It was agreed to recommend to the PC that we sign the Library up to a four year contract with ESPO.

b. Overall operation

Councillor Aird confirmed that the Volunteers have done extremely well from day one and their enthusiasm is encouraging.

There are problems with IT the LMS computer and the RFID Machine going off line during Library opening hours. Councillor Aird is trying to sort out the problems with WCC.

The public computers have up-dated software.

We need to look into the procedure for locking and unlocking the Library and also the handover procedure for the lunch time period. Initially The Clerk will speak with the PC Insurers.

Jon Bass has agreed to try and get the till working which will simplify the cash and banking procedures.

Councillor Aird is keen that WCC acknowledge the number of people using Dunchurch Library to return books issued by Rugby Library. We should also get some credit for the number of book clubs using Dunchurch Community Library to collect their reading material.

Councillor Aird also pointed out that there appears to be a lack of reading material for teenage children.

Ann Wright is going to organise a Volunteer to take over managing the actual Library environment.

Councillor Aird confirmed that since opening as a Community Library on 3rd April the foot fall has been 1253 which is most encouraging.

c. Advertising For Commercial Organisations

After some discussion it was agreed that advertising space should be principally for local organisations and events promoting the arts not commercial companies.

d. Library Alarm System

It was agreed to opt for the 'silver service' offered by the alarm company through WCC, a recommendation will be made to the PC to this effect.

e. Possible Youth Project

The PC has submitted an application for grant funding to fund some youth provision for the coming year. The Library would be used as a base for the Youth Club with the proviso that no damage occurs to the building, the stock and there is no disturbance caused to the neighbours.

f. Opening & Closing Library – see item b.

g. Village Christmas Cards

Mike Judge advised that a village Christmas card will be produced, the cost of a pack of 10 cards will be approximately £2.00 and the selling price £3.00. The Committee wishes the PC to consider ordering 150 packs to be sold in the Library.

h. Stall at the village fete

After discussion it was agreed that the Committee would take a stall to promote the Library and try to encourage people to sign a standing order to support the charitable trust.

i. Storage for tables and chairs

Ann Wright suggested we buy a shed to place in the rear enclosed area to store tables and chairs. The Clerk will investigate.

7. Building Alterations

Councillor Fitzsimons agreed to take on the task of organising builders by making a recommendation as to the best contractor to use and also to organise and supervise the work.

8. Supporters of Dunchurch Library Group Trust

Jon Bass agreed to put together a transfer of lease agreement for the office at 6 The Green. The Landlord David Kenyon has given permission for the PC to transfer the lease to the Charitable Trust at a peppercorn rent. The transfer will need to be signed by Parish Councillors at the next PC Meeting and also the Trustees of the Trust.

9. Volunteers

Ann Wright has a catch up session arranged for 30th April which will include some training on Health & Safety.

Ann will also be arranging for a blank rota to be placed on the Community Library PC to enable Volunteers to fill in the shifts they can cover.

Janet Beaumont has asked if she can take on a more responsible role in the Library operation. We will recommend that Janet is co-opted onto the Library Sub-Committee at the AGM of the PC in May.

10. Merchandise – see item 6-g.

Councillor Aird agreed to send a link to the Chilli Promotions web site.

11. Opening Ceremony

It was agreed that Margaret Stapley would contact Arthur Bostrum to try and ascertain what dates he may be available to attend an event.

12. Miscellaneous

Margaret Stapley attended an event in Stratford which Julia Donaldson was at and put forward the case for the Library Tour by the Children's Laureate to visit Dunchurch. Our thanks to Margaret for her efforts.

BBQ Breakfast on Torch Relay day, it was agreed the PC should be the organising body for insurance purposes. The Clerk will contact Richard Young at Sainsbury's re food. Councillor Aird will contact the press asking them to promote the event.

Malcolm Garratt giving apologies for the next meeting.

13. Date of Next Meeting

31st May 2012

Chairman

Signed

Date: