

MINUTES OF DUNCHURCH PARISH COUNCIL LIBRARY SUB-COMMITTEE

**Minutes of Meeting Number 8 of the Dunchurch Parish Council Library Sub-Committee held in The
Community Library, The Green, Dunchurch, 31st May 2012 Meeting commenced at 7.30pm**

PRESENT:

Councillor Robin T Aird [Chairman]	Councillor Fiona Fitzsimmons
Councillor Nesbit	Jon Bass
Ann Wright	Janet Beaumont
Clerk to the Parish Council Mrs P M Knowles	

OTHERS:

None

1. Apologies for Absence

Councillor Jayne Moore	Rev. Malcolm Garratt
Mike Judge	Margaret Stapley

2. Declaration of Interest

None

3. Public Participation

None

4. To Approve Minutes of Meeting Number 7 – 26th April 2012

John Bass proposed the Minutes of Meeting Number 7 be approved, seconded by Ann Wright and approved by all present. The Chairman signed the Minutes.

5. Matters Arising

Janet Beaumont confirmed the till is working fine, volunteers are asking if they need to also write down amounts of money taken on original sheets. The Clerk confirmed the paper sheets are not required.

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

a. Overall operation

Councillor Aird confirmed the key safe has now arrived and has been installed a couple of volunteers have come forward to assist with the opening and closing of the Library. The Clerk will speak with the people concerned.

Janet Beaumont will produce a notice for the three public computers explaining the procedure for printing and the costs involved.

It was also agreed that we should charge for sessions on the scanner at the same rate that applies to computer usage.

Volunteers have asked if a price list can be placed behind the reception desk to make it more convenient for them to see prices – it was agreed to do this. Janet Beaumont will produce notices for the two items above.

Councillor Aird confirmed that the footfall since the 3rd of April is 2900.

Book Rotation is suspended until WCC have their new system in operation. Volunteers will be asked to encourage Library members to investigate the 'writes like' options available in the meantime.

b. Library Alarm System

A quotation has been received from Bee Tee Alarms to install a system using the existing equipment, which WCC confirm they own, at a cost of £250+ VAT plus an annual maintenance charge of £65+VAT. The proposal will be put forward to the Parish Council.

c. Opening & Closing Library – see item a.

d. Library Stall at Fete

The stall will be staffed by volunteers who will be hoping to get people signing up to be 'Friends of the Library' John Bass will produce the necessary forms.

Councillor Aird will ask his son if it is possible to produce a banner to go across the front of the table at the fete.

We will need a pop up Gazebo for Fete day – John Bass will ask around.

e. Storage for tables and Chairs

The Clerk showed a photograph of a shed with the option of a steel base which would be suitable for us to erect in the rear garden area – it was agreed to put this forward to the Parish Council to approve the purchase.

f. Breakfast BBQ on Torch Day

It was agreed that we should start serving at 8.30am; Ann Wright will speak to Carol O'Neill to ask for advice on quantities required. It is hoped that Sainsbury's may be able to offer some support for the event, The Clerk will follow through.

The Sub-committee will liaise throughout the month regarding final details.

g. Post Cards donated by Mr Stott to Dunchurch Library

It was agreed that the attitude adopted by Rugby Library regarding this collection of post cards is unacceptable and Councillor Aird will write to Colin Hayfield, portfolio holder at WCC, to express our concerns and dissatisfaction.

h. Funds for Planter outside of Library

It was agreed to ask the Parish Council for a contribution to supply compost and a small number of herb plants to enable the Allotment Association to embark on this community herb growing project.

7. Building Alterations

Councillor Fitzsimons has ascertained that the quotation from IP construction is the most cost effective of the three quotations obtained for building works. IP have also confirmed they are available to do the work in September. Councillor Fitzsimons will contact Gillian Blackford at WCC to confirm what specification details they need to attach a building permission to the existing lease.

8. Supporters of Dunchurch Library Group Trust

There is a problem with the Trust taking over the lease of the former Parish Council Office, as at least one Trustee is not willing to sign the agreement. Ann Wright will produce a business case which will be presented to the trustees in the hope that the situation will be resolved quickly. The Parish Council will have no alternative but to pay the full business rates on the office at 6 The Green and hope to get a substantial refund once the situation with the Trustees has been resolved.

9. Volunteers

Ann Wright and Janet Beaumont held a Volunteers Meeting on 30th April where a number of issues were raised.

Janet Beaumont has joined the Library Sub-committee and has also agreed to help with administration and training of Volunteers. Janet is putting together names of people who originally volunteered to help in the Library but, so far, have not worked any shifts. It is hoped a number of these people will join our existing Volunteers and relieve some of the pressure to cover certain shifts.

WCC have confirmed to Janet Beaumont that the LMS system can be made available for training purposes on a Monday and Wednesday which will enable Janet to carry out one to one training sessions with volunteers.

It seems that getting people to complete the rota is still a problem – we are not able to use the electronic system from Edge Designs at the moment because of the instability of the internet connection in the Library. The Clerk will contact BT.

Ann Wright will be arranging a meeting on 11th June for potential Volunteers to join a fundraising group, these Volunteers will, we hope, be available to help at the Fete. Councillor Fitzsimons has agreed to 'man' the stand at the Fete.

Volunteers have raised concerns regarding the possibility of inappropriate use of computers in the Library. Janet Beaumont will produce a notice warning people that this would be unacceptable.

A question has been asked regarding the arrangements for evacuating the building in case of fire. The arrangements are exactly the same as those used and considered adequate by WCC.

10. Merchandise –

Councillor Fitzsimons has received a number of entries for the 'Design a Logo' competition. A couple of the entries have some potential and will be forwarded to Councillor Aird's daughter, a graphic artist, to assist with design.

11. Opening Ceremony

It was agreed to ask if Arthur Bostrum would be willing to attend an event on 15th July at the Library. Margaret Stapley to speak to him please.

12. Miscellaneous

A Fashion show has been arranged for the evening of 2nd July in the Library with Wanda's Fashions kindly putting on the show and also donating 20% of the taking to the Library. Poster and flyers will be produced to advertise the event. Ann Wright, Janet Beaumont and The Clerk will coordinate the event with Wanda and Paula.

Councillor Aird will try to ascertain how we can get books which have been donated to Dunchurch Library into the Library system.

Councillor Aird will update the PC web site to include details of the BBQ Breakfast and Fashion Show; he will also contact the local press to put an article in regarding the breakfast and fashion show events.

Councillor Fitzsimons – apologies for next meeting.

13. Date of Next Meeting

28th June 2012

Chairman

Signed

Date:

