

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

**Minutes of Meeting Number 9 of the Dunchurch Parish Council Library Sub-Committee held in The  
Community Library, The Green, Dunchurch, 28<sup>th</sup> June 2012 Meeting commenced at 7.30pm**

### **PRESENT:**

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

### **OTHERS:**

None

### **1. Apologises for Absence**

Councillor Nesbit                              Councillor Fiona Fitzsimmons  
Rev. Malcolm Garratt                      Mike Judge  
Margaret Stapley

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

None

### **3. Public Participation**

None

### **4. To Approve Minutes of Meeting Number 8 – 31<sup>st</sup> May 2012**

Janet Beaumont proposed the Minutes of Meeting Number 8 be approved, seconded by Jon Bass 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 the footfall to-date is 4377.

After some discussion it was agreed to take out the fax machine as it is now redundant.

Jon Bass agreed to write a procedure for voiding transactions on the till.

Int:

Meeting Number 9

Brian Nesbit has confirmed he is investigating how best to install parental controls on the public computers.

Janet Beaumont suggested that the Library could stay open over the Lunchtime period, it was agreed to discuss this further as it would involve there being two volunteers available over the lunch time period.

It was suggested that we have some type of donation box on the counter in the Library however it would need to be secured to the counter, the Clerk suggested we could source a wall mounted box. The Clerk will investigate.

**b. Library Alarm System**

Councillor Aird will speak to James Hutson at WCC to confirm that WCC do own the alarm equipment. It is hoped that the replacement system can be installed by the beginning of August.

**c. Opening & Closing Library**

There are now three additional people who are willing to assist with unlocking and locking the Library, training will be carried out shortly.

**d. Library Stall at Fete**

Fiona sent an email to confirm that £30 in donations had been collected at the Fete. A large number of forms were handed out encouraging people to sign up to become friends of the Library.

**e. Storage for tables and Chairs**

The expenditure on the shed is on the PC agenda for 3<sup>rd</sup> July.

**f. Post Cards donated by Mr Stott to Dunchurch Library**

County Councillor Hazelton is investigating this matter with WCC.

**g. Planter outside of Library**

Unfortunately RBC has still not delivered the missing trays for the planter, they are promised for next week. RBC has also agreed to move the existing planter to another position at the same time as they deliver the missing items.

**h. Drinks Sales**

Councillor Aird advised that the coffee machine is now installed, sales are a little slow at the moment. After discussion it was agreed to purchase a supply of mini packs of biscuits which would be offered free with any drinks purchased.

**7. Building Alterations**

Councillor Fitzsimons is dealing with this matter. A number of amendments have been made to the original plans which will result in less space being lost within the Library for the Parish Office.

## **8. Performance Review**

Janet Beaumont agreed to produce an initial list of items to be discussed at the review meeting on 13<sup>th</sup> July everyone else can then make any additions they feel necessary.

## **9. Events**

Final Arrangements were made with regard to the organisation of the Fashion Show and also the Breakfast BBQ on 2<sup>nd</sup> July.

It was agreed the Arthur Bostrum evening would be deferred until later in the year.

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

The next meeting of the Trustees is on 16<sup>th</sup> or 17<sup>th</sup> July. Jon Bass is hopeful the lease transfer can be agreed at this meeting.

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

There is a group of Volunteers who are willing to paint and clean the building.

### **Collection of Saleable items**

I was agreed to ask for books and bric-a-brac to start with.

## **11. Volunteers**

Two additional Volunteers have signed up to help in the Library. In addition to this we will have a student joining who is working towards gaining his Duke of Edinburgh Award.

The Clerk is putting together an internet use policy which will be circulated to member of the Sub-Committee.

## **12. Merchandise –**

Councillor Aird will chase up the logo design.

## **13. Opening Ceremony**

The ceremony will be deferred until the building works are completed in the autumn.

## **14. Miscellaneous**

It was agreed that Janet Beaumont will contact other community libraries to try and arrange visits to exchange ideas.

Ann Wright confirmed the Community Library is now registered with Warwickshire CAVA.

## **15. Date of Next Meeting**

26<sup>th</sup> July 2012

Chairman

Signed

Date:

Int:

Meeting Number 9