

## Minutes of the meeting of the Library Committee held on 6<sup>th</sup> March 2023 at 9am at Burley Library



**Present:** Cllr Vicky Evans, Cllr Jan Lepley, Cllr Chris Turner, Cllr Katherine Howard, Cllr Steve Goodwill, Jackie Stoddart, Joyce Lynass and David Salter.

**Officers:** Abigail Skerrey (Library Manager & Volunteer Coordinator)  
Clare Smith (Parish Clerk)

**L063/2223 Item 1 – Apologies for Absence**  
Apologies were received from Councillor Steve Goodwill.

**L064/2223 Item 2 –To receive any disclosures of interest.**  
None declared.

**L065/2223 Item 3 – Public Participation**  
No members of the public were present.

**L066/2223 Item 4 – Minutes of the Previous Meeting**  
**RESOLVED** that the minutes of the Library Committee meeting held on 9<sup>th</sup> January 2023 be approved as a correct record and signed by the Chairman.

**L067/2223 Item 5 – Matters Arising from Previous Minutes**  
None.

**L068/2223 Item 6 – Grant Funding Update**

**6.1 Seated Exercise Class**

The class has been a great success and has attracted at least 25 people each week. The total cost of the classes has been £339.74. This includes the cost of the instructor, her travel expenses and some equipment and printing of publicity materials. The classes will continue each Thursday at 1pm and attendees have been asked to pay a weekly fee of £3.

It was **RESOLVED** that the £339.74 should be funded from the Warm Space grant. This will allow the ABCD grant funding to be held for a different wellbeing activity as there is no time limit on when this funding must be spent.

**6.2 Digital Inclusion Grant Update**

It was reported that the Library has been awarded a grant of £4,000 to purchase IT equipment which will make the library more accessible for customers with visual disabilities and customers who do not speak English. The Clerk and Library Manager will arrange for the purchase of the equipment as soon as possible. The grant funding must be spent by 31<sup>st</sup> July.

**6.3 National Databank Update**

SIM cards have now arrived and are available on request. Self-referrals for the SIM cards are acceptable.

**6.4 Warm Space Update**

It was **RESOLVED** that Story Bees should be asked to provide a children's activity with the remainder of the Warm Space Grant which must be spent by 31<sup>st</sup> March. The remaining funding is £235.

- L069/2223**    **Item 7 – Library Use Update**  
The Library Manager reported that book issues were steady, but visitor numbers had increased from last year. The library was also being very well used for other activities too (Brownies visit, school visit, knitting group).
- L070/2223**    **Item 8 – Volunteer Update**  
Jackie reported that some of the new volunteers had stopped attending and we therefore needed some new volunteers to come forward. An email will be sent to all existing volunteers to ask if they know anyone who would be willing to sign up.
- L071/2223**    **Item 9 – Operational Matters**
- 9.1    Wi-fi Availability and Hive Thermostat**  
A new Wi-Fi router with a SIM card has been purchased. The Hive thermostat can operate through this router if necessary.
- 9.2    Printing Update & Photocopier**  
Printing has been restored by Bradford Council and is fully operational again.
- It was **RESOLVED** that the Clerk will look at card payment options and bring this back to the next meeting as many people do not carry cash/change to pay for printing.
- The Clerk reported that the Parish Council is considering upgrading the photocopier because the maintenance company can no longer source spare parts and are finding it increasingly difficult to supply toner cartridges due to the age of the machine. The Library Manager will contact BMDC IT services to book them in for when the new photocopier is delivered.
- 9.3    Jigsaw Storage**  
Cllr Lepley asked if it would be possible to purchase a shelving unit to store the jigsaws in. This would prevent boxes falling open and pieces getting lost. Cllr Lepley will look at options and cost and will bring this back to the next meeting.
- L072/2223**    **Item 10 – Building Maintenance**
- 10.1    Library Foyer/Canopy**  
The canopy is now installed and the problem with water ingress has improved. This will be monitored. If the issue does arise again, we will need to consider damp proofing the foyer floor.
- 10.2    Automatic Doors & Disabled Access**  
The automatic doors will be installed from 8<sup>th</sup> March. The Clerk will contact the fire alarm company for advice on whether the doors need to be connected to the fire alarm.
- L073/2223**    **Item 11 – Date of next Library Committee meeting:**  
Monday 24<sup>th</sup> April 2023 at 9:30am.

Meeting closed at 10.00 am.

**ACTIONS:**

<b>L068/2223</b>	Amend grant tracker spreadsheet to include seated exercise costs under Warm Space grant.	CS
<b>L068/2223</b>	To purchase equipment as soon as possible.	CS & AS
<b>L068/2223</b>	To ask Story Bees to hold a children's event/activity with the remainder of Warm Spaces funding.	AS
<b>L070/2223</b>	Email all existing volunteers to ask if they know anyone who would be willing to sign up.	AS
<b>L071/2223</b>	Clerk to look at card payment options and bring this back to the next meeting as many people do not carry cash/change to pay for printing.	CS
<b>L071/2223</b>	Cllr Lepley will look at jigsaw storage options and costs and will bring this back to the next meeting.	JL
<b>L072/2223</b>	Contact fire alarm company re: advice on automatic door requirements.	CS