

Minutes of the meeting of the Library Committee held on 24th April 2023 at 9:30am at Burley Library



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

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

L074/2223 Item 1 – Apologies for Absence
Apologies were received from Cllr Katherine Howard.

L075/2223 Item 2 –To receive any disclosures of interest.
None declared.

L076/2223 Item 3 – Public Participation
No members of the public were present.

L077/2223 Item 4 – Minutes of the Previous Meeting
RESOLVED that the minutes of the Library Committee meeting held on 6th March 2023 be approved as a correct record and signed by the Chairman.

L078/2223 Item 5 – Matters Arising from Previous Minutes
None.

L079/2223 Item 6 – Charitable Incorporated Organisation (CIO)
The Committee is considering whether the Parish Council should register Burley Library as a Charitable Incorporated Organisation. The Clerk will circulate further information on this and members were asked to consider this information prior to the next meeting.

L080/2223 Item 7 – Grant Funding Update

7.1 Seated Exercise Class

It was reported that numbers were dropping slightly and that the exercises might not be gentle enough for some people. There were also concerns that library volunteers were being left to move the shelving back which was not appropriate. Joyce Lynass will feed this back to the organiser.

7.2 Digital Inclusion Grant Update

Equipment has now been purchased. The Clerk and Library Manager will make arrangements for this to be set up and will report back to the next meeting.

7.3 National Databank Update

Despite advertising the free SIM cards as widely as possible, take-up has been very low. The Library Manager will contact the churches to see if they could make use of them. If not, we will contact the scheme.

7.4 Warm Space Update

Funding has now ended and has been spent. The warm space will continue for the time being as there are still some supplies remaining.

L081/2223 Item 8 – Library Use Update

The Library Manager circulated visitor numbers and it was reported that numbers were now back to pre-Covid levels.

L082/2223 Item 9 – 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.

L083/2223 Item 10 – Operational Matters

10.1 Contactless Payments

The Clerk has found a contactless payment machine which does not need to be connected to a mobile device. The SumUp Solo and Charging Station is £79 + VAT and there is a small 1.69% charge on each transaction.

It was **RESOLVED** that the SumUp Solo and Charging Station be purchased at a cost of £79 + VAT.

10.2 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.

10.3 Archive Room

Concerns were raised that the Archive Group is using a large amount of space within the Archive Room which means that the Library has a lot less storage space available. Several years ago, there was a discussion held regarding formalising the agreement with the Archive Group. It was agreed that this should be looked into again. The Clerk will liaise with Cllr Evans.

L084/2223 Item 11 – Building Maintenance

11.1 Automatic Doors & Disabled Access

The automatic doors have now been installed. There is some additional work required which we have a quote for. The quote will be taken to Full Council for approval on 11th May.

11.2 Foyer Carpet Cleaning

The foyer carpet is in need of cleaning. The Clerk will request some quotes for this work.

L085/2223 Item 11 – Date of next Library Committee meeting:

Tuesday 30th May 2023 at 9:30am.

Meeting closed at 10.30 am.

Signed (Chairman) _____ Date: 30th May 2023

ACTIONS:

L083/2223	It was RESOLVED that the SumUp Solo and Charging Station be purchased at a cost of £79 + VAT.	CS
L083/2223	Jigsaw storage options and cost.	JL
L083/2223	Archive Room agreement.	CS & VE
L084/2223	Foyer carpet cleaning quotes.	CS

