

Minutes of the meeting of the Library Committee held on 4th September 2023 at 9:30am at Burley Library



Present: Cllr Vicky Evans, Cllr Katherine Howard, Cllr Jan Lepley, Cllr Steve Goodwill, Joyce Lynass, David Salter and Sylvia Tilford.

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

L017/2324 Item 1 – Chair’s Remarks and Welcome

Cllr Evans welcomed those present to the meeting.

L018/2324 Item 2 – Apologies for Absence

All members were present.

L019/2324 Item 3 –To receive any disclosures of interest.

None declared.

L020/2324 Item 4 – Public Participation

No members of the public were present.

L021/2324 Item 5 – Minutes of the Previous Meeting

RESOLVED that the minutes of the Library Committee meeting held on 30th May 2023 be approved as a correct record and signed by the Chairman.

L022/2324 Item 6 – Matters Arising from Previous Minutes

None.

L023/2324 Item 7 – Grant Funding Update

7.1 Seated Exercise Class

It was reported that the class would be resuming after its summer break in mid-September.

7.2 Digital Inclusion Grant Update

Equipment has now been purchased. The Library Manager will put together a report of expenditure incurred to date and the amount of grant outstanding along with the items that are planned to be purchased with the remaining funding.

7.3 National Databank Update

Nothing to report.

7.4 Welcoming Space Update

Welcoming (or Warm) Space funding has now been awarded to the Parish Council up until March 2024.

It was agreed that Cllr Lepley would purchase 12 mugs which can be used solely for the Welcoming Space service users.

L024/2324 Item 8 – Library Use Update

The Library Manager circulated visitor numbers and it was reported that numbers were very positive with an excellent number of new joiners in August.

L025/2324 Item 9 – Volunteer Update

The Library Manager reported that we now had some new volunteers who were regularly attending.

L026/2324 Item 10 – Operational Matters

10.1 Contactless Payments

It was reported that the contactless payment machine was now operational and instructions can be found next to the machine for volunteers.

10.2 Archive Room Agreement

An agreement has now been drawn up and agreed by both parties. A copy of the agreement shall be displayed in the Archive Room for reference.

10.3 Dog Policy

It was reported that on several occasions customers have brought their dog into the library. It was felt that this was not appropriate, and the Committee therefore **RESOLVED** that the Parish Council would implement an Assistance Dogs only policy in the library. A sign shall be ordered and displayed at the entrance to the building.

L027/2324 Item 11 – Building Maintenance

11.1 Automatic Doors & Disabled Access

The 'sleeve' for the doors has still not been installed due to a delay at the manufacturers. The Clerk will chase this up.

11.2 Resident Request for Tree Pruning

The Committee **RESOLVED** that, in line with the council's Tree policy, the trees shall not be removed or pruned as there is currently no health and safety issue with the trees. The Clerk will communicate this decision to the resident.

L073/2324 Item 11 – Date of next Library Committee meeting:

Monday 27th November 2023 at 9:00am.

Meeting closed at 10.00 am.

Signed (Chairman) _____ Date: 27th November 2023