



## MINUTES OF THE MEETING OF LIBRARY COMMITTEE

held on Wednesday 20<sup>th</sup> March 2019 at 1pm  
in the Library, Grange Road, Burley in Wharfedale

**Present:** Cllr Janet Souyave (Chair), Cllr Niccola Swan, Cllr Jackie Whiteley, Jackie Stoddart and Vicky Evans.

**Clerk:** Clare Smith and Abi Skerrey Senior Library Assistant

**Also Present:** Jan, Louise, Mike (volunteers) and Maddie

### 052/1819 **Chairs Remarks**

Cllr Souyave welcomed everyone to the meeting and introduced Clare Smith, the new Clerk to those present.

### 053/1819 **To receive any apologies for absence**

Apologies were received from Cllr Chris Hill and Janet Ault who had conflicting interests.

### 054/1819 **To receive any disclosures of interest**

None declared

### 055/1819 **To consider written requests for a dispensation on any matters to be discussed**

There were no applications for a dispensation.

### 056/1819 **Public Participation**

Jan – Suggested that a contribution could be made to the cost of the hidden castors for the new library shelving. This matter will be taken to the next meeting of the Summer Festival.

### 057/1819 **Minutes of the Previous Meeting**

The Minutes of the meeting held on 12 December 2018 were considered and it was proposed by Vicky Evans and seconded by Jackie Stoddart that the minutes were a true and accurate record and accepted accordingly.

### 058/1819 **Clerks Report: For information only**

The clerk indicated any comments would be raised during the relevant parts of the meeting.

### 059/1819 **Library Staffing: Update**

It was noted that there were no changes to staffing. Maddie requested a meeting with the Clerk to clarify her employment status.

### 060/1819 **Library Building and Refurbishment:**

- Colour Schemes: Walls and Carpets – It was **RESOLVED** that the choice of carpet be delegated to the Clerk and the Senior Library Assistant. It was confirmed that the colour of paint within the contractors' specification was white and that any variation to this would most likely have a cost implication.
- Moving of Library Stock and furniture – It was **RESOLVED** that the Clerk will book cardboard boxes for the move and it was confirmed that two 20 x 8ft containers would be booked and located in the car park for the duration of the refurbishment. The Clerk will inform the volunteers when the delivery date of the containers has been confirmed. They will then leave notices on parked cars a few days ahead of the

delivery date and also cone the area off for the delivery to ensure appropriate access can be gained.

Vicky Evans confirmed that the Archive Group will move the majority of the archives into their own homes and some storage space in the Red Lion. It was also noted that the Archive Group had not yet received a 'Letter of Comfort' for the use of the Archive Room. The Clerk would action this as soon as possible.

- Disposal of existing library shelving – It was agreed that the shelving would be offered to the community and the Committee would then review how to dispose of any shelving which was left over.
- Bespoke Hideaways – It was **RESOLVED** that the offer of the two hideaways from Wakefield library be turned down. The Committee felt that the hideaways would be too large.

The Clerk confirmed that site meetings take place fortnightly with the contractor, Bowman Riley and that the following issues would be raised at the next meeting:

1. The radiator in the Children's area
2. Retention of the front door lock
3. To check if the radiators are being painted
4. To confirm if the contractor will be using a skip on site. If not, can one be provided.
5. To quote for the cost of additional sockets in the archive room and main library.
6. Confirm that painting of the Archive Room will be carried out
7. Kitchen design to include a lockable cleaning cupboard
8. To check the specification of the glazing in the new windows (i.e. glare reduction)

**062/1819 Library Design Consultants: Details of New Library Shelving**

The Senior Library Assistant confirmed that she had received pledges for almost all of the cost of the hidden castor (£1200) from volunteers and residents. It was therefore **RESOLVED** that the hidden castors be added to the order of the new shelving.

**063/1819 Library Activities Planned**

The Senior Library Assistant went through the range of activities planned for the next three months noting that a re-opening event would be arranged in June. The Chair thanked library volunteers and staff for. After discussion it was **RESOLVED** to note the range of promotional activities both carried out and planned for the future.

**064/1819 Library Use April 2018 to January 2019**

The Chair introduced figures showing library use April 2018 to January 2019. The attached figures were received and noted.

**065/1819 Friends of Burley Library**

Several models for fundraising were discussed including the formation of a charitable organisation. It was agreed that the Clerk would contact Menston Parish Council to request details of how they have structured the management of their library and that this information be brought back to the next Committee meeting.

**066/1819 Donations Policy**

Book donations were working well although have been suspended during the refurbishment period. All books that have been donated to date have been checked and accepted as stock. The general policy is that fiction books must be no older than 2-3 years old and non-fiction no older than 5 years.

**067/1819**

**Budget 2018-19 – Spend April 2018 to February 2019**

The Clerk gave an overview of spending to date but explained that she was very new to the role and would be much better placed at the next meeting to provide a more in-depth report.

The Library had achieved its budgeted income of £2200 for the year.

The actual expenditure to date was at £4584 with £7000 committed to the new shelving. The remaining £4000 was committed to running costs up until the year end.

**068/1819**

**Budget 2019-20**

The Clerk reported that the Library has been allocated a budget of £14300 for the next financial year which was to include £7000 for the new shelving and all other running costs for the year (cleaning, story time, newspapers, window cleaning).

The Bradford MDC contribution towards the business rates, utility bills and other running costs of around £19,000 would be received for the 2019/20 but would then be under review. This was a matter that the Committee needs to be mindful of as we progress through the year.

**069/1819**

**Training Needs**

None at present.

**070/1819**

**Minor items for action by the clerk between meetings and items for the next agenda**

Nothing that hasn't been covered elsewhere on the agenda.

**071/1819**

**Date and time of next meetings**

Wednesday 19 June 2019 at 1pm in Burley Library.

*(This date is subject to change dependent on newly elected members' availability.)*

**Burley - Issues****2018/2019**

<b>Book &amp; Media</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>Total</b>
Adult Fiction	893	822	907	1078	972	916	1024	1038	859	1065			<b>9574</b>
Adult Non-Fiction	324	328	378	514	421	417	473	467	372	402			<b>4096</b>
Children's Fiction	1008	1030	790	1443	1386	1195	1255	1295	842	1108			<b>11352</b>
Children's Non-Fiction	128	131	106	195	213	139	176	198	124	160			<b>1570</b>
<b>Total Book Issues</b>	<b>2353</b>	<b>2311</b>	<b>2181</b>	<b>3230</b>	<b>2992</b>	<b>2667</b>	<b>2928</b>	<b>2998</b>	<b>2197</b>	<b>2735</b>	<b>0</b>	<b>0</b>	<b>26592</b>
Adult Audio Books	14	25	14	19	20	17	15	19	13	23			<b>179</b>
Children's Audio	4	0	1	0	0	2	0	0	1	0			<b>8</b>
Dvd's	0	2	0	0	4	2	0	0	0	0			<b>8</b>
<b>Total Media Issues</b>	<b>18</b>	<b>27</b>	<b>15</b>	<b>19</b>	<b>24</b>	<b>21</b>	<b>15</b>	<b>19</b>	<b>14</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>195</b>

<b>Netloan</b>													
Reservations	100	159	139	152	115	134	134	153	99	138			<b>1323</b>
Hours Used - To nearest qtr hour	69.25	90.75	90.5	115.75	81.25	92	96.5	109.5	71.25	98.75			<b>915.50</b>

<b>New Borrowers</b>													
Adult	10	4	5	11	12	5	14	8	9	14			<b>92</b>
Child	11	3	5	21	13	11	8	8	4	3			<b>87</b>
<b>Total</b>	<b>21</b>	<b>7</b>	<b>10</b>	<b>32</b>	<b>25</b>	<b>16</b>	<b>22</b>	<b>16</b>	<b>13</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>179</b>

<b>Visitors</b>													
Visits	2456	1960	2536	3021	3645	2906	2794	3356	2359	2764			<b>27797</b>
<b>Total</b>	<b>2456</b>	<b>1960</b>	<b>2536</b>	<b>3021</b>	<b>3645</b>	<b>2906</b>	<b>2794</b>	<b>3356</b>	<b>2359</b>	<b>2764</b>	<b>0</b>	<b>0</b>	<b>27797</b>