

**MEETING OF SAXILBY LIBRARY VOLUNTEERS**

**ST ANDREWS COMMUNITY CENTRE SAXILBY**

**MONDAY 18<sup>th</sup> JANUARY 2016 7.00pm**

**Minutes**

**Present**

Chris Greene (Chair), Sandra Greener, Jenny Barker, Sue Gravill, Caroline Colley, Liz Harrison, Sheila Hughes, Audrey Drljaca, Jean Plummer, Kath Hostad, Jane Kent, Andy Bembridge.

Aimee Atkinson - Library Development Officer

Elaine Atkin - Clerk to Saxilby Parish Council

Peter Odam - Chair of Saxilby Parish Council

**Apologies**

David Greenop, Val Barton, Gill Straw

**Minutes of Previous Meeting**

Approved

**Matters Arising**

There has been no progress on changes to the library layout and as Saxilby Parish Council followed guidelines provided by Lincolnshire County Council when designing the layout discussions with LCC will have to take place before any changes can be made. Peter Odam felt that this is something to be revisited at a later date and will report back at future meetings.

**Rota**

It is difficult to cover Friday and Saturday sessions and the Tuesday computer session leaves Andy alone. It was agreed that a new recruitment campaign for volunteers is needed and Alison offered to put whatever text we want in the Foss Focus. Chris offered to speak to David re providing suitable text.

Tuesdays are quiet although library numbers seem to be down on most days. The building is not welcoming in its layout and there have been large quantities of mud on the paths and windows recently which doesn't help. There is significant footfall into the building on Thursday mornings when the library is used as a pushchair park for the upstairs classes so it was agreed to move the Tuesday session to Thursday morning between 10.00am and 1.00pm, for a trial period in the hope of gaining new library members. As it is necessary to give a months notice of any session changes the last Tuesday session will be on 9<sup>th</sup> Feb and the first Thursday session on 18<sup>th</sup> Feb.

Andy will check with his supervisor about moving his computer day to Thursday.

## **Comments from Library Development Officer**

SERCO is to provide a network, socket and cable plug for the RFID machine which should cure all the problems.

Aimee is hopeful that the return of a member of the Stock Rotation Team from maternity leave will result in the removal of the long standing items from the stock rotation list. She will discuss at her meeting and report back.

The problem of reserved books not being in the library despite members being advised that they are ready for collection may be the result of email server problems.

## **Monthly Returns Forms**

The hours worked by the volunteers will be collated by Audrey and the visitor numbers will be emailed to Aimee by the Volunteers on duty on the last day of the month.

## **Greenwich Take Over**

The official date is 1 April 2016

## **Open Discussion for Volunteers**

A training folder will be provided by Aimee and managed by Elaine containing confidentiality agreement and training material for the volunteers to read and sign.

## **Any Other Business**

There continues to be bad behaviour in the library, particularly during evening and weekends when children are being left to entertain themselves in there whilst the adults use the bar. John McDonald (Bar and Centre Manager) was invited into the meeting to discuss this. The library is currently open for 70 hours per week which is well above the 49 hours required by the formal Service Level Agreement. John suggested that if the library closed at 5.00 pm on Fridays and only opened between 10.00am and 12.00 noon on Saturdays and Sundays the incidents of bad behaviour would be significantly reduced. When the lights are off in the library the children tend not to go in even though there is no physical barrier to stop them. Peter Odam agreed to discuss this with the Parish Council and provide Aimee with feedback.

Aimee said that there might be some large boards that could be used to partition the library off during Community Centre events.

The Parish Council have had discussions about having the library manned during Community Centre events.

The Music with Mummy session leader is happy to lead a music and rhythm session on Saturday.

## **Date of Next Meeting**

Monday 14<sup>th</sup> March 2016