

MEETING OF SAXILBY LIBRARY VOLUNTEERS

ST ANDREWS COMMUNITY CENTRE, SAXILBY

Monday 15th August 2016 at 7.00pm

Minutes

Present:

Caroline Colley (Chair), Gill Straw, Liz Harrison, Audrey Drljaca, Chris Green, Andy Bembridge, Sandra Greener, Ruth Dymock, Jenny Barker, Jean Plummer, Aimee Atkinson –Library Development Officer
Elaine Atkin – Clerk to Saxilby Parish Council

Apologies:-

Kath Hostad, David Greenop, Sue Gravill

Minutes from Previous Meeting:

No hard copy of the minutes was available. A copy had been e-mailed to all volunteers some weeks earlier. There were no matters arising.

Review/Update from Library development Officer:

There are to be deliveries on Mondays and Wednesdays only with immediate effect. As Saxilby is the last stop on the round the delivery is likely to sometimes occur after 1pm, and will fall to the next volunteers' session to process.

The stock assistant has removed a number of books from the "Romance" section and the "Westerns" section. The next time she visits she will concentrate on the non-fiction sections to review.

Aimee had e-mailed the volunteers regarding a customer with dementia. She asked if we were all aware of the matter. We may, with permission, need to speak to the Customer Service Centre on his behalf. Aimee's senior officer Brenda is aware of the situation and Aimee's successor will be made aware of the problem once in post. The paperback "Romance" section, on the 2 revolving stands, are not in order. The correct order should be in colour blocks, and within the colour blocks in alphabetical order of the author's surname. Where more than one author is involved in one book, the first named author's surname to be used. The volunteers to put in order please.

Mention was made of the "Lost Property" box. This is unsightly and an obstacle to customers collecting their reservations.

This is Aimee's last meeting before she leaves her post as LDO. Her successor will be someone from the existing Lincolnshire library staff. Interviews are taking place week beginning 22nd August and the successful applicant is likely to be in post by October. In the interim period, the other LDO's are covering Aimee's work between them and are likely to be very busy. It would be appreciated if the volunteers can direct as many queries as possible to the Customer Service Centre. However a named person to contact will be notified to the volunteers.

Rota:

There are often a few gaps for Fridays on the rota, but these eventually are filled. We have a new volunteer, Sam Jervis, who helps to cover Saturdays, which have, at times, also been short on volunteers.

Recruitment:

There is no specific recruitment drive at the present. The latest 2 new volunteers had come into the library and approached the volunteers on duty.

Open discussion for volunteers:

The Clerk to the Parish Council, Elaine, was asked if the Council had reached a decision as to changes to be made at St Andrew's Centre. Elaine had no news to report – the Council have an ongoing task to reduce expenditure of

which the review of services at St Andrew's is a part. The supervision of the library is a council obligation, and if the bar isn't open, staff is still needed to be around. No decisions have been made.

At this point, Paul Roberts, the new Chairman of Saxilby Parish Council, joined the meeting. Elaine introduced him to the volunteers. She had put in apologies for him at the start of the meeting, stating that he may be late due to other business.

A query was raised regarding the public computer guest cards. Children can remember the numbers and log into the computers without them. Aimee stated that no children under 16 years of age should be given a guest card. Such children need parental permission to access the internet. If the child is a library member it is the parents' responsibility as to whether the child has a pin number to access the internet. If the guest card numbers are e-mailed to Aimee, then she will change the passwords on them. Audrey and Andy will e-mail her on Thursday with the information.

Aimee confirmed that the volunteers are not required to do an audit of the books. The stock team have responsibility for this.

Bank Holiday Monday August 29th – notices are displayed stating that the library is open as normal but that no volunteers will be available. Elaine asked Aimee if the library could remain closed until 12 noon as there was no other activity in the Centre until that time. She will put up an amended notice to that effect.

John Macdonald is to provide fire marshal training and the library will need to be closed for half a day. Aimee will notify library officials.

At the close of the meeting the volunteers individually wished Aimee good luck and best wishes in her new life, and thanked her for her support.

Next meeting:

Monday 24th October 2016 at 7.00pm