

**NOTES OF SAXILBY LIBRARY VOLUNTEERS MEETING**  
**ST ANDREWS COMMUNITY CENTRE, SAXILBY, 7pm Monday 10 July 2017**

*Present:* E Atkin (Clerk to Parish Council), P Roberts (Chair of Parish Council), M Cruickshanks LDO (Greenwich Leisure Ltd), A Drljaca, J Thompson, K Hostad, V Barton, J Plummer, C Colley (chair), R Dymock (notes), J Kent, R Waite, D Greenop.

*Apologies:* G Straw, L Harrison.

1. **Minutes of last meeting:** approved.

2. **Matters arising:**

- i) Two awards have been presented to the group; one as winner of the County Council Good Citizens Community Group, and one as runner-up in the West Lindsey awards – the meeting thanked Elaine for nominating us.
- ii) Elaine will continue to print out relevant emails and put them in a folder for volunteers to check through when they are on duty.
- iii) No excessive problems have been encountered with overdue fine collection.

3. **Review/update/open discussion**

- i) Margaret congratulated the group on their well-deserved awards.
- ii) Borrowing figures show excellent core active members and continued stable activity in the library (attached).
- iii) Recent stocktake: many fiction titles have been sent back to Lexicon House either because they are out of date or in poor condition. This may leave some gaps which Margaret hopes to re-fill. She thanked those who came to assist, and also thanked all the group as the stocktake confirms we are doing the job properly. All libraries are going through this long piece of work which has to be done by the LDOs on their system. Non-fiction will be tackled next, although it was accepted that some books in subjects such as Local History may be in less good condition but still need to be kept locally for reference.
- iv) A small stock of outer jackets will be sent to us so we can renew jackets where they are torn or spoilt, for those who know how to do so.
- v) There are new categories with white labels within non-fiction – a list will tell helpers where to file these.

4. **Open discussion:**

- i) Deliveries and collections are now once a week only, on a Friday, as there are 2 fewer drivers (see attached driver roster). Discussion arose on any way we can improve this - but it could involve us collecting boxes, which was agreed to be not practical. Driver schedule will not be altered for the present.
- ii) If public don't have new £1 coins for RFID machine, volunteers can take fines and write in diary (machine does take notes)

5. **AOB**

- i) Shredder remains broken – Elaine will get it mended or replaced with another.
- ii) Discussion about young children playing in the library esp on a Friday night/weekends, making a mess and moving books and furniture (broken computer chair last week). Parents have responsibility for them, but there was discussion about ways of shutting this part of the library off when closed. Issue to be raised at Parish Council.
- iii) Elaine thanked group for its thank-you card on submitting the volunteers for the awards.
- iv) Gala on Saturday 15 July – note restricted parking.
- v) David raised awareness of access for library members to e-books and electronic versions of magazines including back issues. Volunteers to familiarise themselves with wealth of electronic resources for library members online, including “Links to the Past”, in order to be able to help library users where required.
- vi) There was a query of what age children need to be to help volunteers out in the library, especially in the children's voluntary work week. Elaine will discuss with Parish Council.

**Date of next meeting:** 9 October 2017, 7pm.