



Castle Donington Community Library



Management Committee Zoom Meeting Minutes

6 July 2021

Present: Tony Saffell Sue Kent
 Penny Burns Anne Meadows
 Su Clement Fiona Palmer
 Jane Hancox Becky Stewart
 Jeanette Steward

		Action
1.	<u>Apologies</u> – Apologies for absence were received from David Cole, Steph Garnett and Jackie Ward.	
2.	<u>Minutes</u> – The minutes of the last meeting were approved as a correct record.	
3.	<u>Finance Update</u> – The balance in our bank account is £16,976.88. Jane reported that Penny would be resigning from her role as Treasurer and thanked her for her help. She explained that she and Anne would be taking over the role jointly and would be looking to run the library accounts on a more professional basis using Quickbooks.	
4.	<u>Furniture/Equipment Purchases</u> - A request had been sent to Anne King to spend some of our Section 106 money. 80% had been released up front and the remainder would be paid on receipt of our invoices. The following items had been ordered: Soft play toys Folding bookcases for the café Tub chairs for use in reception and library Gate fencing for stay and play It was proposed by Penny that purchase of these items be approved. This was seconded by Su and approved unanimously. The question of bookcases in the library was deferred until Kevin could join the meeting.	
5.	<u>Purchase of Honesty Books</u> – David had put together a list of books which it was proposed to buy via Waterstones using our charity discount. The discount is greater if you pick the books yourself and Su agreed to help with	

	<p>this if required. A purchase order would need to be raised and Jane agreed to do this once David had requested it. Su and David would liaise.</p> <p>Fiona asked if we might purchase some children's honesty books to tie in with the play activities being arranged over the summer. It was agreed that she would ascertain the themes for these so that we could check books we already had. It may be possible to purchase additional children's honesty books and this would be reviewed at a future meeting.</p>	<p>Su/David</p> <p>Fiona</p>
6.	<p><u>Summer Reading Challenge</u> – Su had purchased 17 books for this challenge via Waterstones and the works, which had totalled £97.87, saving us over £35. Pencils had also been purchased as these had not been provided by Leicestershire. Packs of Haribo would also be purchased as prizes for the treasure hunt.</p> <p>The launch event planned for 10 July was not now taking place as there had been insufficient publicity and vaccinations were now taking place that day. The treasure hunt would be set up in the library/garden from Friday 9 July and instructions would be made available for all volunteers. It was planned to open the library on Saturday 24 July when an external company would be putting on story/craft sessions. The first session was being offered at a one-off price of £60, which the library would contribute to. Publicity would be undertaken by the company for this event and others planned throughout the summer.</p> <p>Sue agreed to contact those volunteers who had signed up for 10 July.</p>	<p>Sue</p>
7.	<p><u>Review of Opening Hours</u> – It was agreed that as customer numbers were still on the low side, we would maintain our current hours, although it would be nice to be able to open perhaps one Saturday a month commencing with the 24 July. The Library and Fiona would liaise on this.</p> <p>It was agreed that we need to attract more volunteers and a display table for this purpose would be set up at the open event on 24 July.</p>	<p>Sue</p>
8.	<p><u>Library Shelving</u> – Kevin joined the meeting and explained the various options that had been considered. From a safety and aesthetic point of view it had been agreed that the best solution was to have bookcases constructed which would be simpler to fix to the wall and would give us more shelving. It was agreed that we should ascertain costs for this. Section 106 money could be used as it was a library enhancement. Depending on cost, these could be purchased over time when funds allowed. Sue agreed to contact Jamie Christian to measure up and give us a quote.</p>	<p>Sue</p>
9.	<p><u>Date of Next Meeting</u> – The AGM is currently scheduled for 10 August at 7.00 p.m. at the Hub and it was agreed to hold a short Management Committee meeting immediately after this.</p> <p>Jane is unable to attend this meeting in person.</p>	<p>Sue</p>

10.	<u>AOB</u> Following the Government's recent announcement regarding the lifting of restrictions, the wearing of face masks in the building was discussed and further guidance would be given to volunteers once we have heard from Leicestershire on this. Su would produce a new Risk Assessment based on this guidance.	Su
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