



Castle Donington Community Library



Minutes of Management Committee Meeting

21 September 2021 at The Hub

Present: Tony Saffell Sue Kent
Penny Burns Fiona Palmer
Su Clement Jeanette Steward
Steph Garnett Susan Wilson
Jane Hancox
Becky Stewart (via Zoom)

		Action
1.	<u>Apologies</u> – Apologies for absence were received from Jackie Ward.	
2.	<u>Minutes</u> – The minutes of the last meeting were approved as a correct record.	
3.	<u>Matters Arising</u> Update on Equipment Purchases – Shelving Update – A response is still awaited from Nigel Atkinson. Contact has also been made with a company in Loughborough and a further update will be given at the next meeting. Sue K will also contact Andrew Furman in the village to see if he would be interested in the work. Honesty Book Purchase Update – Su C is to contact Waterstones to get an idea of price for the books identified by David Cole and will report back to the next meeting. Tony has £10 to give to the library as a result of purchases via the app “We buy Books”. Any volunteer can add this app to their phone, identifying the recipient as Castle Donington Library. Some donated books have been sorted and will hopefully be sold at the Macmillan Coffee Morning to be held at The Hub on Friday. Su Clement and Hilary will run the stall. The remaining books will be taken to charity shops.	Sue K Su C
4.	<u>Finance Update</u> – As of 18 September we have £16,745.49 in the bank, which includes the £1,000 refund for the returned fencing. We are running at a deficit on running costs and will need to look at fund-raising ideas in the future. A Facebook campaign will be instigated to try and recruit more “Friends” of the library. Sue will pass this information onto Grace so that this can be initiated.	Sue K

5.	<u>Review of Opening Hours</u> – After some discussion, it was hoped that we could extend opening hours until 6.00 on Mondays and also open on Saturdays from 10.00 until 12.00 or 1.00 with effect from 25 October. This would be reviewed and, hopefully approved, at the next meeting.	Sue K
6.	<u>Volunteer Issues</u> – Steph reported that we potentially have 8 new volunteers, some of whom have commenced their training. It was agreed to have three slots per session on the rota going forward and all “hard core” volunteers would be designated as trainers to enable new volunteers to be trained quicker. Our current training manuals are now out of date and Su Clement agreed to update these.	Steph Su C
7.	<u>Laptops</u> – It was agreed that customers should be encouraged to make use of these. One should be put out at the start of each shift on the coffee table, with others being brought out as necessary. Users would need to have a library card and some form of ID which would be logged in the book.	
8.	<u>Photocopier</u> – The photocopier cannot be connected to the network, but Tony agreed to ask Matt if our laptops could be networked to enable printing to be easier. Post Meeting Note: Tony has spoken to Matt, and he has confirmed that this can be arranged.	Tony
9.	<u>Review of book Categorisation</u> – After some discussion, it was agreed to keep our categorisations as they are with separate areas for different genres.	
10.	<u>Issues Raised by Customers</u> – Storytelling for pre-school children – Although this is something which is nice to have, the cost would be prohibitive. Some new volunteers have noted storytelling as an area they would be interested in, and this will be pursued with them once they are on board. Photocopier Training – Su C agreed to put together some simple guidelines for use by volunteers. Post Meeting Note: The instructions for printing from a memory stick have now been found and are on the photocopier.	Steph Su
11.	<u>CML Cluster Meeting Update</u> – Today’s meeting had been cancelled and re-arranged for Tuesday 28 September at 10.00 a.m. at Quorn. Steph agreed to attend.	Steph
12.	<u>Date of Next Meeting</u> – This was to be held on Tuesday 12 October at 7.00 p.m. at The Hub. Fiona asked if Sue could book future Management Committee meetings in with Anna.	Sue K