

Minutes of meeting of FoCL committee, Tuesday June 14, 2016 at 12.30pm – 1.30 pm

Venue – Colyton Library

1. Present: JD,PD,DD,RH,JM,RM,JU,CG-W,SW

2. Apologies for absence - JF, MM

3. Minutes of meeting on April 19, 2016: accepted

4. Matters arising not elsewhere on the agenda

- **Wi-Fi bench-** JD/MM: nothing to report.

5. Treasurer's report: JM circulated copies of summary account to 31.5.16.

Current balance £7096.20

6. Membership secretary report and vacancy: JF has taken sabbatical leave for personal reasons. This leaves 2 vacancies: a) Membership secretary – processing new applications and communicating with Friends via newsletters. CG-W volunteered to take this on, and will contact JF for handover.

b) Organising speaker events – JD will ask a suggested person if they would consider doing this. JM pointed out that JF is one of 3 signatories for cheques, but this arrangement can remain in place. A card is to be sent to JF.

7. Librarian matters

- **Librarian report:** PD reported the latest statistics. Colyton's 2015-2016 pattern follows the general downward trend – active borrowers down 18%, issues down 17% and visitors down 40%. Computer usage data was only available for 2014-2015, and showed a downward trend, expected to be reversed following the acquisition of WiFi. RH queried the possibility of further data analysis, e.g., identifying newcomers joining the library.

Colyton's main problem is the short opening hours. Could we raise awareness of when we are open and encourage people to come in? DD enquired if it was possible to hold more Library Extra sessions (run by volunteers) to provide more consistent hours. However, JD reported that recent Tuesday mornings have been very quiet. Families in particular are more likely to use Seaton library as it opens more often.

CG-W suggested liaising with the primary school, giving each child in reception class a library card. PD responded that there would be a problem re parent guarantors. The Caterpillars pre-school already receives regular visits. PD is searching for more attractive display facilities. RH proposed that a separate welcome letter/joining form/opening hours to promote the library could be inserted in the LINK booklet given to new arrivals – RM to sort this out.

JD pointed out that meetings of groups are not registered, so do not show up on the stats.

This topic will be discussed at a future Devon Friends' meeting, which DD will attend.

PD will be on sick leave from early July for approx 6 weeks. In her absence, Carole (from Sidmouth) will step in if necessary.

8. Transfer of Building to Colyton PC/FoCL

- **update on transfer:** awaiting solicitor's action on several legal documents

9. Building matters

- **Photovoltaic cells:** As the building has a flat roof, EDDC cannot decide if planning permission is required to satisfy new regs. In the hiatus, an opportunity to apply for a grant from M & S missed the deadline.

- **Outstanding repairs:** PD keeps chasing re the broken door hinge, kitchen flooring and roof insulation.
- **Electricity supply: RH** - in spite of requesting monthly bills (as from April), none received to date. PD will check if one has been received for Seaton library
- **Rats:** Rentokil can only continue to leave bait, and can do no more until the roof insulation is removed. Post eradication it will need to be restored..

10. Future Events

- **Children's day July 16:** PD circulated flyers and a poster. On Thursday 14th July , after closing time, help is needed to move furniture. On the day, readers will be required for the Readathon. Otherwise no specific help is needed.

DD stated that her contact Pat Eeles (children's author) who had volunteered was still available. PD suggested she do a session on a later date, 30th July, and will contact her.

- **Author event:** JD – nothing arranged yet.

PD has Graham Hurley's (crime writer) contact details. Material for a Murder Mystery Event will be available from another library.

11. Fundraising

- **Finance sub-committee:** has not yet met.

12. Volunteer matters

- **Refresher session PD/RH:** has been held. A few more V's are needed

13. Libraries Unlimited – DD: report from the April meeting:-

We are now in start-up mode and are looking at how our branding, terms and conditions can help shape the culture of our new organisation.

The Board have identified a need for a risk register.

The Board discussed the “Ambition for Public Libraries in England” and will contribute to its development through the consultation process.

Trustees will be touring libraries in June/July and each establish a meaningful affiliation with all libraries.

Our launch will take place on April 23rd and welcome the support of all staff, Friends and trustees

JD reported on the May meeting, the main focus relating to the decrease in usage across the libraries which is being discussed with Friends groups

14. Newsletter/Coly Times entry: articles are to be put on the website – SW will forward them to CG-W, who will also send them out to Friends.

15. Website updates: details of Children's Event to be added

16. AoB: none

17. Date of next meeting: Tuesday 23rd August 12.30

