

Minutes of planning meeting of FoCL, Tuesday 4 November 2014

Purpose of meeting – to continue development of plans for 2015 model of Colyton Community Library and to prepare pilot site application

1. Apologies for absence: MM

2. Minutes of 21.10 14: Item 4 - an incorrect statement was deleted. ("A single council accountant will replace the current team"), otherwise accepted

3. Updates from DCC /DLS event: JD reported briefly on the recent meeting for all existing Devon Friends' groups. A presentation was given by Suffolk, now a mutual organisation, who have kept all their libraries open and professionally staffed, and made savings of 30%. DCC have OK'd continuing exploration of the Suffolk model by 10 pilots representing a range of situations. Applications are to be received by Nov 30th, a decision made within a week and announced on Dec 8th, and representatives of the chosen 10 to attend a meeting on Dec 11th.

RH clarified the implications of DLS becoming mutual, a lengthy process involving much consultation.

4. Community pilot application: It was agreed unanimously to apply to be a pilot. Copies of the application form had been circulated, and the contents selectively discussed.

From the preamble – re trialling new technology.

RH outlined the Denmark model, running an unmanned service 24/7 with access via key card and surveillance cameras. A trial in Denmark branch libraries resulted in surprisingly lower levels of vandalism than before installation, and is seen as a success. Cost is not huge, and money could be available for it. Similar systems operate in some UK universities. Access times can be set, so evening groups would not be disturbed. Borrowers would have to apply for a key card. It was concluded that the possibility is worth investigating.

Though installation of WiFi is already planned and therefore not part of the pilot scheme, MM is investigating ownership of the land outside the library with a view to putting a seat there (provided by the Parish Council), thus extending the range of WiFi use.

Re talking to the community:

A meeting for Friends and Volunteers has been set for Nov 19th, by which time ideas for the application form need to have been sorted out. A public meeting will follow in due course. Requests or support for the pilot application from the Feoffees and Parish Council are in train.

5. Business Plan: Section 3.1 Our Idea

RH referred to the business plan previously circulated. The format is not the same as the application form, so requires modification. It is to be used to open negotiations.

Being a charity will be an important selling point.

DCC may not necessarily endorse any agreements made with DLS.

Section 3.15 – how we involve children and young people

JD – this needs to be beefed up. MH reported on the recent involvement of Axe Valley Community College students, and has plans to contact the school (in partnership with Seaton and Axminster libraries) to encourage those who are not avid readers, thus extending beyond the established demography. The small amount of capital available could finance attractions such as a self-service

coffee machine and diaries for the 6-book challenge.

JF reminded us that Colyford must be involved.

RH- the form needs to be completed within the next few days. MH was asked to provide him with notes on past, present and proposed events.

Section 3.16 – increased use of the library.

By attracting more groups.

An in-house alternative to the RVS home delivery is to be investigated (as the RVS system appears to have broken down)

RH proposed to edit the business plan for inclusion, and to include MH's submission, and JF's report on membership (currently chasing non-rejoiners to try to get the number to 100)

The rest of the committee to e-mail any proposed amendments to business plan by Friday evening, plus a summary CV outlining transferable skills, strengths and expertise so that a list of about 6 unnamed individuals can satisfy Section 2.9. RH will e-mail a draft for further comment.

Completed application forms need to be circulated round committee members before the Nov 19th meeting, but Friends and Volunteers will receive headlines only.

JD and RH will talk to CVS (Section 7.33)

6. Local lottery: nothing to report

7. FoCL subs / patrons / benefactors: nothing to report

8. Photovoltaic cells: MM is awaiting the outcome of the pilot application. AK queried the viability of raising £7000 for the PV cells. RH responded that we were confident, but not intending to become a primarily fund-raising group.

9. Areas for clarification with DLS

- **Computer – ownership:** RH – DLS are still working on the replacement system for Galaxy . In the event of our taking over the building, we wish to take over as little as possible of the contents, so ownership of the computers will remain with DLS.
- **Insurance – staff:** clarified
- **Staff employment:** clarified

10. AOB: After discussion it was agreed to continue with one longer committee meeting rather than 2 sub-committees. MH volunteered that staff are encouraged to interact by being funded for up to 2 hours per month to attend meetings.

DD has produced a sample poster and application form to recruit new Friends, but it was agreed to postpone their use for a month until the pilot application outcome is known.

DD's suggestion of neon “Open” lights was declined.

11. Date of next meeting: Tuesday 16th December 9-10 am.