



SANDGATE PARISH COUNCIL
Minutes of an Library Committee Meeting held at 11.00am on
Monday

Present: **Chairman** **Cllr Robert Bliss**
 Councillors: **Adrian Watts, Jan Holben and Tim Prater**

Clerks: **Mrs G Thomas**

These Minutes will only be deemed to be a correct record of the meeting when approved and signed at the next meeting
Meeting started 11.00

1. **Apologies for absence:** Cllr N Siwa
2. **Declaration of Interest** – none declared
3. **Minutes of the last meeting** – the minutes of the meeting held on 24th January 2017 were presented and approved as a correct record.
 Agreed by all
4. **Review of services**
 4.1 The provision of services to the present date was discussed and the members were pleased to hear that there had been an overall increase in usage of the library, with substantial improvements in group membership and visitor numbers. These improvements were noted against a general decline in the numbers of visitors and issues in Kent Libraries.
 4.2 It was agreed that the volunteers and Saturday staff should be thanked for their efforts in making the library such a friendly and welcoming venue.
 4.3 It was noted that Thursday afternoon opening had been a great success, the Talktime group had membership numbers which exceeded that of similar groups in most other Kent libraries and borrowing was also at a good level during these three and a half hours.
 4.4 It was proposed that an additional afternoon opening should be trialled for 2018/19, from 1.00pm-5.00pm, and that the existing Thursday afternoon opening should be extended an extra half an hour until 5.00.
 Proposed by Cllr Tim Prater
 Seconded by Cllr Robert Bliss
 Agreed by all
 Action: Clerk to discuss staffing with Saturday and Thursday staff
 4.5 It was agreed the clerk should contact all local schools to inform them of the new opening hours and that the library could be a possible venue for after schools clubs.
5. **Report of proposed activities / event**
 The committee were pleased to hear that activities and events taking place in the Library were well attended. It was agreed that additional opportunities existed to increase library usage and footfall by opening the library to organisations such as the U3A. It was noted that the library provided a number of different areas for small group usage and that if additional screening for increased privacy was required this could be proved. The back office was also discussed as a possible venue for a group.
 Action: RFO to contact U3A

6. Refit of Library

It was agreed that the existing layout of the library was in general very good, but it was proposed that the children’s library was extended by moving some bookcases. It was also noted that some of the furniture was in need of replacement and that the clerk would contact KCC to see if any furniture was available. A small budget was also available for the purchase of new chairs if required.

7. Book fund 2018/19

7.1 The new books which had been purchased by the £1000.00 allocated from the parish budget were discussed, and it was noted that an additional 40% saving had been achieved by using KCC’s purchasing arrangements with Askews. It was agreed to advertise the new books on the website and mail out. It was noted that a further £1000.00 had been agreed for the following financial year.

7.2 It was suggested that customer reviews of the new books could be elicited and displayed on the bookcase.

7.3 It was noted that the eReaders were already showing signs of becoming obsolete and it was agreed that these had not been a very good investment and that this should be raised at the next quarterly meeting with colleagues from KCC.

8. Date of next meeting- TBC

The meeting ended at 11.50

Signed by the Library Committee Chairman.....Date.....