



SANDGATE PARISH COUNCIL

Minutes of an Library Committee Meeting held at 12.00am on 26th November 2019

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**Present:**        **Chairman**                **Cllr Gary Fuller**  
                  **Councillors:**        **Robert Bliss and Adrian Wattss**  
  
                  **Clerk:**                    **Mrs G Thomas**

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These Minutes will only be deemed to be a correct record of the meeting when approved and signed at the next meeting
Meeting started 12.00

1. **Apologies for absence:** Cllr Nina Bliss, Nabin Siwa & Tim Prater
2. **Declaration of Interest** – none declared
3. **Minutes of the last meeting** – the minutes of the meeting held on 16th July 2019 were presented and approved as a correct record.

Proposed by Cllr Adrian Watts

Seconded by Cllr Robert Bliss

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 a continuing increase in usage of the library, with improvements in group membership and visitor numbers during the last quarter.
 - 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 The Residential Homes Library Delivery Service was discussed and it was felt that Kent Libraries' service offer needed to be more actively advertised.
Action: Clerk to get full details from Kent Libraries and advertise the service
 - 4.4 The future of merchandising in the library was discussed and it was noted that any merchandising needed to be separated from the main Library Counter to show that it was a distinct Parish offer, and not that of Kent Libraries.
Action: Clerk to investigate the purchase of a small stand to sell HG Wells memorabilia and other items, to be sited near the front of the library.
 - 4.5 It was noted that discussions with Kent Libraries regarding the purchase of a music licence had taken place and that it had been felt by Kent Libraries that it would be prohibitively expensive.
Action: Clerk to investigate further possibility of purchasing a licence to play children's music only.
Action: Clerk to contact KALC for any advice regarding performance licences

4.6 It was agreed that the carpet needed cleaning and re-Scotch guarding and the clerk was asked to look into getting quotes to undertake this work.

5. Feedback of meetings

5.1 An update was provided regarding the recent visit by Glyn House, Area Manager. It was noted that the problems with the absence of a working photocopier and its replacement with one of limited functionality had been regularly flagged with Glyn. It was hoped that promised improvements to the service delivery by Kent Libraries' contracted ICT services should soon result in a repaired printer and acceptable printing offer to Sandgate residents.

Action: Clerk to regularly update members about any developments with this issue.

5.2 It was noted that the issue of the automatic door being used during children's' events, was discussed at the meeting with Glyn. It was agreed by members that at all specific events involving children (Read and Rhyme, Craft Clubs etc...), the door should be on manual

Action: Clerk to arrange for a buzzer on front door to assist disabled users of the library on the occasions that the door is on a Manual setting.

6. Information – None at this time

7. Date of next meeting- TBC

The meeting ended at 12.50

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