

STOWEY SUTTON PARISH COUNCIL

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Minutes of the Annual General meeting and Regular Meeting of the Bishop Sutton Community Library Sub-Committee to be held on Tuesday 23rd April 2019 at The Link, Bishop Sutton BS39 5UU

Attendees: J Bryant (Clerk), Chair L Kingston, H Clewett, E Daly, M Arnold,
Apologies from: C Emmett (Volunteer Team Leader)

1. Apologies for absence

None received.

2. Declaration of interest

None received.

3. Approval of Minutes

The minutes previously circulated were agreed as a true and accurate record of the meeting held on 15th January 2019.

4. Chair's Report

Library activity started in July 2018 with a stall at the Recreation Ground play equipment launch with further stalls at local events designed to create interest. Activities have included Chinese lanterns at Chinese New Year and hedgehogs out of old paperback books. Angels and Christmas trees are planned for Christmas 2019.

Our Community Library has become more than just a library. It is a community hub that is helping to combat loneliness. Old friends have reconnected, individuals needing to recover or relax have visited our stress-busting location, and lonely residents have come to meet new people having a chat over a tea or coffee with a slice of cake. Of course, it is also somewhere to have a good read.

Activity and registrations were buoyant up to Christmas 2019. Waiting on last quarters figures from B&NES. Adult and children fiction are the busiest categories. Last few weeks have been quieter, predominantly due to holidays. We will consider special activities during school holiday periods going forward.

24 regular volunteers assist with the running of the library. Also, a bank of floating volunteers fill gaps and participate as and when they can. A good routine has been established. We always have counter staff although we need a few more people who can learn the coffee machine to assist with servicing beverages and ongoing maintenance of the machine. There is a strong volunteer working group that meets regularly to discuss activity and needs. Everyone is flexible which creates great morale and ensures strong cover levels. All volunteers have received training on the library system from B&NES.

Since January our on-site book store has been completely revamped. Themed books stored for use throughout the year and quality fiction books retained for sale. Reciprocal agreement made with

The Book Barn to recycle unsold donated books. Whilst our preference is fiction, we will continue to receive all second hand book donations and any we cannot use will be forwarded to The Book Barn.

A new email address has been set up for the library where a calendar can be managed for the working group to reduce need for heavy email traffic. This account also enables us to take email enquiries from library users.

5. Current Activity Report

Volunteers are working well together. Many set jobs have regular volunteers, some gaps require filling. Looking forward to the upgrade later this summer and a revamp of rotas. Sales of sandwiches has reduced, and other products are now sought, particularly for Saturday mornings.

Whilst we are using social media, we are exploring ways of utilising it better. The Facebook page current has 87 likes, and 96 followers. A second router has been installed so that we can isolate public users from the library equipment creating a best practice of regular password changing.

6. Future Plans

Upgrade to Community Run Library Option A to take place within next 12 weeks. Extra furniture has been donated from other locations. We are ready for the upgrade either as one large increase or as a graduated increase.

Once the migration has taken place there are plans to engage Local Schools and Age Concern for further community activities within the Community Library with a possible extra opening session.

Activities to be planned for special occasions such as Angels and Christmas trees. Ideas and volunteers to assist are sought.

7. Finances

- a. Financial Report for Community Run Library for financial year end 2018/19 received demonstrating the community library has sufficient turnover to maintain viability (library commenced July 2018).
- b. Current income and expenditure received.
- c. Financial expenditure for the new financial year considered.

8. Date of next meeting

Next meeting will be after the migration to Option A unless a need arises.

Date to be confirmed once migration complete.