

### **Outstanding building work/Library Opening**

- *It is clear that the library cannot open on 24 November as projected. No work will take place on 24 Nov because of the preparations for the switch-on of the Christmas lights at the Grosvenor Centre. Roger Greatrex reported that 9 potential users came on 10 November, the date previously advertised. There must be no repetition. Timetable agreed*
  - *Sunday 16 Dec: deadline for completion of ramp construction*
  - *17-18 Dec: addition of hatched lines*
  - *19-21 Dec: Building Control and Entrust inspections*
  - *Wednesday 2 Jan: first day of operation*
- ***CE to seek urgent meeting with C Challinor to prepare risk assessment on the ramp and then Glean will seek meeting with Building Control to ascertain minimum precautions, especially concerning railings.***

### **Financial matters**

- How much will we keep as a float? £10
- How/who will be banking money when cash box contains more than agreed float? *It was believed that once per week would normally be sufficient. The rota will indicate each week who will be responsible for banking. This will always be a trustee and the normal arrangement will be for it to alternate between AD/TW*
- How/who will be banking donations money? *There will be two donations boxes, one by the desk for general contributions and the other by the refreshments for contributions for them. Both boxes will be emptied at the end of each session and the amounts recorded on the daily cash sheet. **HF to amend cash sheet***
- Can customers pay by cheque? *Yes subject to a minimum amount of £5*

### **Refreshments**

- Will we charge volunteers for their drinks/biscuits? *Ideally we would not charge but this might not be viable. The position will be explained to the volunteers at the meeting on 20 November and feedback invited.*
- Who is going to be responsible for buying milk, biscuits? *MB to oversee except for milk. Checking on milk will be added to the daily start-up list (**HF**) and if there is insufficient one volunteer should buy. The money would be taken from the cash float and this will be recorded on the daily cash sheet and a receipt stapled to it (**HF to alter cash sheet**)*
- Will there be a flask for customer to help themselves to drinks? *Where will this be? There will be a flask and filling this with boiling water will be a start-up task each session. The flask, tea, coffee and biscuits will be placed on the large table in the Youth Club. Users will not be allowed into the kitchen area and the door will be kept closed (locked if we can have a key)*

### **Health and Safety**

- Need to buy sharps box & picker *Cost of both is £10. These will be purchased and used should a needle be found in the library or youth club (when the library is open) or on either ramp. If a needle is discovered elsewhere on the Grosvenor sight this should be reported (CE to establish to whom) unless there is a clear need for more urgent action.*
- Need to buy body spills pack *Cost £5 each. 3 to be purchased and replaced whenever used*
- Are we going to keep the external access into youth club locked when the library is open? *The clear view was that it should be with a key being kept in the library desk in case of emergency. CE to check with C Challinor that is reasonable in terms of H&S*
- Are we going to keep the YC kitchen door locked whilst the library is open? *Yes, preferably locked.*
- Risk assessments to be in place and volunteers aware, prior to library opening. *They will be. CE/CC*
- Key for drawer unit where money and Internet User Forms are kept – keep locked during library opening hours? If so, where to keep key? *HF attempting to source additional lockable storage*

### Volunteer matters

- Who will be trustee responsible for liaison with volunteers? *TW with MB as deputy. TW to talk about this at volunteer meeting*
- Consider regularity of volunteer meetings in first weeks after opening *Monthly TW to organise*
- Who is going to be responsible for setting up & settling in new volunteers? *TW liaising with HF*
- Make up volunteer badges *HF has given some plastic badge holders to RA*
- Need lockable cabinet/drawers for volunteers to keep personal belongings while working in library *HF trying to source – see above*

### Building matters

- Key safe for library needs to be installed outside. *RA/HF??*
- Instructions for building alarm will be required. *MB to check with JC*
- Helen will complete Opening and Closing Procedures, once all matters are resolved *She most definitely will!!!*
- Helen to provide a contact list for volunteer support – who are the emergency contacts eg if something goes wrong with the building/alarm etc *On-going*

### Rota

- Clarify rota- not clear that 2 or 3 people required. *Agreed that we need three people on at all times, one to oversee the youth club area.*
- What are the arrangements for letting GLEAN know dates when not available, sickness so cannot do volunteering? *Ask JR to draft this*
- Will Joyce Rowe be at the meeting on 20 Nov? *MB to check*

### Matters for all trustees to consider soon

- Who is going to be responsible for regular SCC liaison? *We will continue fortnightly meetings in Jan and Feb. Hope to drop to lower frequency soon*
- Consider opening hours over Christmas. *Not necessary because of deferred opening*

### Publicity

- Put together general flyer /book mark advertising library with opening times. *Draft flyer by TW discussed and others possibilities shown. TW to circulate further draft (already done)*

- Any freebies for children eg book marks? Can some be made? *At volunteer meeting suggest that some might want to get together to design one*
- Can we advertise early on that events will be taking place in the library, even if they do not start immediately. Could there be a questionnaire asking people what they would like to see and what they can offer, as well as their preferred opening hours? *HF advised firmly to get the core library running before looking for further challenges – accepted. We could look at questionnaire prior to reviewing hours. Get volunteers in on the design?*
- Can we advertise the printing facility as this might attract people ***TW to look at incorporating this in flyers***
- Liaise with school re children's visits. ***TW to draft a letter to the HT introducing Glean and try to open a dialogue on how the two might assist each other. Hold off children's visits for now unless school is very keen for these to happen***

#### **Other matters - not so urgent**

- 15<sup>th</sup> December GLEAN & Helen have been invited to attend the over 85's tea party to tell them about the library & how they can use it . *No action because of deferment of library opening and uncertainty about numbers of home readers.*
- Seek Barry Hall's advice/ points to consider for our policy on involving teenagers , Duke of Edinburgh Awards scheme, bring your child to work day, work experience.
- Document "No children under 8 allowed in library unsupervised/accompanied" *TW suggested raising this to 12 because parents are not permitted to leave children below that age without supervision.*
- What hours is the library able to open? *Planning permission is for up to 10 hours Monday-Friday and for up to 3 hours Saturday. NB: SCC's planning had been on the basis that it will only fund community libraries for opening hours immediately prior to transfer.*
- Idea to have Healthy Walks meeting / ending at the library. *No*

#### **Future Meetings**

- Volunteer Meeting 20 November: hall at Grosvenor Centre is booked. We will have Brearley Room. Need to be there at 9:00 to set out room for 9:30 start.
- MB is in charge of refreshments ie drink and a biscuit at the start
- Impractical to have programmed Glean meeting that morning. Defer to 27 Nov. Later meetings continue as scheduled