

Yate Library Management Board Meeting at Chipping Sodbury Library on 22nd June 2017

Present: Neil Weston, Cheryl Kirby, John Abraham, Jean Butler, Lloyd Pellow, Granville Olive, Christine Howard, Sue Hope,

1. **Public Session** no members of the public were present.

2.. **Apologies:** Sue Walker

3. **Correspondence**
None

4 **Matters Arising from June 2017 minutes**
Agreed by those present as being a true record of that meeting.

5 **Library Service Review**

John updated the meeting on the implementation of the Library Review.

- Staffing: all permanent library staff who wanted to stay on have been allocated posts. Apart from a few exceptions these have all been accepted. There are to be no compulsory redundancies due to existing vacancies and some early retirements. Those staff who are currently on Limited Term Contracts are able to apply for any outstanding vacancies. The aim is to make these appointments shortly and advertise any vacancies that remain after this externally. Senior Library Assistants and Librarians were all interviewed for the new posts of Supervisors and Group Librarians respectively as these jobs will have different/broader roles than previously. Gabrielle Suddell (currently Librarian at Bradley Stoke – so experience of Open Access – and Winterbourne) has been appointed to the Yate, Thornbury/Winterbourne Group Librarian post. This role includes overseeing the various Community Collections including the one at Marshfield and several others that are in the offing. Neil has been appointed as Group Librarian for Downend/Emersons Green/ Staple Hill libraries as well as overseeing IT across all South Glos libraries. Current Senior Library Assistants at Yate, Julie & Sandra, will become the Supervisors here and will also hold that role for Winterbourne Library.
- Community Libraries: Marshfield Community Collection has been operating since March 2017 and continues steadily. St Michaels (Stoke Gifford) Community Collection is due to operate from 10th October. Stock is being delivered on 7th September with Neil to train volunteers on 21st September. Sue Hope explained that there are plans to locate a Community Collection in Hawkesbury Village Hall. John said there are similar plans for a community building in Severn Beach. North Somerset Mobile will be taking on a ½ day a fortnight from our Mobile Library, making stops in Severn Beach/Pilning/Hallen/Easter Compton & Almondsbury. Yate Mobile Library to have stock and shelving removed and will then be sold off by Transport Services department.
- Chipping Sodbury Library: 35 people have volunteered to help at the library from October 2017. Neil to train them on MobileCirc (a basic version of the library computer system) & Data Protection and, in conjunction with other library staff, an overview of all the services we offer. Some volunteers to then have on the job training during last week of September. The library will close for a week in October before an official re-opening on Saturday 7th October. Cate Davidson, Clerk to Sodbury Town Council, working extra hours to act as Volunteer Coordinator. A self-service unit to be installed as a way of

	<p>taking payments. There will be no Open Access.</p> <ul style="list-style-type: none"> • Yate Library: installation of Open Access equipment due to be completed on 4th Sept. Staff to be trained on it so they can train users on it from 16th Sept. Compromise reached for those groups that hire the library in the evening that Open Access will (unofficially) be extended on those nights until the group/class finish if they use the main library area. Groups/classes using the Meeting Room are unaffected as this is a staff area not governed by the timings of Open Access which will be 8.30am – 7.30pm. A recent survey of Open Access users at Bradley Stoke library was favourable and has helped inform decisions on how to operate other libraries. Tail gating has not been an issue there, although some users have let others in during OA and have been reminded not to do so. Users can collect their own reservations during OA periods. They can use their cards in any OA library in South Gloucestershire plus the three that have it in Bristol. 	
6	<p>Librarians report</p> <p>Neil explained that regular children’s activities will be reduced from October 2017 while we assess the impact of lower staffing levels. At Yate Library the following will continue: Rhyme Time (Thursdays 10.30am), Lego Club (1 Saturday a month), Teen Focus Group (details tbc). John spoke about the evidence that the Books on Prescription schemes (the latest one was launched in July 2017) make a real difference for people with various illnesses.</p>	
7	<p>Future of Library Committees & management Boards</p> <p>Following on from discussion on this matter at previous meetings John is proposing that library committee no longer meet. This is partly on a practical note as there will be less Librarians from October 2017 and the remaining ones will all oversee three libraries. Also the committee agreed the current group is not very representative of the local community as a whole. In future we could hold quarterly open meetings in a different library each time perhaps with a theme – children’s work or supporting health services or on a specific project, such as when Yate Library was redeveloped in 2009. John has checked the constitution of this group and this is permissible now that the objectives of the Big Lottery funding of 2009 have been met. It was agreed for this committee to meet one more time in October. Cheryl cannot attend that meeting. She said she was planning to re-sign anyway. Neil thanked her for all hard work over a long period of time on this committee. In particular the many meeting she has attended and her involvement in the planning meetings for the refurbishment of 2009.</p>	
8	<p>AOB</p>	
9	<p>Date of last meeting</p> <p>Thursday 12th October 7pm at Yate Library - to include AGM</p>	