



MINUTES OF THE LIBRARY COMMUNITY HUB COMMITTEE MEETING

Held in the Tourist Information Centre, The Guildhall, Fore Street,
East Looe PL13 1AA on
Monday 17th June 2019 at 7.00pm

PRESENT

Cllrs Mrs E Hannaford, P Penhaligan, Mrs M Powell
Mrs B Richardson and C Rose

IN ATTENDANCE

Mrs A Frith – Town Clerk
Mrs L Kellaway – Amenities Manager

| | | ACTIONS |
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| 1. | <u>TO ELECT A CHAIRMAN</u> Cllr Rose proposed that Cllr Mrs Hannaford be elected as Chairman for the coming year, seconded by Cllr Mrs Powell it was: <u>RESOLVED</u> Unanimously to elect Cllr Mrs Hannaford as Chairman for the coming year. | |
| 2. | <u>TO ELECT A VICE CHAIRMAN</u> Cllr Mrs Hannaford proposed that Cllr Mrs Powell be elected for the coming year, seconded by Cllr Rose it was: <u>RESOLVED</u> Unanimously to elect Cllr Mrs Powell as Vice Chairman for the coming year. | |
| 3. | <u>APOLOGIES</u> Apologies for absence were received from Cllr Bryan. | |
| 4. | <u>TO RECEIVE QUESTIONS OR STATEMENTS FROM MEMBERS OF THE PUBLIC</u> There were no members of the public present. | |
| 5. | <u>TO RECEIVE DECLARATIONS OF INTEREST</u> There were no Declarations made. ---000--- The Clerk requested that Agenda item 8 be moved up the Agenda to enable Mrs Kellaway to leave the meeting following this discussion, this was agreed. | |

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| <p>6.</p> | <p><u>TO UPDATE ON THE POP UP TOURIST INFORMATION CENTRE</u></p> <p>Mrs Kellaway informed the Committee that the trailer is now situated on the Sonia's Cafe land and we are in possession of the keys and the Clerk has insured the trailer. She requested a steer from the Committee as to what is now required.</p> <p>Cllr Mrs Hannaford stated that the trailer needs electricity, computers, printer, lighting etc and more electrical sockets are required, this would require a generator. Mrs Kellaway pointed out that there would be problems with moving and storage of the generator as there is fuel involved to run it.</p> <p>This matter was discussed and Cllr Penhaligan suggested using solar power as he is not comfortable with the use of a generator due to noise and pollution. Issues with possible condensation, staff safety, ticket selling, graphics, signage, refitting the interior etc were also discussed.</p> <p>Mrs Kellaway has obtained a quote for the wrap around signage from Cornwall Signs which is £1250 plus VAT. It was also suggested contacting David Morse or Chris Eversely for the refit work, Cllrs Mrs Hannaford and Mrs Richardson will provide the contact details of these people.</p> <p>Mrs Kellaway had produced letters to be sent to Looe Harbour Commission and East Looe Town Trust to request permission to site the pop-up on their land. Mrs Kellaway left the meeting at 7.40pm.</p> | <p>See attached action sheet.</p> |
| <p>7.</p> | <p><u>TO DISCUSS AND APPROVE THE REMIT OF THIS COMMITTEE</u></p> <p>Cllr Mrs Hannaford put forward her suggestions for the remit based on the role profile for the Library Hub Manager as follows:</p> <ul style="list-style-type: none"> .1 Library operations working in conjunction with Sheree Saxton (Client Relations Officer – Library & Information Service). It was suggested that she be invited to the next meeting to make sure the Committee understands what the universal offer is. .2 Staff Integration and training for all. .3 Communicate the Library offer, hold an open evening, add a library page to our website and ask if we can have in-house content management of the website. .4 Plan for an open evening for possibly the first week of November. .5 Plan for the future vision and budget. <p>Cllr Mrs Hannaford proposed that the wider vision should lie with the Policy, Strategy and Finance and recommended that they be asked to undertake this task, seconded by Cllr Rose it was:</p> | |

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| | <p><u>RESOLVED</u> Unanimously to approve the above proposal.</p> | |
| 8. | <p><u>TO UPDATE ON THE COMMUNITY HUB (refurbishment timetable, temporary service cover, summer reading challenge and signage proposals)</u> The Clerk explained that arrangements have already been made for the summer reading challenge and explained what they are. The Clerk also explained that she will be meeting with Sheree on 24th June to discuss closure cover, mobile library etc, Cllr Mrs Powell will attend this meeting and the current Library Manager will be asked to attend. The Clerk also updated on the closure arrangements for removal and storage of all library contents and asked for volunteers to help with the packing up. Cllr Mrs Hannaford stated that we need to be thinking about where things are going to be located once the refurbishment has been completed and look at what the staff actually do, the performance management will be the responsibility of the Clerk and Library Hub Manager. The future opening hours were discussed and Cllr Penhaligan suggested that we contact local organisations to see if there is an appetite for evening events, we could possibly help with this by have a “register to volunteer” link on our website. With reference to the disability home scheme, Cllr Penhaligan agreed to be the lead member on this. Cllr Mrs Hannaford suggested that tasks be delegated to members as follows: Database – Cllr C Rose Media Information – Cllr M Mrs Powell Activities & Events – Mrs B Richardson Disability Scheme – Cllr P Penhaligan Signage – Cllr Mrs E Hannaford Key message – Chair and Vice Chair. The rest of the timeline is still to be determined.</p> | |
| 9. | <p><u>MATTERS FOR FURTHER OR URGENT DISCUSSION AS DETERMIND BY THE CHAIRMAN</u> .1 <u>Meet & Greet</u> It was agreed that a Meet and Greet Social be arranged at some point.</p> | |
| 10. | <p><u>DATE FOR NEXT MEETING</u> The next meeting was due to be held on Monday 29th July but, as this is Carnival Week, the next meeting will take place on Monday 22nd July at 7pm. The Meeting closed at 9.05pm.</p> | |

Signed

Date