

To receive a report from the Community Hub Team Leader and consider any actions or associated expenditure

1. Film License

To be able to show films on the Library Hubs 75 inch TV screen for events and activities the Town Council must have an annual 'Public Video Screening License', this allows for screenings up to 249 people at any one time.

The annual fee is £119.17 + VAT. Currently there is no available budget for this.

Should Members wish to proceed there would need to be a virement of £119.17 + VAT from budget line:

6927 EMF Library equipment & furniture (available balance £12,868)

to budget line:

6911 TV License and PRS (available balance 0).

2. Green Library Manifesto

CILIP – The library and information association

About the green libraries partnership.

List of sponsors for the Green Library Manifesto:

- Arts Council England
- British Library
- Libraries Connected
- Julie's Bicycle

In the next five years, we want to develop a UK-wide, cross-sector programme focused on the contribution of librarians, information and knowledge professionals to the sustainability agenda. We aim to encourage libraries to actively reduce their carbon footprint and increase awareness of environmental issues for the wider public by providing accessible resources.'

As members of CILIP Members are asked to consider the signing of 'The Green Libraries Manifesto' which, as a principle, would underpin the future development of Saltash Library Hub.

As a Town Council (Climate Change and Environmental Working Party), and the Saltash Library Hub has already committed to being pro-active in producing events and activities promoting environmental sustainability, innovation and learning:- (Big Green

Environment Shows – Spring, Summer and Autumn.) working with partners (SEA), community groups and education through local schools.

To that end a lot of the Green libraries manifesto has already been implemented in the libraries development to date without being 'official'.

3. Library Tree Planting

Having worked closely with Adrian White from TREE SALTASH and SEA on the Library Hub Environment months (April/September) the possibility in planting a suitable tree in the small triangular garden space to the side and rear of the Library Hub building has been discussed.

It is an opportunity for the Town Council to support the TREE SALTASH strategy as well as enhancing the garden area which currently is in seed from the wild garden flowers planted in Spring.

The TREE SALTASH philosophy is 'Right tree, Right place', which will fit the space and enhance the pathway for children walking into school.

Such a sized tree wouldn't infringe on the buildings walls or roof when mature.

Proposal to plant a tree beside the Public Library

Urban trees are increasingly recognised for the benefits of shelter from wind and rain, shade, preventing water run-off, reducing air pollution and amenity value. Drawbacks to be avoided include shade, blocking of views, problems with leaf fall, and damage to underground structures from roots.

The community, at the suggestion of the Tree Wardens, have a proposal called Tree Saltash which involves responsible planting and aftercare of trees in public places in Saltash. As part of Tree Saltash, it is proposed to plant a tree in the approx 2m square unpaved area on the South West corner of the Library. Initial suggested species include: decorative crab apple (Malus) such as 'John Downie', depending on availability; or Sorbus 'Autumn Spire' which is columnar in form. Approximate cost £70 (Burncoose nursery) plus support and cage. More research is required on the soil type, as it might not suit these species that need moderately fertile soil.

Planting in or after November 2022 to be undertaken by Library Staff volunteers with aid of Tree Wardens. Aftercare to be provided by library staff: checking growth, support and ground clearance (Spring and Summer), and considering watering during dry spells during leaf-burst and in June-September.

Cost:

£70 for the tree
£30 for protection post and wire
Total £100

Budget allocation:

6922 library activities balance £2,464

4. The physical move:

Following a meeting with Cornwall Libraries at Truro (Unit 17) three main points were discussed with Sarah Marsh and Paul Evered (C.C. Acting Library and Information Service Delivery Manager).

Due to the length of time (2 to 3 months) the Library Hub will be located in the train station, we suggest the following:

- *Not to take the self-service kiosks because it could be costly to both move and connect the kiosks (potentially £1500+) which is not worth it for the time you will be in the temporary location*
- *Recommend to take your staff laptops/PCs and for staff to interact with customers and process the books (if we use the web based equivalent system of Talis (Soprano), we can give some practice sessions, although the staff have used it on occasion before and it is an intuitive system.*
- *I will give Anita from IS the heads up about your timeline*
- *May not need to close the library whilst you move to temp location*

The ramifications of this is that the Library Hub won't have free public computers, photocopying or self-service Kiosks for the duration. The new software (Soprano) will be slightly slower to use but will be sufficient for the few weeks in situ for scanning books.

There may be a need to increase the Wifi strength to accommodate the software at the new location.

In conversation with Jo Baskett at Plymouth Community PL12 a suggestion was for some of our customers being 'ferried' by the community bus from the Leisure Centre car park to the new location twice a week to help with distances.

Myself and Paul Evered will discuss what books we move once decided on the quantity, which in turn will be decided on available space in the new location for the bookshelves.

With regard to staying open. We may be able to keep a click and collect service in operation dependent on staff availability and health and safety protocols as we would want staff at the current library boxing and readying books etc while simultaneously having staff at the new location unpacking and setting up. This would help reduce a long moving period in co-ordination with the Services department.

End of Report
Community Hub Team Leader