

## Libraries Partnership Board Meeting

24<sup>th</sup> July 2018, 2.30pm-4.30pm

Westbrook Library

### MEETING NOTES

#### In attendance:

##### Members

Steve Cullen – Chairman of Warrington Third Sector Hub

Cheryl Siddall – Livewire and culture Warrington, People, Performance and Resources Director

Wendy Molyneux - Livewire -Strategic Library Manager

Amanda Juggins – WBC – Deputy Head of Business Intelligence

Gary Borrows – Save Warrington Libraries

Joan Grime – Friends of Culcheth Library

Peter Lewenz – SWISH

Matt Parker – Livewire - Operations Director

Jane Forshaw – Friends of Penketh Library

Emma Hutchinson – Managing Director of Livewire and culture Warrington

##### Board Support

Garry D’Arcy (GD) – WBC, Partnership and Commissioning Officer

Damian Richards Clarke – WBC – Senior Communications Officer

##### Guest presenter

Jamie Wright - Collection HQ

##### Guests

See Appendix one

	Actions
<p><b>1. Welcome</b></p> <p><b>Board Apologies –</b> Lynton Green – WBC – Director of Corporate Services Eleanor Blackburn – WBC – Head of Strategic Partnerships and Commissioning</p> <p><b>2. Matters arising</b></p> <ul style="list-style-type: none"><li>Confirmation of library budget moved to next meeting due to CS not having the current figures. GB was concerned that this matter has not been addressed for a number of meetings.</li></ul> <p><b>Action – LG to bring budget to next meeting</b></p>	<p><b>LG</b></p>

<ul style="list-style-type: none"> <li>• Board agreed that the previous minutes 16.05.18 were a true record of the meeting held.</li> </ul>	
<p><b>3. Collection HQ</b></p> <p>Presentation was delivered by Jamie Wright Collection HQ</p> <p>(See separate presentation sent separately)</p>	
<p><b>4. Library Business Cases</b></p> <p><b>Padgate</b></p> <ul style="list-style-type: none"> <li>• A feasibility study is taking place in looking at the option of moving Padgate Library into Fearnhead Community Centre as one of a number of options, due to the high cost of making Padgate library safe warm and dry.</li> <li>• The other reasons it would be beneficial to look at this option is that the library would be in a fit for purpose location with opportunities to share activities and projects instead of competing with each other and for better use of resources.</li> <li>• GB asked if the business case for this would be completed on the original business case forms when coming back to the board.</li> <li>• GB felt that more could be done in between partnership boards with sharing information as the board is bi monthly</li> </ul> <p><b>Culcheth</b></p> <ul style="list-style-type: none"> <li>• Feasibility study underway and progressing to be reported at next board meeting</li> <li>• Parish council have requested more space at the library</li> </ul> <p><b>Stockton Heath</b></p> <ul style="list-style-type: none"> <li>• Detail costings in place for the plans for the library, value engineering exercise underway to try and reduce the costings as current plan has high costs.</li> <li>• Currently looking at plans to see if costs can be brought down, with a target figure being aimed for</li> <li>• AM wanted it minuted that all libraries should have a targeted figure and wanted to make sure that it was not on a first come first served basis.</li> <li>• SC indicated that there was no pro rata figure for each library as each library had different needs.</li> <li>• SH informed the meeting that a detailed plan for the library has been in place a long time which has taken over 15 months to get were they are now and that she is worried about the loss of some groups who have indicated</li> </ul>	

they want to move into space in the library if it was not acted on soon.

### **Lymm library**

- Sanctuary ready to start with September fit out and complete ready to start from October
- Heads of terms agreed between WBC and Livewire
- Sub lease with Sanctuary to allow work to start will be ready in due course

### **Penketh**

- EH informed the meeting that the masterplan for Penketh will not be looked at in the short term
- The business case for the library will have to be revisited on this basis and a more detailed plan needs to be drawn up.
- GB asked whether or not the possibility of a small development which could include health/ GP practice

**Action - JF agreed to work with the Penketh Friends of Group to revisit business case.**

JF

### **Westbrook**

- Letter received from Asda indicating that a new area plan is being produced and from all letters that EH has received indicates the wish to keep the library on the Asda site.
- Livewire have a new contact from Asda which seems positive.
- GB asked what type of lease the Livewire had with Asda, EH explained it was a rolling lease and if it was cancelled Asda would have to give notice to leave which is a risk.
- A planning application for Westbrook still has a library as part of the proposed plans.

### **Birchwood**

- EH shared with the meeting that initial internal meetings had taken place over moving the library into Birchwood Tennis Centre.
- The plans would encompass turning the tennis centre into a leisure hub which would include improvements to both outdoors and indoors to the centre.
- The plans would develop the centre to have a better floor plan and facilities with performance spaces, culture and the library.
- Conversations will take place to understand what the school would want for the library space and for the leisure centre.
- JG asked if it would be like Great Sankey Hub.
- EH that Great Sankey would be evaluated before it would be considered for other libraries.
- GB asked what the school would want in relationship with library.

<ul style="list-style-type: none"> <li>It was explained that the school does not use the library at lunch times as in the past due to safeguarding issues and the door between the library and school is locked. The school does have a relationship with the leisure as the children are brought over to use the centre.</li> </ul>	
<p><b>5. Building Maintenance progress</b></p> <ul style="list-style-type: none"> <li>CS explained about the process up to now with the meeting being held to look at reducing current costs from 1.5m to 1.0m</li> <li>GB explained the process of looking at the high to medium priority lists per library which brought the costs down to 1.05M. Leaving in things like LED lights for each library as they would reduce future costs, an exercise is taking place to identify what those savings would be.</li> <li>GB felt that the £1M would only cover bricks and mortar and was not enough to do everything. His idea would be to look at this in 3 ways <ol style="list-style-type: none"> <li>1. Repair maintenance</li> <li>2. Business case</li> <li>3. Other business cases which would improve libraries services</li> </ol> </li> <li>Plus then looking at increasing the £1m pot by invest to save funding.</li> <li>SC suggested that everything needed to be costed up and then decisions could be made accordingly.</li> <li>PL felt the priority should how we could move more quickly to ensure the survival of libraries with some clarity on the phasing.</li> </ul> <p><b>Action – GD to look to invite a friends of rep to future Maintenance meeting whilst looking at cost reduction</b></p>	<p><b>GD</b></p>
<p><b>6. Annual Performance review</b></p> <ul style="list-style-type: none"> <li>CS asked for comments from the board for the report as already sent out prior to meeting</li> <li>PL felt that he comparisons should be between 2015/16 and 2016/17 as this would be a better representation. PL will email CS with other suggestions following the meeting.</li> </ul> <p>other comments</p> <ul style="list-style-type: none"> <li>stock type by library</li> <li>activities measure</li> <li>audio, visual, children and adults</li> <li>consideration to visits to library down whilst libraries are closed more often/ open less hours</li> <li>difference between hubs and traditional libraries (standalone type)</li> <li>size of catchment areas</li> <li>explanatory notes per library</li> </ul> <ul style="list-style-type: none"> <li>AJ felt that a number of the things suggested were already covered within the work their team have undertaken in the past, which are being updated</li> </ul>	

<p>for the Strategy</p> <ul style="list-style-type: none"> <li>• GB asked for a copy of the CIPFA report which EH said could not be released as it is not allowed to do this. GB indicated he has the figures and will send them to the board members separately after the meeting.</li> </ul>	
<p><b>7. Library Strategy</b></p> <ul style="list-style-type: none"> <li>• AJ gave an update on the library strategy and needs assessment. AN update was given on the strategy meeting and the changes to the way in which the strategy will be phased. With the strategy questionnaire moving to the end of the process.</li> <li>• The library needs assessment has also been updated and will inform the library strategy. The needs assessment will be shared with the board for the next meeting.</li> <li>• The workshop has been planned for the 6<sup>th</sup> September to validate and make improvements for the draft strategy, more details to follow once planning meeting has taken place</li> </ul>	
<p><b>8. Contributions from the gallery</b></p> <ul style="list-style-type: none"> <li>• A guest asked if there central Library could be on the next meeting's agenda as no progress updates have come from previous meetings.</li> </ul> <p><b>Action GD to add central library to agenda for next meeting</b></p> <ul style="list-style-type: none"> <li>• A guest asked whether or not members could be emailed news updates or promotion of events by email, it was explained that it would be difficult due to GDPR but CS would look into ways of promotion to library members.</li> </ul> <p><b>Action - CS to look into ways of promotion to library members</b></p>	<p><b>GD</b></p> <p><b>CS</b></p>
<p><b>9. A.O.B</b></p> <ul style="list-style-type: none"> <li>• CS informed the meeting that there will be 4 stock focus groups to engage the community about what they would like to see in the library.</li> </ul> <p><b>Action GD to circulate dates to all contacts</b></p>	<p><b>GD</b></p>
<p><b>10. Date of next meeting</b></p> <p><b>11<sup>th</sup> September between 2pm and 4pm, venue Stockton Heath Library</b></p>	

**Appendix 1**

<b>Cllr Sharon Harris</b>	<b>WBC – Local councillor</b>
<b>Susan Morris</b>	<b>Unison</b>
<b>Jim Billington</b>	<b>Member of the public</b>
<b>Janet Evans</b>	<b>Member of the public</b>
<b>Andrew Mortimer</b>	<b>Member of the public</b>
<b>Jamie Wright</b>	<b>Collection HQ</b>
<b>Rachel Ralston</b>	<b>Livewire</b>
<b>Matthew Entwistle</b>	<b>Livewire</b>
<b>Julie King</b>	<b>Livewire</b>
<b>Jane Borrows</b>	<b>Member of the public</b>