

Libraries Partnership Board Meeting
 19th November 2018, 2pm-4pm
 Padgate Library

Meeting Minutes

In attendance:

Members

- Lynton Green – WBC – Director of Corporate Services
- Eleanor Blackburn – WBC – Head of Strategic Partnerships and Commissioning
- Cheryl Siddall – Livewire and culture Warrington, People, Performance and Resources Director
- Wendy Molyneux - Livewire -Strategic Library Manager
- Amanda Juggins – WBC - Business Intelligence Manager
- Gary Borrows – Save Warrington libraries
- Cllr. Joan Grime – Friends of Culcheth Library
- Emma Hutchinson – Managing Director of Livewire and culture Warrington
- Jane Forshaw- Friends of Penketh Library

Board Support

- Garry D’Arcy (GD) – WBC, Partnership and Commissioning Officer
- Damian Richards Clarke – WBC – Communications team

Guests

See Appendix one

	Actions
<p>1. <u>Welcome</u></p> <ul style="list-style-type: none"> • Introductions were made by each member of the board <p>2. <u>Minutes and matters arising</u></p> <p>Minutes were checked and changes required as follows;</p> <ul style="list-style-type: none"> • Jane Forshaw- Friends of Penketh Library missed of the attendance list • Section 2 - Emma Hutchinson stated at the meeting that the income targets for libraries was £50,000 • Section 5 – Central library stakeholder engagement would take place in October <p><u>Matters arising</u></p> <p>Website progress</p> <ul style="list-style-type: none"> • No progress yet on new Livewire website, ongoing working to develop new website is taking place. Wendy Molyneux and Cheryl Siddall looking at content to improve current library webpage 	

<p>Livewire Library budget</p> <ul style="list-style-type: none"> • It was asked why Great Sankey was not on the budget sheet shared after last partnership board meeting. EH indicated that at the time the budgets were being set the library at Great Sankey had been budgeted as part of the leisure side of Great Sankey Hub separate from library budgets until it was clear how the new model of delivery would work in practice. • Orford and Woolston non-ICT overhead cost is calculated pro rata to pay costs and ICT cost is calculated pro rata to PCs/terminals. • The £27,000 additional library Stock for Great Sankey was part of the funding of the project and not from ongoing revenue costs. <p>A question was asked about what the material and supply costs were on the budget. (see Appendix 2 for answers to this question)</p> <ul style="list-style-type: none"> • 	
<p>3. <u>Library Building updates</u></p> <p>Padgate Howard Cockcroft chair of the Padgate working group provided an update about the progress in producing a business case for the library.</p> <ul style="list-style-type: none"> • HC explained that the working group only came together in September and had very quickly developed the business case with support from WBC and Livewire. • Main difficulties for the group was that lots of partnerships in the area already exist so was very hard to develop new ones. • Padgate is an area with high deprivation. <p>See separate business case for options.</p> <p>Action – GD to share Padgate business case with all attendees and board members</p> <ul style="list-style-type: none"> • A £37k cost would need to be considered if moving BiBs service onto second floor was undertaken. • Parish Council are considering giving funding to the group • Ownership of the current bibs room needs to be checked. • New academy at the school needs to be contacted to understand their position moving forward. • Potential to use a room blocked off from school as a performance space. <p>It was agreed by the partnership board that the group were moving in the right direction and should carry on their work, it was also recognised the amount of work already undertaken in a short space of time.</p> <p>JG asked about the lift situation and access with only one lift and 2 sets of stairs in case of a fire, CS assure JG that a fire risk assessment had been checked with the fire service and a safe area for wheelchairs is designated in case of emergencies.</p> <p>Action – CS to share all health and safety risk assessments with all the friends groups for each library</p> <ul style="list-style-type: none"> • EB after having a meeting with the group it was important that kerb appeal needed to be considered as part of the redevelopment of the library, the cost of the repairs for the building with a roof replacement the highest cost, talks were 	<p>GD</p> <p>CS</p>

<p>needed with the academy trust as it's a share roof. No reports of any leaks have been made and the roof currently seems to be fine. Moving forward there will be a need to look at more flexible approach and furniture for the ground floor to make the spaces more useable.</p> <ul style="list-style-type: none"> • Ownership of a number of rooms in the library/ school space will be need to be investigated to support the business case moving forward. <p>Action - EB and CS to contact new academy trust at school to understand their approach to library and shared spaces, after ownership of rooms in the Library has been clarified.</p> <p><u>Penketh</u></p> <ul style="list-style-type: none"> • An outline proposal by Snoutwood Trotters to create a café in the library is at an early stage. The café would be integrated into the library and would not affect the children area or rental spaces. • The working group friends and staff are very positive to the proposal • There is no current information about the question for the proposal for the Penketh Masterplan <p>Business case</p> <ul style="list-style-type: none"> • The current costs for the repairs for the library is running at approx. £170,000 and there would be a need to understand the costs for the cafe proposal before moving forward. • GB felt that it was important to be able to move this forward as it took 1 year to progress the Lymm business case, and not to lose the possibility of the commercial proposal to Penketh library. 	<p>CS/EB</p>
<p>Action – GD to contact WBC building services to look if it was feasible for a commercial café to be installed at Penketh Library</p> <p><u>Culcheth</u></p> <ul style="list-style-type: none"> • EB talked about the current maintenance costs Culcheth Library which was £250,000 and could rise to £300,000 with remodelling which would only support the library in the short term • A feasibility study for a possible new build for the library is being looked into. The cost of a rebuild would be financed over 25 years which would give the library a much longer lifespan and would make more financial sense. • The new build could become a hub building which would bring in a café with youth provision, rentable meeting space/ offices and a wellbeing holistic offer for the local community. • The working group are supportive of the feasibility study and understand that this option is not guaranteed at this stage. • If this option was taken up it would sit outside of the £1,000,000 library capital fund. • It was discussed that the covenant is on the land and what can it be used for which is a library, education and sport purposes and not on the building itself, so a rebuild would not be a problem. <p>Action – CS to speak to Matt about looking in bringing in Culcheth parish council to rent the staff room</p>	<p>GD</p>

<p>Birchwood</p> <ul style="list-style-type: none"> • EB informed the meeting about Birchwood business case which is looking at developing a hub model and moving the library into Birchwood leisure centre • A high level needs assessment is taking place to look at the leisure side of the centre as well as the library provision. • WBC have released funding for a feasibility study to look at the viability and consultation of the project. • The project would develop additional income opportunities for leisure and the library service as well as creating savings due to co-location. <p>Stockton Heath</p> <ul style="list-style-type: none"> • A final QS meeting took place on the 19th November to sign off the final questions from WBC building services. <p>next steps</p> <ul style="list-style-type: none"> • Building services to create the tender by January 19 • 6 weeks out for tender. • If tender prices too high then value engineering work would need to be undertaken • Award of work and work to start late spring <p>Lymm library</p> <ul style="list-style-type: none"> • Sanctuary Hub moving forward • Heads of Terms agreed and moving forward. • Soft launch of Sanctuary Hub 1st December 18 which will be in line with national Small Business Day <p>Central library</p> <p>EH talked about Central library plans</p> <ul style="list-style-type: none"> • Livewire and Culture Warrington looking at the project and before any stakeholder work it was crucial that they were comfortable with the plans going forward. • Stakeholder engagement would start in December. • Following this there would be a need to look at what funding opportunities are available to apply for. <p>GB talked about the plans/ specification for Central library should be the model for the other libraries to follow around service delivery and the strategy, but taking in respect that other libraries are different and would need different models.</p>	
<p>4. <u>Library Strategy update</u></p> <p>EB talked about the contents of the draft strategy and what the different sections were in the strategy</p> <p>EB posed a number of the question for the board;</p> <ul style="list-style-type: none"> • If they felt that the strategy was ambitious enough? 	

<ul style="list-style-type: none"> • If the enabling aims were strong enough? • Should there be a section on emerging projects and ideas? <p>A general discussion took place with a number of ideas and comments made it was felt that it would be better if everyone wanting to make a contribution should take the opportunity to send them over to either GD or EB to look to include in a revised draft strategy to be brought to the next partnership board meeting in January</p> <p>GB felt that a bar should be set for the strategy, and to have a section of what we would expect to achieve by the end of the 3 years. A monitoring mechanism to be attached as an appendix. A section 4 which would look at what success would look like.</p> <p>PL suggested the following to be considered for the strategy;</p> <ul style="list-style-type: none"> • The strategy vision sold to the 12% who are current library members from Warrington • Better publicity which would highlight what libraries are and what they do • Look at research which would take in opening hours and library activities. <p>Next steps</p> <ul style="list-style-type: none"> • Comments back by 3rd December • New draft strategy to be presented next board meeting 21st January • Public consultation ready end of Jan 19 • Final sign off for strategy 20th march 19 <p>Action – GD to put draft strategy on to WBC Library Partnership webpage Action – all comments and ideas for improving the Strategy to be sent to GD or EB by 3rd December Action – EB to update strategy to bring to next board meeting</p>	<p>GD</p> <p>ALL</p> <p>EB</p>
<p>5. <u>Contributions from the public gallery</u></p> <ul style="list-style-type: none"> • FB asked about IT hardware in libraries to be able to support people making universal credit applications or making job applications especially as software is old. CS informed the meeting that WBC manage the IT for the libraries and are continually updating software as part of the contract over a 3 year period. • Windows 10 upgrade starting soon for all the pc's in libraries <p>Action – CS to check out library computers to ensure can be used for UC applications</p>	
<p>6. A.O.B</p> <p>Halton visit</p> <ul style="list-style-type: none"> • Halton have 4 libraries - 1 big and 1 small in each area of the Borough; Halton Lea, Runcorn, Ditton and Widnes • Libraries are council managed • Library marketing not part of their budgets • Recent restructure has taken place • The team have quarterly performance meetings • Staff training very high on their agenda 	

<ul style="list-style-type: none"> • None of the libraries have volunteers or friends groups • Libraries are run on a larger staff ratio • The marketing is planned on a quarterly basis <p>GB suggested arranging a cross border collection borrowing</p> <p>Stockton Heath Public consultation</p> <ul style="list-style-type: none"> • 89 people responded to the consultation with a high ratio of positive responses to the library proposals • Public felt the library should be a community resource • A café/ refreshment area would be a great idea. <p>Action GD to send out the public engagement report to all board attendees</p>	GD
<p>7. Date of next meeting</p> <p>21/01/2018 2.00pm till 4.00pm, venue Central Library</p>	

Appendix 1

NAME	ORGANISATION
Cllr Sharon Harris	WBC
Albert Hartley	PADFOL
Linda Riley	PADFOL
Howard Cockcroft	PADFOL
Roy Wood	Culcheth resident
Andrew Mortimer	FOCL
Fiona Barry	FOCL
Janet Rawsthorn	PADFOL
Catherine Fortune	PADFOL
JE Billington	Culcheth Resident
Jane Borrows	SWL
Cllr. G Friend	WBC
Cllr. D Friend	WBC
Chris Everett	Livewire
Matthew Entwistle	Livewire
Gill Taylor	Livewire

Appendix 2

1. How are premises costs calculated? / What is included in these costs?

Premises costs is a category in the CIPFA return. The figures we include are those that fit with the definition. Note that this excludes any capital expenditure. The vast majority of costs are individually billed per site and so these are actual costs for the relevant site. The cost categories we include areas follows;

- Water
- Electricity
- Gas
- Service Charge
- Rent
- Repairs & Maintenance
- Planned Maintenance
- Building Cleaning
- Window Cleaning
- Insurance
- Cleaning Materials
- Trade Refuse Charges
- Telephone
- Consultancy Fees
- Grounds Maintenance Contract
- Security Guards
- Washroom
- Security Systems Alarms
- Pest Control costs
- Dual Use Service Charge

2. What is included in the materials / supplies and services budget line?

Materials, supplies and services costs reflect the items within the CIPFA return section with the same heading. The cost headings in the CIPFA return for materials, supplies and services are:

- Books & Pamphlets
- Newspapers, Periodicals, Magazines
- Sound Recordings
- Music, Videos and DVDs & Multi-media and Open Learning Packs, CD-ROMs, Software etc.
- Electronic Products – including eBooks, eMagazines, eComics, eAudio, eAudiovisuals, Music Streaming, Hardware, Online/Electronic (Internet etc.), Other Library Acquisitions

3. Which budget line contains the book fund expenditure?

Book fund expenditure is contained in Materials, supplies and services line (see above). This is accounted for in our Library Service departments as the stock is used across the various sites and managed in accordance with our book stock management processes.