

**Libraries Partnership Board Meeting**  
 11<sup>th</sup> September 2018, 1pm-3pm  
 Stockton Heath Library

**MEETING NOTES**

**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

Board Support

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

Guests

See Appendix one

	<b>Actions</b>
<p><b>1. <u>Welcome</u></b></p> <ul style="list-style-type: none"> <li>• Introductions were made by each member of the board</li> </ul> <p>Minutes were checked and changes required as follows;</p> <ul style="list-style-type: none"> <li>• Page 5 - GB received CIPFA report but did not have financial figures</li> </ul> <p><b><u>Board Apologies</u></b></p> <p>Steve Cullen – Chairman of Warrington Third Sector Hub          Peter Lewenz – SWISH          Damian Richards Clarke – WBC          Matt Parker – Livewire - Operations Director</p> <p><b><u>Matters arising</u></b></p> <p><b>Penketh Library</b></p> <ul style="list-style-type: none"> <li>• Jane Forshaw action from last minutes – met with Penketh working group to revisit business case, next step to meet with parish councillors.</li> </ul> <p><b>Livewire budgets</b></p> <ul style="list-style-type: none"> <li>• Chris Griffiths from Livewire discussed Livewire financial budgets as per request from partnership Board</li> </ul>	

<ul style="list-style-type: none"> <li>• 2017/18 figures £1,440,000 – 2018/19 figures £1,586,000</li> </ul> <p>Increase in costs include;</p> <ul style="list-style-type: none"> <li>• Staffing structure</li> <li>• Maintain current status</li> <li>• Increase hours at Burtonwood Library</li> <li>• Book fund (Book stocking of Great Sankey was £27,000)</li> </ul> <p>GB asked if the £27,000 isn't separate from the £150,000 book fund, CG confirmed that was the case.</p> <p>The stated figures includes overheads allocation for business infrastructure, fixed PC's and support.</p> <p>Business infrastructure includes;</p> <ul style="list-style-type: none"> <li>• Central overheads</li> <li>• Running costs</li> <li>• Central HR and finance</li> </ul> <p><b>GD to circulate the figures sheet with the papers for next board meeting</b></p>	<p><b>GD</b></p>
<p><b>2. <u>Library Building updates</u></b></p> <ul style="list-style-type: none"> <li>• EB talked about the current status of the maintenance figures which after some prioritising work was just around the £1,000,000 mark.</li> <li>• This figure does not include remodelling work or business case support</li> </ul> <p><b><u>Libraries update</u></b></p> <p><b>Stockton Heath</b></p> <ul style="list-style-type: none"> <li>• Working group, property services and Livewire have developed with workable proposals to be moved forward.</li> <li>• The confirmed plan now includes minimal remodelling with some walls being moved which will include an accessible toilet.</li> <li>• The work room will be shifted to create office space for rental</li> </ul> <p><b>next steps</b></p> <ul style="list-style-type: none"> <li>• All parties to meet and finalise a work programme, finalise a scope of work and look to put out a tender process for works to be undertaken.</li> <li>• Figure of works are estimated at £180,000 but will not be confirmed until tenders have been returned.</li> <li>• Income figures for new office space layout is around £15,000</li> </ul> <p><b>Action – EH to check what exactly the income figure will be for Stockton Heath</b></p> <ul style="list-style-type: none"> <li>• From the floor there was a worry that other libraries are behind and will not get their share of the £1,000,000, LG understood that other libraries are taking longer to develop a plan but should not hold up libraries that were ready to go with their business cases.</li> </ul>	<p><b>EH</b></p>

<ul style="list-style-type: none"> <li>• Cllr. Sharon Harris understood people’s concerns but Stockton Heath have moved their business case more quickly and are ready to go.</li> <li>• Andrew Mortimer was concerned that Stockton Heath had some professional support and had helped them move forward after producing their business case. There was an assurance that other libraries would receive support from councils building services to support plans as and when required</li> <li>• Jane Forshaw explained that Penketh were behind due to the proposed masterplan now not happening for a long time so are now working towards developing their business case with meetings planned with the local parish council.</li> <li>• LG concluded that the plans at Stockton Heath were well supported by the public and the Friends group and it must carry on to progress and commit the money needed to complete the work at the library.</li> <li>• GB stated due to issues with Penketh , Westbrook, not knowing what was happening meant they are behind in the process, also Padgate in a disadvantaged area needed support to move their business case forward. An inaugural meeting of the working group for Padgate was due to take place.</li> <li>• GB stated his objections to the plans at Stockton Heath, which were disputed by SH</li> <li>• GB asked for it to be minuted that he disagreed with the plans at Stockton Heath and that proper consultation had not taken place with the public with more than one option. SH clarified that no one from the working group had sent any objections to the plan except GB and that all plans went to all the working group. LG stated that the plan for Stockton Heath would go ahead. GB asked if he could send LG an email with all his objections which was agreed.</li> </ul> <p><b>Next steps</b></p> <ul style="list-style-type: none"> <li>• Separate meeting to take place to look at tender process and public engagement frameworks with the public and staff of Stockton Heath Library</li> </ul> <p><b>Culcheth</b></p> <ul style="list-style-type: none"> <li>• A number of plans/ options are being looked at for Culcheth, a meeting is to take place with working group to look at next steps.</li> </ul> <p><b>Lymm library</b></p> <ul style="list-style-type: none"> <li>• Heads of Terms agreed and moving forward.</li> </ul> <p><b>Padgate</b></p> <ul style="list-style-type: none"> <li>• The proposal to look at Padgate library moving into Fearnhead Community centre will not be going ahead as it is not the right time for this to happen</li> <li>• Plan is to look at how the current building can be developed, new working group coming together to start to look at a new business case.</li> </ul>	GB
<p><b>3. <u>Book fund Engagement</u></b></p> <ul style="list-style-type: none"> <li>• 4 sessions took place in libraries across the borough attended by the librarians to give an opportunity for local people to talk about what types of books they felt were needed in the libraries. Method was that the librarians who chose books did a presentation on how books are chosen and ordered.</li> <li>• Only 6 people turned up so was very disappointing response.</li> </ul>	

<ul style="list-style-type: none"> <li>• LG asked how it was advertised - Livewire used social media, Warrington worldwide, Guardian and through library partners.</li> <li>• On an ongoing basis there are suggestions boxes in each library for people to ask for types of books wanted as well as feedback from staff in conversation with library members.</li> </ul>	
<p><b>4. <u>Library Strategy update</u></b></p> <ul style="list-style-type: none"> <li>• EB thanked everyone who had recently attended the strategy workshop with their enthusiasm on the day. A lot of exciting ideas and discussions took place on the day. Lots of good conversations were recorded about the ethos of libraries in the current modern fast paced environment. Lots of good practice was identified with some already being delivered in Warrington.</li> <li>• EB felt it was important that all of the good work that is going on in libraries should be promoted better and marketed out to the community.</li> </ul> <p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>• Bring everything together from the workshop and start to create a first draft of the strategy.</li> <li>• The draft strategy will be brought back to the Library partnership board for comments/ feedback.</li> <li>• Following this the strategy will go out to the public for consultation with a completed strategy ready for the end of this year</li> </ul>	
<p><b>5. <u>Central Library</u></b></p> <ul style="list-style-type: none"> <li>• EH highlighted that Culture Warrington and LiveWire are working on the current building, looking at joint programming on how to use the spaces differently with the different collections.</li> <li>• A number of internal meetings are taking place to look at the heritage hub business case and to ascertain next steps.</li> <li>• As part of the process there is a need to look at efficiency savings and business options to attract income.</li> <li>• Future plans is to have stakeholder meetings with a couple of options being considered which part of the process is needed for HLF bids. HLF funding timeline is March 2019 will all consultancy parts being ready by March 2019.</li> <li>• EH informed the meeting that the requests for archives getting bigger all the time, as well as a need to keep a strong heritage.</li> <li>• CS talked about looking at trends, book issues and key times of day when library is mostly used to look at what would be the best opening hours for the Central library plan.</li> <li>• GB felt that it was important that the new cultural commission encourages young people to come in and use libraries.</li> <li>• HLF is for museums and not libraries, and the Arts council likes to see hub models which delivers innovation and invigorates the collections.</li> <li>• GB has asked when pictures and plans are ready can they be shared with the partnership board, this was agreed</li> <li>• EH is currently looking at all options which include the financial side of the plans, EH pointed out that the footprint will not change as the building cannot be extended in its current footprint.</li> </ul>	

<p><b>6. <u>Contributions from the gallery</u></b></p> <ul style="list-style-type: none"> <li>• An opinion was put forward that it was important that when undertaking updates to the library there was a need to look at ensuring there was good kerb appeal for all libraries.</li> <li>• JR asked if the next partnership board meeting could be held at Padgate Library which was agreed by the chair</li> </ul>	<p><b>EB</b></p> <p><b>GD</b></p>
<p><b>7. A.O.B</b></p> <p>WM gave feedback on a question about marketing from a previous board meeting.</p> <ul style="list-style-type: none"> <li>• Livewire are looking at an information management system that would allow for emails for events to be sent out to members of the library.</li> <li>• Due to GDPR members would have to opt into the service in receiving information emails.</li> <li>• WM also mentioned the newsletter which is sent out to members who have opted to receive the newsletter, next one due in October.</li> <li>• The newsletter has a targeted approach with a database created for specific themes.</li> <li>• It was suggested from that it would be good to have some students supporting this who are undertaking media studies from local universities as well as support from students who are on event management courses.</li> <li>• It was stated from the public gallery that Livewire’s marketing can be hit and miss so there was a need to look at this in different ways.</li> <li>• WM informed the meeting that a new Livewire website is going live soon which will improve the use of marketing to get the message out there.</li> <li>• WM informed the Friends groups that the next Friends network meeting will take place on Tuesday 30<sup>th</sup> October and everyone is welcome.</li> </ul>	
<p><b>8. Date of next meeting</b></p> <p><b>19/11/2018 2.00pm till 4.00pm, venue Padgate Library</b></p>	

## Appendix 1

<b>NAME</b>	<b>ORGANISATION</b>
<b>Cllr Sharon Harris</b>	<b>WBC</b>
<b>Susan Morris</b>	<b>Unison</b>
<b>Philip Forshaw</b>	<b>FOPL</b>
<b>Janet Evans</b>	<b>FOCL</b>
<b>Andrew Mortimer</b>	<b>FOCL</b>
<b>Fiona Barry</b>	<b>FOCL</b>
<b>Janet Rawsthorn</b>	<b>PADFOL</b>
<b>Catherine Fortune</b>	<b>PADFOL</b>
<b>Liam Fortune</b>	<b>SWISH</b>
<b>Jane Borrows</b>	<b>SWL</b>
<b>Chris Griffiths</b>	<b>Livewire</b>
<b>Pat Barrow</b>	<b>SWISH</b>
<b>Peter Walker</b>	<b>WBC Councillor SHPC</b>