Libraries Partnership Board Meeting
16th May 2018, 3pm-5pm
Culcheth Library

MEETING NOTES

In attendance:

<u>Members</u>

Lynton Green – WBC – Director of Corporate Services
Eleanor Blackburn – WBC – Head of Strategic Partnerships and Commissioning
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 - Business Intelligence Manager
Gary Borrows – Save Warrington libraries
Joan Grime – Friends of Culcheth Library
Peter Lewenz – SWISH
Matt Parker – Livewire - Operations Director

<u>Board Support</u>

Garry D'Arcy (GD) – WBC, Partnership and Commissioning Officer
Damian Richards Clarke – WBC

<u>Guests</u>

See Appendix one

	Actions
1. Welcome • Introductions were made by each member of the board • Minutes agreed as true record from previous meeting **Board Apologies** • Emma Hutchinson –Livewire and Culture Warrington- Chief Executive • Jane Forshaw – Friends of Penketh Library **Matters arising** • Confirmation of library budget	**LG**

2. Library Business Cases

Culcheth

The original Friends of Group and working group came together for first meeting to develop a new independent group. At the meeting the different business case options were discussed, the options consisted of the following;
- To maintain sufficient space for the library
- Introduction of flexible space for rental
- Office space to be introduced for the local parish council as well as possibly Croft Parish council
- Development of welfare space i.e. toilet provision

Future aspirations (phase 2)

- Introduction of space for a youth area/ café
- Courtyard space usage
- Police station/ space/ surgeries

Next steps

- Invite in an architect to undertake a site visit
- Develop a detailed plan for the business case

Stockton Heath

- Plans need refining with a costing analysis.
- A need to look at the headline figure to take away any duplication work in the building services for maintenance
- Plan has a high cost so will need to prioritise works to reduce costs
- Time constraints to deliver plan due to partners taking space at library
- Opportunity for public consultation at Stockton Heath Festival

GB felt that there was a need to take time and phase the works with phase 1 being the essential works for the plan with a phase 2 being more costly so would need to take time to get it right and find funding.

A guest that the computers at Stockton Heath were important as lots of older people who do not have access at home used them regularly and should be in the plan to be kept.

CS informed the meeting that every library would have a quality impact assessment so it would meet the needs of all the residents of each library.

GD

LG made the point that it is difficult to all libraries 1st stage would be a business case then first stage assessments and then ensure all libraries have funding.

PL felt that all plans must have an element of future proofing so it would make sure there was sustainability for each library

Lymm library

- A business case for Lymm has been agreed with the Sanctuary Hub being created at the library in the space which was the children's centre. It would consist of a community space on the ground floor and business Hub on the upper floor.
- The second business case was withdrawn by the people who proposed it allowing the Sanctuary Hub to go ahead.
- The Sanctuary Hub plan addressed particular needs for local residents and the many small business in Lymm
- Business Hub will be an affordable space with hot desking/ meeting rooms and support services
- The community groups looking for space and the space usage will reflect community needs and requirements.
- Business case has been agreed due to no start-up costs and revenue will be provided for Library service.

GB asked whether or not they could share the business case with other libraries to help them look at developing their business cases.

KJ would seek advice if a version could be shared with libraries but was supportive of organising a brain storming session to help other libraries forward, and offer for support were needed from Sanctuary Hub

GB felt it was an aspiration for all libraries to have friends and would like to see support in doing this, CS indicated it's hard to get people to set up and it's important that its community led. WM felt it would be good if Save Our Libraries group took a role in supporting other libraries to set up groups.

Burtonwood

- New post office opened in Burtonwood library last week, it's going really well with a large number of people coming through the doors.

- Only 1 issue was that the 2 newly trained library members of staff for the post office were off sick this week meaning that the library had to be closed. The post office only limited 2 members of staff could operate the post office due to security reasons. Livewire will be organising a substitute in the meantime and then looking at resolving the training of more staff with the post office in due course.

GD

Birchwood Library

- Business case will be developed over the coming months as the proposal is possibly moving the library from its current location into Birchwood Tennis centre, which will need consultation and agreement from stakeholders.

3. **Building Maintenance progress**

Building services have undertaken a piece of work to determine what works are needed for each library as part of that process they have undertaken the following;

- Use of existing knowledge of the libraries
- Visual surveys
- Commissioned surveys for roofs, asbestos etc.
- Livewire fire risk assessments
- Information from Livewire/ WBC IT departments

Building services then created a spreadsheet of all the costs by library and by what is a priority with the current figure at £1,500,000.

Next steps

- Phase 1 - To prioritise what should be done to ensure libraries are watertight, comfortable and warm

- Phase 2 – assess needs for each library

- Phase 3 - cross reference against what would be a duplication as part of the re configuring of libraries as part of the successful business cases to look to bring down costs.

A working group from the partnership board needs to come together group and agree the most important works to be undertaken in each library following the phases above and then bring back results/ options to the next board meeting.

A guest asked if it would be ok for members of the public to be able to come together to help decorate libraries to save money if it was not in the budget?

LG agreed that would be fine and CS explained that pay back teams have been used in the past and KJ informed the meeting that you can get businesses to supply the paint and allow staff to come along and paint as part of the corporate social responsibility in the community.

GD

4. **Library Strategy**

EB explained the workings behind the strategy, the process that would be followed including timelines and the need to set up a working group made up of board members to support the writing of the strategy.	5
GB explained that JF though not at the meeting had indicated she would like to be part of the working group for the strategy, with particular support around the library public questionnaires.	
After a discussion it was felt that the strategy should be a 3 or 5 year wider strategy which include other stakeholders like schools and colleges and should include the following;	
• Investment • Public Consultation through questionnaires • Best practice models	
A question was asked why Central Library was not part of the Libraries Partnership Board, EB told the meeting that the Central Library was part of a separate piece of working/ funding bid and suggested that a presentation would be brought to a future partnership board meeting.	
5. Board Membership update SC explained the process that had been undertaken as part of agreeing which 4 people would represent the Friends of groups and the working groups on the partnership board. 4 people put forward their names wishing to be on the partnership board • Gary Borrows – Save Warrington Libraries • Jane Forshaw – Friends of Penketh Library • Joan Grime – Friends of Culcheth Library • Peter Lewenz – SWISH The 4 were elected to come on to the partnership board meeting, it was also felt that the partnership board was an open public forum so that people could express their opinions and ask questions at board meetings. Following this process the Terms of reference was adopted by the board as a working document.	
6. Contributions from the gallery Question asked by a guest was about the process of booking activities at Culcheth Library as it was difficult to book activities with no one in charge, with a suggestion of using a digital system for booking activities. CS to look into a system but did say that new member of staff was being recruited to be the senior person for the library who would be tasked in managing activities at the library	

7. A.O.B None	6
8. Date of next meeting 24/07/2018 2.30pm till 4.30pm, venue TBC	

NAME	ORGANISATION
Cllr Sharon Harris	WBC
Councillor Tony Higgins	WBC
Susan Morris	Unison
Jane Borrows	SWISH
Jim Billington	Member of the public
Janet Evans	Member of the public
Andrew Mortimore	Member of the public
Albert Hartley	Friends of Padgate Library
Kirsty James	Sanctuary Hub Lymm Library
Lynne Dew	Member of the public
Jacqui Johnson	Culcheth and Glazenbury PC
Marlene Nolan	member