

**Libraries Partnership Board Meeting**  
**Monday 17th July 2019, 9.30am till 11.30am**  
**Culcheth 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  
 Peter Lewenz - SWISH  
 Emma Hutchinson – Managing Director of Livewire and Culture Warrington  
 Cllr. Joan Grime – Friends of Culcheth Library

Board Support

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

Apologies

Jane Forshaw- Friends of Penketh Library  
 Steve Cullen – Warrington CAB

	<b>Actions</b>
<p><b>1. <u>Welcome and apologies</u></b></p> <ul style="list-style-type: none"> <li>• Steve Cullen</li> </ul> <p><b>2. <u>Minutes and Matters Arising</u></b></p> <ul style="list-style-type: none"> <li>• Minutes correct and agreed</li> </ul>	
<p><b>3. <u>Library Strategy</u></b></p> <ul style="list-style-type: none"> <li>• Library Strategy now complete and will be available online after the board meeting with a “you asked we answered” document also online.</li> <li>• A press release will be put out following the meeting.</li> <li>• A bid for potential funding for a digital offer is being developed. Deadline for submission to the Local Enterprise Partnership (LEP) is Tuesday 23 July.</li> </ul>	
<p><b>4. <u>Central Library update – consultation and Equality Impact Assessment</u></b></p> <ul style="list-style-type: none"> <li>• EH informed the meeting that a press release has been put in the local press and local Members have been updated with the proposals for the changes to Central Library.</li> <li>• An Equality Impact Assessment has been completed as part of the process.</li> <li>• All of the consultations that have taken place so far reported positive feedback from the sessions. Further stakeholder sessions will take place to engage with young people, older groups and BME groups.</li> </ul>	

<ul style="list-style-type: none"> <li>• 3 stakeholder sessions have already taken place with a further public engagements session to take place on the 24<sup>th</sup> July</li> <li>• Feedback from education stakeholders was very positive to the plans, happy with school sessions taking place on a Monday and Tuesday especially as the library will be closed which supports safeguarding and special needs.</li> <li>• A good response to the plans have come from social media streams.</li> <li>• As part of the proposals the library will close at 4.30pm on week days but will be open on a Saturday and Sunday. Public access opening hours will reduce from 43 to 29 hours, but the changes will not affect any staffing or budgets from the other libraries across the borough.</li> <li>• GB expressed his concern that the libraries will be closed to the public by a third due to the proposed changes. He felt it was good that more schools will access services and the library will be open at weekends, but the reduced opening hours through the week were a concern.</li> <li>• EB expressed that overall hours were not reduced but changed to enhance the offer to education which increases the benefits for school children, especially groups of school children who have learning disabilities. EB acknowledged the concern regarding the reduced hours for the general public, but this was necessary in order to remain within budget, which would remain the same for the library.</li> <li>• LG felt it was important to take on board the results of all of the consultations, so it is important to allow enough notice to get out the message about the consultations and to look at a date in the first week of August to give more people the opportunity to have their say.</li> <li>• LG informed the meeting that the changes would be reviewed over a period of time, and if they are not working would be amended.</li> <li>• GB asked whether there was any usage data which could be used to look at the number of people using the library earlier and later in the day. CS confirmed this had been analysed.</li> <li>• PL believes it is important to get the message across about the hour changes using a press release. JG feels it is necessary to get the message across to shoppers who do not even know that there is a central library and it would be useful to use adverts in Golden Square.</li> <li>• EH talked about future projects which include a new accessible toilet in 2020 and public realm signage/ marketing in the town centre to point people towards the museum/ library as well as promoting national initiatives.</li> <li>• Suggestions were made for marketing at bus stations and Golden Square and like a number of other town's possible maps showing the places to visit. Next Steps</li> </ul> <p><b>Action – EH to bring results of consultation and final proposal to the next board meeting</b></p>	<p>EH</p>
<p><b>5. <u>Library Building updates</u></b></p> <p><u>Stockton Heath</u></p> <ul style="list-style-type: none"> <li>• Works at the library are going well.</li> <li>• Decoration has started.</li> <li>• Currently one week ahead of schedule, although this could change.</li> </ul> <p><u>Birchwood</u></p> <ul style="list-style-type: none"> <li>• Initial options have been presented to the council which was positively received, with initial figures suggesting the scheme is viable.</li> <li>• The library is planned to be at the centre of the development.</li> <li>• The centre will be reconfigured with a small extension to create small hub.</li> <li>• Next steps are to: <ul style="list-style-type: none"> <li>○ Consult with school</li> <li>○ Undertake various surveys to check the condition of the building</li> <li>○ Develop a business case with costings</li> <li>○ Undertake a consultation and feedback session</li> </ul> </li> <li>• LG informed the meeting that the costs for this project will come from a separate budget and will not affect the library budgets</li> </ul>	

<ul style="list-style-type: none"> <li>Plans for Birchwood will be brought to the board at a later date.</li> </ul> <p><u>Culcheth</u></p> <ul style="list-style-type: none"> <li>Currently looking at a number of options; whether to build new library or a building incorporating a community centre.</li> <li>The costs for each option higher than first thought which means to be viable will be a bigger challenge.</li> <li>LG to have a meeting with Building Services to understand the costs of the project.</li> <li>The Friends group feel that a new build with a community centre would a good idea especially as the possibility of being a centre which could be used to support social prescribing as well as support for young people which is successfully happening already in Culcheth. The Friends group are meeting with head of personal banking from TSB to look at funding and investigating BIFFA funding streams.</li> <li>LG agrees with the route the Friends are looking at but will need to look at costs for the project.</li> <li>The Friends are worried about losing any monies from the library fund if new build does not happen, EB informed the meeting that £255,000 has been ring fenced in case this happens.</li> </ul> <p><b>Action – GD to look at BIFFA funding stream</b></p> <p><u>Padgate</u></p> <ul style="list-style-type: none"> <li>Padgate to be prioritised with plans to look at the frontage of the library to make it brighter and safer especially in light of the recent ASB issues.</li> <li>As part of the process, discussion will take place with the police to look at designing out crime issues.</li> <li>BIBs now have use of free office space only costs towards service charges which supports towards library costs.</li> <li>Parish council bids agreed with the Friends group which would be £2,000 towards equipment for their projects.</li> <li>Good mix of activities of taking place at the library which is including young people by the friends group.</li> </ul> <p><u>Westbrook and Birchwood</u></p> <ul style="list-style-type: none"> <li>General maintenance works from the library budget to are to start in due course</li> <li>Work in developing a friends group at Westbrook is slow due to the position of the library in a shopping centre, no natural neighbourhood and lack of community development, member’s numbers are also low.</li> </ul> <p><u>Lymm</u></p> <ul style="list-style-type: none"> <li>Signage for Lymm is being looked at as part of a whole signage audit for all libraries, using Great Sankey Hub as a benchmark.</li> <li>The lease for Lymm close to being completed.</li> <li>LiveWire are working to support Sanctuary with some WIFI issues.</li> </ul> <p>A conversation took place about the book fund GB stated that Livewire has committed to an increase of the book fund by £150,000 per annum with a target of £50,000 library income to support this. LG explained that library spending profile was presented as part of the LiveWire contract monitoring arrangements with Warrington BC.</p>	<p><b>GD</b></p>
<p><b>6. <u>Libraries Week</u></b></p> <ul style="list-style-type: none"> <li>Libraries week starts on the 7<sup>th</sup> October with some activities planned starting from the 5<sup>th</sup></li> <li>Some of the following projects will take place that week <ul style="list-style-type: none"> <li>Library murder mystery – Stockton Heath</li> <li>Art digital colouring</li> <li>Coding clubs – Penketh and Culcheth</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>○ Older persons event – Orford</li> <li>○ Foods for fines week where fines are wiped if food is brought which would be donated to the Foodbank.</li> <li>○ Family games – Central Library</li> <li>• Alongside these projects there will be a book stock campaign which will include book themes with librarians talking about books and why they like them.</li> <li>• Marketing will take place throughout libraries, social media and emails direct to members who have given their email addresses.</li> </ul>	
<p><b>7. <u>Contributions from the Gallery</u></b></p> <p>The Friends of Culcheth thanked the Library Partnership board for the work it has undertaken to date.</p>	
<p><b>8. <u>A.O.B.</u></b></p> <p>There was no further business.</p>	
<p><b>9. <u>Dates of future meetings</u></b></p> <ul style="list-style-type: none"> <li>• Tbc ???</li> </ul>	