

**Libraries Partnership Board Meeting**  
Monday 9th September 2019, 2.00pm till 4.00pm  
Great Sankey Neighbourhood Hub  
**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  
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  
Wendy Molyneux - Livewire -Strategic Library Manager

	<b>Actions</b>
<p><b>1. <u>Welcome and apologies</u></b></p> <p><b><u>Apologies received from</u></b></p> <ul style="list-style-type: none"> <li>• Steve Cullen</li> <li>• Jane Forshaw</li> <li>• Wendy Molyneux</li> </ul> <p><b>2. <u>Minutes and Matters Arising</u></b></p> <p><b><u>Correction to the minutes</u></b></p> <p>GB felt that the minutes did not reflect strongly his feelings about the reduction of hours to Central Library opening for the public and that the figures needed looking at in more detail with the reduction from 45hours opening to 29 hours.</p> <p>Penketh update was not represented in the minutes from last meeting. The following update was missing; Masterplan progressing but will be a long process to consider whole area regeneration therefore investment in the library refurbishment will go ahead to support good customer experience going forward.</p> <p>Culcheth Library working group met with the personal banking manager for RSB not TSB as in previous minutes, who was willing to lend any amount of money but would want it repaid.</p>	

<p><b><u>Matters arising</u></b></p> <p>BIFFA to be looked at again in respect of a not for profit organisation like Livewire to be able to put a bid in. A local football club Culcheth Eagles were funded by BIFFA for an upgrade to their facilities in Culcheth.</p> <ul style="list-style-type: none"> <li>• <b>Action For GD</b> – to re look at BIFFA funding for Culcheth Library.</li> <li>• <b>Action For GD</b> – send out Library Strategy to all elected members</li> </ul>	<p><b>GD</b> <b>GD</b></p>
<p><b>3. <u>Annual Report 2018/19</u></b></p> <p>CS presented the annual draft report as not circulated with papers.</p> <p>GB asked if the people’s network hours could be included in the report as well as linking the different stats and an analysis for the stats in the report against the strategy.</p> <p>A question was raised about the 16 million hours in the report was correct for the people s network, CS to check hours and amend if required.</p> <p>JG felt that there should be more narrative / descriptions per tables for the benefit of lay people to be able to understand the report.</p> <p>An analysis by library for live membership was requested (section2.2) with a focus on local needs and statistics linked to outcomes in the Library strategy.</p> <p>PL felt it was important to show stock levels per library rationale, CS answered saying that stock size depended on the demographics of each library.</p> <p>PL asked if stock levels affected the number of books taken out as in more books meant more issues. PL asked if trends in stock type for instance fiction vs non-fiction by reader’s data could be included.</p> <p>A discussion was held about stock turning and refreshing the book collection in the libraries, CS informed the meeting that the library staff use Collection HQ to make sure that the stock is constantly being moved and updated.</p> <p>A discussion was held about numbers of increased visits in libraries are monitored as in the case of the post office at Burtonwood and the possibility of double counting at Great Sankey.</p> <p>Volunteers hours counted are only for Livewire volunteers and do not take in to account the Friends Groups hours.</p> <p>EH informed the meeting that there is only so much that can be reported due to not having a paid employee to pull all the data together, in doing this extra piece of work takes away a resource from the libraries.</p> <p>It was agreed that data that was simple to collate and would contribute to improving libraries as per the strategy would be added to the report.</p> <ul style="list-style-type: none"> <li>• <b>Action - GB asked for the CIPFA sheets to be reformatted and shared by GD as in</b></li> </ul>	<p><b>GD</b></p>

<p><b>the previous year's report.</b></p> <ul style="list-style-type: none"> <li>• <b>Action – CS to check peoples network hours and amend in report if required.</b></li> <li>• <b>Action – any comments or suggestions about the report to be sent to CS</b></li> </ul>	<p><b>CS ALL</b></p>
<p><b>4. <u>Central Library update – results from consultation and next steps</u></b></p> <p>EH updated the meeting on the central plan for central library and the museum and the proposals and what work that will take place.</p> <p>EH talked about the current process with the stakeholder sessions that took place and which were targeted through the equality impact assessment.</p> <p>15 stakeholder sessions took place which were attended by over 200 people, the sessions were well received with good responses fed through.</p> <p>Themes from the feedback included comments on; opening times, education and group visits on Mondays and Tuesdays, Archives Service, marketing and promotion of the building and the services available.</p> <p>Groups who are currently using the library on Monday and Tuesdays are being supported to change days in library or being found new venues to meet.</p> <p>The changes and impact to the library will be reviewed after 12 months.</p> <p>EH indicated they are looking at funding streams and sponsorship to look at opening in the school holidays on Monday and Tuesday.</p> <p>The report for the changes to the building contained clear recommendations which was signed off by lead cabinet members, and they were as follows;</p> <ul style="list-style-type: none"> <li>• 2 week closure for works in the building</li> <li>• To discuss with WBC to look for funding to open late nights</li> <li>• Review in 12 months' time</li> <li>• Look for grant funding for school holiday openings</li> </ul> <p>The works to the building would consist of new lighting, painting, 3 murals, new digital pack and new lighting.</p> <p>Re-opening of the library will be on the 14<sup>th</sup> September.</p> <p>PL asked if the archive could be open on Monday and Tuesdays, EH indicated this can't be done but are looking for the outreach teams to go out to the community on those days.</p> <p>GB expressed how upset he was that the Project Board had not had the opportunity to see the report before it went to cabinet members and was upset with the reduction in the hours to the library, he also indicated that Save Warrington Libraries do not accept the 29 hours opening which is a third less than current open hours. This was noted by the board.</p> <p>EH informed the group that an increase in opening hours at Culcheth library was being explored. This would mean that opening hours across libraries would not be lost.</p> <p>JG was worried that once the change to Central library opening hours it would be difficult for it to go back to original hours.</p>	

<p>LG asked if a review for the new opening hours could be less than 12 months, EB felt that it would need at least 12 months to see the effect of the changes, contract management was undertaken quarterly and 12 months would be needed to assess user patterns.</p> <p>EB expressed the difficulty of the journey with libraries so far but with no libraries' closed and a new one opening with more hours it was very positive. She also expressed that there was only a finite resource with costs rising and keeping knowledgeable staff without having to use volunteers to run the service.</p> <p>EH talked about Central Library using a whole approach with Culture Warrington and Livewire coming together in the building with joint services, with staff hours being recharged for Monday and Tuesday's from the payment of the groups visiting on those days. It will give more groups the opportunity to use central library.</p> <p>GB and PL indicated they were still not happy and are worried about the situation but PL did accept that 12 months was needed to understand the results.</p> <p>EH agreed to bring back feedback to future board meetings about the progress of the new opening hours, EH has already seen a higher number of school requests for visits. Marketing to schools has already taken place.</p> <p>EH will bring a report back to a future board about the progress in finding funding for school holidays.</p> <p>JG believed the upside of the changes meant that more children would be coming into the library and will feel that the library would not be a foreign place to them. JG felt the cost to the schools be lower to ensure that the costs do not discourage schools taking up the offer.</p> <p>She also felt that the school offer should also still be made locally to the schools. EH said that local offer would continue and a review would take place on how children sign up for libraries and try to take into account for parental permission which is difficult.</p> <p><b>Action – EH to report back about external funding at next library partnership board meeting</b></p>	<p>EH</p>
<p><b>5. <u>Library Building updates</u></b></p> <p><b><u>Stockton Heath</u></b></p> <p>The library had a great re-opening and was well received by the general public with lots of positive comments.</p> <p>Good colour pallets have been used which takes in the dementia friendly designs as part of the refit as well as new informative and clear signage.</p> <p>The next board meeting is planned to take place at Stockton Heath</p> <p><b><u>Westbrook</u></b></p> <p>Not much work required at library</p>	

### **Culcheth**

Currently the costs estimates are a challenge for Culcheth

Property services will be meeting with LG to look at the high cost estimates for rebuilding  
A consultation will need to take place with the community about combining the community centre and the library.

Boiler works have been commissioned to take place from the 23<sup>rd</sup> September.

### **Padgate**

Building services are visiting the library and then pulling together a specification of works for Padgate.

Plans will consider revamping the front entrance and the general feel of the library frontage as well as a reconfiguration of the ground floor, redecorating, signage and a new smaller reception desk.

Awaiting a plan from the furniture supplier to look at new furniture layout.

A plan is being devised to look at how the upstairs space can be zoned.

Fearnhead community centre and library are working together to look at plan of activities.

### **Penketh.**

As in Padgate Building services are visiting the library and then pulling together a specification of works.

Frontage, windows, fascias and guttering a priority for Penketh.

Plans to look at reconfiguration to allow public to have access to the toilets.  
Signage and décor to be planned for.

GB asked if support could be given to the Friends Group through the process.

### **Westbrook**

Heating issue will be resolved with same supplier fitting Culcheth boiler, no date set as yet.

A commercial partner has come forward to locate at Westbrook, more information to follow in due course.

### **Birchwood**

No further update to report at present about future plans

Next steps for Birchwood High and WBC to meet to look to move things forward.

### **Lymm**

An official launch will take place in November.

<p>Volunteers supported the library with things like painting and decoration.</p> <p>Sanctuary Hub have built up a good working relationship with the library staff.</p> <p>Sanctuary Hub are still happy to offer advice to any other friends group once they are up and running in November.</p> <p>Minor works to be completed with new signage fitted.</p> <p>A request was made for the exact rental figures.</p> <p><b>Action CS to bring rental costs to next board meeting</b></p>	<b>CS</b>
<p><b>6. <u>Contributions from the Gallery</u></b></p> <p>PADFOL would like to thanks the Bibliographic Service Team in supporting them in reducing stock levels at Padgate Library.</p>	
<p><b>7. <u>A.O.B.</u></b></p> <p>GB asked if Delivery Plan could be added to a future board agenda, CS asked if it could be put on the March 2020 agenda due to staffing resources before this meeting.</p> <p>EB told the meeting that Steven Broomhead has put the libraries service forward for a LGA peer review and will she will provide more info at a further meeting.</p> <p>Stockton Heath and Central Library agreed to be the venues for the next 2 partnership board meetings.</p>	
<p><b>8. <u>Dates of future meetings and venues</u></b></p> <p>See below</p>	

**Future Board Meeting Dates**

Day	Date	Venues	Time
Monday	11 <sup>th</sup> November 2019	Stockton Heath	2pm – 4pm
Monday	13 <sup>th</sup> January 2020	Central	2pm – 4pm
Monday	9 <sup>th</sup> March 2020	TBC	2pm – 4pm