

**Libraries Partnership Board Meeting**  
Monday 13th July 2020, 2.00pm till 3.00pm  
Online meeting using Microsoft Teams

**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  
Emma Hutchinson – Managing Director of Livewire and Culture Warrington  
Cllr. Joan Grime – Friends of Culcheth Library  
Peter Lewenz – SWISH

Board Support

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

	<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>• Wendy Molyneux</li> <li>• Councillor Tony Higgins</li> </ul>	
<p><b>2. <u>Meeting etiquette</u></b></p> <p>LG talked to the group about meeting etiquette and how Microsoft teams works as well as how to interact in the meeting.</p>	
<p><b>3. <u>Minutes and Matters Arising</u></b></p> <p>No email received from GB about being able to release CIPFA data early.</p> <p><b>Action - GD to contact GB about email to be sent out to board</b></p> <p>EB informed the meeting that the letter to Peter Forshaw about a room dedicated to his wife Jane Forshaw has not been completed as ideas and plans were still in development. However, library staff had spoken with Phillip directly about the idea.</p>	<b>GD</b>
<p><b>4. <u>Covid-19 - Libraries Recovery Plan (Presentation)</u></b></p> <p>Cheryl delivered a presentation to the meeting about the libraries recovery plan.</p>	

## Key points

- The first tranche of libraries opened on the 8<sup>th</sup> July
- Library hours opening would be reduced
- Safety of staff and customers main priority with many safety measures in place.
- Second, third and fourth phase openings would be on a staggered basis: Culcheth – early August; Padgate and Penketh – September; and Birchwood and Westbrook - October.

JG asked about meeting space and offices being rented out like for the parish councils and the possible loss of income. CS replied that office space could be used as long as each organisation undertook a vigorous risk assessment ahead of reusing the offices.

JG

### **Action JG will contact CS after meeting about office space**

Janet Evans commented that Culcheth was reopening in August and that Livewire and WBC had done a great job in organising this, she felt we should be championing the good work to the government.

CS informed the meeting of a press release going out this week to inform every one of the reopening plans.

CS talked about the amount of the amount of visits to the libraries since the reopening with 3500 visits coinciding with 3000 books taken out.

Peter Forshaw asked whether or not the proposed works to Penketh library could be done while the library is closed? EB informed the meeting that during COVID 19 some of the staff from building services had been redeployed away from their normal roles towards Covid management. Also the companies that would undertake the renovation work would not currently engage in looking at tenders because of the crisis, things will start to improve over the next few months so works could be started at a later date. However, it should be noted there is likely to be a backlog of work.

Andrew Mortimer asked about whether or not Culcheth rebuild would still take place? LG felt that there needs to be a reflection on what the library would need to look like based on the service needs going forward due to Covid 19 and ensure it would be fit for purpose.

Janet Evans asked for reassurance that Culcheth would not be forgotten and things would progress. LG reassured her that it would not be forgotten.

PL asked how online craft sessions could take place. CS talked about people at home would prepare for the online session having relevant materials ready, the tutor would run the session and the parents and children could take part from home.

A number of questions were asked about when activity session could take place in libraries again. CS explained the restart of sessions would be guided by government guidelines.

FB informed the meeting that the Reader Organisation in Liverpool have been doing outdoor live screenings every day.

EB talked about Community Centres in Warrington, which will be reopening soon, but as with libraries they would reopen in a very safe way using additional processes and

<p>government guidelines to ensure safety for staff and customers. EB also explained staffing numbers might be an issue as some workers are unable to return to work immediately due to care responsibilities and or health issues.</p> <p>CS felt that Warrington were well ahead of other councils reopening libraries.</p> <p>GB asked how many staff had been working over the last few months during the lock down. CS explained the majority of the workforce had been furloughed and only a few people, including the communication team, had stayed working through the crisis. Burtonwood post office had re-opened earlier but without the library operating.</p> <p>Howard Cockcroft asked about safety of staff and what PPE had been put in place for the staff and would LiveWire require customers to wear masks. CS informed the meeting that all appropriate PPE has been issued to all staff members and hand sanitising would be required by customers going into libraries, face mask for customers would be required if it became mandatory by government guidelines.</p> <p><b>Action- GD to send out the presentation as part of the papers</b></p>	<b>GD</b>
<p><b>5. <u>Contributions from the public gallery</u></b></p> <p>Contributions were made throughout the meeting.</p>	
<p><b>6. <u>A.O.B.</u></b></p> <p>GB asked if suggestions for future agenda items could be shared. <b>Action GB to send GD email with suggestions for future board meeting agendas</b></p>	<b>GB</b>

### **7. Future Board Meeting Dates**

Day	Date	Venues	Time
Monday	14 <sup>th</sup> September 2020	TBC	2pm – 4pm
Monday	9 <sup>th</sup> November 2020	TBC	2pm – 4pm

**Libraries Partnership Board Meeting**  
**13<sup>th</sup> July 2020, 2.00pm – 3.00pm**  
**Online Teams meeting**

**Board Members**

<b>NAME</b>	<b>ORGANISATION</b>	<b>Attended</b>
<b>Lynton Green</b>	<b>WBC</b>	<b>Yes</b>
<b>Eleanor Blackburn</b>	<b>WBC</b>	<b>Yes</b>
<b>Emma Hutchinson</b>	<b>Culture Warrington</b>	<b>Yes</b>
<b>Steve Cullen</b>	<b>Citizens Advice Bureau</b>	<b>NO</b>
<b>Cheryl Siddall</b>	<b>Livewire</b>	<b>Yes</b>
<b>Wendy Molyneux</b>	<b>Livewire</b>	<b>Apologies</b>
<b>Amanda Juggins</b>	<b>WBC</b>	<b>Yes</b>
<b>Gary Borrows</b>	<b>SWL</b>	<b>Yes</b>
<b>Joan Grime</b>	<b>Friends of Culcheth</b>	<b>Yes</b>
<b>Peter Lewenz</b>	<b>SWISH</b>	<b>Yes</b>

**Board Support**

<b>NAME</b>	<b>ORGANISATION</b>	<b>signature</b>
<b>Garry D’Arcy</b>	<b>WBC</b>	<b>Yes</b>
<b>Damian Richards Clarke</b>	<b>WBC</b>	<b>No</b>

**Guests**

<b>NAME</b>	<b>ORGANISATION</b>	<b>signature</b>
<b>Susan Morris</b>	<b>Livewire</b>	<b>Yes</b>
<b>Philip Forshaw</b>	<b>FOPL</b>	<b>Yes</b>
<b>Howard Cockcroft</b>	<b>PADFOL</b>	<b>Yes</b>
<b>Andrew Mortimer</b>	<b>FOCL</b>	<b>Yes</b>
<b>JE Billington</b>	<b>Culcheth Resident</b>	<b>Yes</b>
<b>Fiona Barry</b>	<b>FOCL</b>	<b>Yes</b>
<b>Janet Rawsthorn</b>	<b>PADFOL</b>	<b>Yes</b>
<b>Geoff Fellows</b>	<b>Local Councillor</b>	<b>Yes</b>
<b>Janet Evans</b>	<b>SWISH</b>	<b>Yes</b>
<b>Christine Smith</b>	<b>PADFOL</b>	<b>Yes</b>
<b>Cllr. G Friend</b>	<b>Local Councillor</b>	<b>Yes</b>
<b>Geraldine Snape</b>	<b>FOPL</b>	<b>Yes</b>
<b>Linda Riley</b>	<b>PADFOL</b>	<b>Yes</b>
<b>Cllr. Tony Higgins</b>	<b>WBC Cllr.</b>	<b>Apologies</b>