

**Libraries Partnership Board Meeting**  
Monday 9<sup>th</sup> November 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  
Gary Borrows – Save Warrington Libraries  
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>• Amanda Juggins</li> <li>• Emma Hutchinson</li> <li>• Steve Cullen</li> </ul>	
<p><b>2. <u>Meeting etiquette</u></b></p> <ul style="list-style-type: none"> <li>• LG talked to the group about meeting etiquette and how Microsoft teams works as well as how to interact in the meeting.</li> </ul>	
<p><b>3. <u>Minutes and Matters Arising</u></b></p> <ul style="list-style-type: none"> <li>• PF reported that in the minutes his name has been referred to Peter instead of Phillip.</li> </ul> <p><b>Action - GD to make relevant changes to previous minutes.</b></p>	<b>GD</b>
<p><b>4. <u>Covid-19 recovery and online library</u></b></p> <p>CS delivered a verbal presentation to the meeting about the libraries recovery plan. (Key points see below in addendum 1)</p> <ul style="list-style-type: none"> <li>• CS asked all partners to feed the new Facebook link to their networks</li> <li>• JE asked if paper versions could be used to put on noticeboards for people who don't use social media. CS agreed to share posters</li> </ul> <p><b>Action – GD to share posters with everyone</b></p> <ul style="list-style-type: none"> <li>• EB explained it might be difficult to use notice boards in lockdown and CS said it would be good to use a number of mixed approaches.</li> <li>• CS felt it has been more difficult to attract new volunteers during COVID</li> <li>• JG would email the Culcheth Library Friends list of over 100 members with any marketing CS wanted to get out to the community. SH offered to put up posters in her local supermarket</li> </ul>	<p><b>All</b></p> <p><b>GD</b></p> <p><b>CS</b></p>

<ul style="list-style-type: none"> <li>• CS to look at using the Warrington Guardian to get out messages about library online services.</li> <li>• GB was concerned about the small number of volunteers recruited recently, CS responded by saying that this was due to a number of the volunteers being vulnerable themselves.</li> <li>• GF talked about Government wish for libraries to be open for digital purposes in light of people needed to apply for work and asked whether Libraries were closed due to financial reasons. CS answered that DCMS were still debating this but in Warrington digital demand was not high. Library closure is only because of lockdown requirements.</li> <li>• FB highlighted an issue with the link to the Facebook site.</li> </ul> <p><b>Action - FB to email GD with the details for CS to look into</b></p> <ul style="list-style-type: none"> <li>• JB asked whether or not the Saturday volunteer support for Culcheth Library's would be continuing after lockdown. PF was worried that this volunteering was replacing staff, JB explained that it was not doing any work that the staff were employed to do, but that volunteers were supporting a safe opening during COVID. PF felt it was necessary going forward for Volunteer policy to be developed.</li> <li>• GB talked about the increase in take up of electronic products like eBook's and eComic's, and requested further statistics for a future board meeting,</li> </ul> <p><b>Action - CS will look at what can be pulled together and bring to next board meeting</b></p>	<p>FB</p> <p>CS</p>
<p><b>5. <u>Building Refurbishment updates</u></b></p> <p>EB informed the meeting about the difficulties and capacity from suppliers and contractors due to COVID which has led to longer and slower progress with the library refurbishments. Alongside this COVID has had financial impacts on the council.</p> <p>Birchwood</p> <ul style="list-style-type: none"> <li>• The original significant development of Birchwood into a new hub will not happen due to Covid.</li> <li>• Alternative proposal is to move the library into the old bar area in the Tennis centre from its current location in the school</li> <li>• Building services are currently looking at the development and possible costs of the refurbishment, an engineer's assessment has also been commissioned.</li> </ul> <p>Padgate</p> <ul style="list-style-type: none"> <li>• Improvement works for Padgate include new frontage glazing, fascia's and removal of the porch due to anti-social behaviour.</li> <li>• Internal FFE for internal improvements will have to be scaled back due to high costs.</li> <li>• 3 tenders have come back that need to be assessed to find suitable contractor with a proposal for works to start in Spring due to weather restrictions in the Winter.</li> </ul> <p>Penketh</p> <ul style="list-style-type: none"> <li>• EB explained that Penketh library is a challenging development due to the high number of jobs needed and also due to the cost of tenders coming back from contractors. After receiving costs of £450,000 and then being reduced to £350,000 after looking at efficiency's, the costs are still too expensive.</li> <li>• Building services are in the process, with Livewire support, of looking at a revised scope of works which is affordable within the budget.</li> </ul>	

#### Burtonwood

- Building services are currently pulling together a scope of works for the library driven by fire safety assessments. This includes moving and replacing an internal wall, as well as taking an opportunity to improve access to toilets for use by customers.

#### Lymm

- Work to be undertaken on the roof of the library signed off and to be started in Spring due to weather considerations during Winter.

#### Culcheth

- EB informed the meeting that due to the financial situation a new build is less likely and it would be hard to develop a business case to move it forward.
- Next steps would be to revisit as refurb option as improvements would be needed.

#### Westbrook

- EB and EH are currently in conversation with the 2 local parish councils for support for the sustainability of the library due to concerns with library landlord looking to increase the building rents.
- The rent increase would make the long term sustainability very difficult.
- EB and EH are due to meet with the 2 parish councils in the next week or so.

#### Questions

- GF felt that Penketh Library was getting the poor end of the stick as the oldest library, he asked whether or not that a different approach could be used with the work being done internally as opposed to external as it currently happens. EB explained that there was no competition between libraries and Penketh was not the oldest. EB went onto explain that estimates included the likely cost of tendering Penketh and Padgate together, but the costs were still prohibitive for Penketh. With the proposed Penketh masterplan being a longer term proposal it would make sense to make good the building in the short term.
- JE asked if Culcheth Library would still be renovated and funding was still available for any works needed to the library. EB reassure JE that Culcheth had never been taken out of the £1,000,000 fund and she had kept an allocation of that funding for any works at Culcheth
- EB talked about having to go through proper channels like tendering processes to the market as councils have to operate in a fair and proper way to ensure that all public money is spent in the right way. Other community projects like a garden project with external funding could be done outside of refurbishment work.
- JB felt that the friends group had done a lot of planning work looking at invest to save projects like outsource heat pumps and was disappointed as any refurb would only last 5 years before more work would be needed. EB answered by talking about invest to save ideas are helpful, but would not cover the core costs of a new build library, also external funding has been explored, but as a council owned building we were not eligible.
- JB asked if the friends group were given external funding could the council hold it and administer towards building costs, Lynton agreed that this could take place.
- AH asked whether or not the internal works at Padgate could be done before the spring timetable for the external works to be undertaken at a late date. CS indicated that it could not be done as that would mean 2 sets of closure for works and it would be better to have one closure and a bigger impact opening.
- It was asked if the current capital fund spends could be made available to everyone, EB agreed that this could be made available to the Board members.

**Action – EB to provide the board with current capital spending/ funds to the board**

<b>members</b>	<b>EB/GD</b>
<p><b>6. <u>Contributions from the public gallery</u></b></p> <ul style="list-style-type: none"> <li>A request was made for Central Library update be brought to the next board meeting which was agreed.</li> </ul> <p><b>Action – GD to add to next board agenda</b></p>	<b>GD</b>
<p><b>7. <u>A.O.B.</u></b></p> <p>LG explained we will be changing the future frequency of meetings as the board is nearing the end of its current format and remit. This is in line with the Peer Review recommendation that the board needed to change from its original purpose. An outcome report would be written to cover the work to date.</p> <p>LG reiterated that there is a need to reconstruct the board with a change of terms of reference. The £1,000,000 spend is near to the end so it is time to move onto the next stage and morph the board into a new direction. The Board will meet less frequently.</p> <p>JE and AM are sad that the meetings will end in its current format as they find them useful and important, with a hope that there would be a format for future dialogue be formed that they could attend. AM also said that there is a need for something to be done at Culcheth Library</p>	

Day	Date	Venues	Time

Info for P/ship Board – Nov 2020-11-06

By close of September 2020 we had reopened 10 out of our 12 library sites in a COVID secure way. All on reduce opening hours, with one way journey around the building supported by additional staffing to guide customers around the building.

- Although open, continued to offer the following to support those resident in the borough who are vulnerable or uncomfortable returning to the library:
- Order and Collect service
- Home Library Service – door stop delivery service
- Online offer linking into local and national library and wellbeing campaigns
- Issuing of 20 item
- Extend loan period
- All fines frozen from 1st March 2020

Launched Yourlivewire libraries – a new Facebook page. Felt library content being lost in wider LiveWire offer so dedicated page to promote all library activities and encourage digital engagement in the service. Has 290 followers (please remind those who attend the meeting to like and share our page at <https://livewirewarrington.co.uk/library/>)

- Library team continuing to develop digital content that links to the Universal Offers and support local, regional and national health and wellbeing initiatives, e.g. happy/sad/ok campaign- Inc.
- Online story telling which we have done and will continue to do in line with publisher permission
- In partnership with Daresbury Lab worked delivered a week long space project and writers/poets/storytellers who create short films as part of Spot on Shorts.
- As we enter our second lock down continuing with following library provision:
- Order and Collect service retained – collection of ordered items by appointment only. As part of the communication with clients accessing the service staff are able to agree pick up point which only extends to those library site the team have access to.
- Home Library Service – door stop delivery continue to expand with key partners to support vulnerable residents.
- Befriending calls by volunteers if Home library clients do not want a delivery
- Continue to buy more titles for our online collection
- Extend loan period to 13th January
- Continue to freeze fines from 1st March

Our online offer continues to develop with the following initiatives:

Libraries Week (5th to 10th October)

Programme of interviews and content posted on our F/Bk page from Martin Edwards, Imagining History and Cather Bruton

Also experimented with book-blending to promote different genres of stock.

Our first book-blending video received 324 views

Catherine Bruton video received 388 views

We're Going on a Bearhunt activity received 202 views

Movember – national campaign raising awareness of men’s health

Book-blending appeared to be a popular way of promoting stock – our latest - featuring men - has already received 159 views and we have another couple of ideas of ones we want to create

International Year of the Nurse and Midwife 2020 – to celebrate our NHS and in light of COVID

Celebration of this initiative from w/c 23 November and will run through until the end of December

From 23 November until 4 December we will run two competitions with book hamper prizes for three winners from both categories

- A writing competition for those 18+ to nominate their favourite nurse/midwife and tell us why in no more than 100 words
- A colouring competition for primary school children – we will be contacting local primary schools to invite them to take part
- During December, we will be sharing the entries on our libraries F/Bk page.

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**Online Teams meeting**

**Board Members**

<b>NAME</b>	<b>ORGANISATION</b>	<b>EMAIL ADDRESS</b>	<b>signature</b>
<b>Lynton Green</b>	<b>WBC</b>	<a href="mailto:lgreen@warrington.gov.uk"><u>lgreen@warrington.gov.uk</u></a>	<b>Yes</b>
<b>Eleanor Blackburn</b>	<b>WBC</b>	<a href="mailto:eblackburn@warrington.gov.uk"><u>eblackburn@warrington.gov.uk</u></a>	<b>Yes</b>
<b>Emma Hutchinson</b>	<b>Culture Warrington</b>	<a href="mailto:ehutchinson@culturewarrington.org"><u>ehutchinson@culturewarrington.org</u></a>	<b>Yes</b>
<b>Steve Cullen</b>	<b>Citizens Advice Bureau</b>	<a href="mailto:manager@warrington.cabnet.org.uk"><u>manager@warrington.cabnet.org.uk</u></a>	
<b>Cheryl Siddall</b>	<b>Livewire</b>	<a href="mailto:csiddall@livewirewarrington.org"><u>csiddall@livewirewarrington.org</u></a>	<b>Yes</b>
<b>Wendy Molyneux</b>	<b>Livewire</b>	<a href="mailto:wmolyneux@livewirewarrington.org"><u>wmolyneux@livewirewarrington.org</u></a>	<b>Apologies</b>
<b>Amanda Juggins</b>	<b>WBC</b>	<a href="mailto:ajuggins@warrington.gov.uk"><u>ajuggins@warrington.gov.uk</u></a>	<b>Apologies</b>
<b>Gary Borrows</b>	<b>SWL</b>	<a href="mailto:garyborrows@btinternet.com"><u>garyborrows@btinternet.com</u></a>	<b>Yes</b>
<b>Joan Grime</b>	<b>Friends of Culcheth</b>	<a href="mailto:joan.grime@hotmail.co.uk"><u>joan.grime@hotmail.co.uk</u></a>	<b>Yes</b>
<b>Peter Lewenz</b>	<b>SWISH</b>	<a href="mailto:prlewenz@btinternet.com"><u>prlewenz@btinternet.com</u></a>	<b>Yes</b>

**Board Support**

NAME	ORGANISATION	EMAIL ADDRESS	signature
Garry D'Arcy	WBC	<a href="mailto:gdarcy@warrington.gov.uk">gdarcy@warrington.gov.uk</a>	Yes
Damian Richards Clarke	WBC	<a href="mailto:drichardsclarke@warrington.gov.uk">drichardsclarke@warrington.gov.uk</a>	Apologies

**Guests**

NAME	ORGANISATION	EMAIL ADDRESS	signature
Susan Morris	Livewire	<a href="mailto:smorris1@livewirewarrington.org">smorris1@livewirewarrington.org</a>	Yes
Philip Forshaw	FOPL	<a href="mailto:piforshaw@hotmail.com">piforshaw@hotmail.com</a>	Yes
Cllr. Sharon Harris	SWISH	<a href="mailto:CllrSharon.Harris@warrington.gov.uk">CllrSharon.Harris@warrington.gov.uk</a>	Yes
Andrew Mortimer	FOCL	<a href="mailto:a.mortimer@talk21.com">a.mortimer@talk21.com</a>	Yes
JE Billington	Culcheth Resident	<a href="mailto:Jim_billington@talktalk.net">Jim_billington@talktalk.net</a>	Yes
Fiona Barry	FOCL	<a href="mailto:fionabarry2@gmail.com">fionabarry2@gmail.com</a>	Yes
Janet Rawsthorn	PADFOL	<a href="mailto:astonat@gmail.com">astonat@gmail.com</a>	Yes



<b>Geoff Fellows</b>	<b>Local Councillor</b>	<a href="mailto:g_n_fellows@yahoo.co.uk"><u>g_n_fellows@yahoo.co.uk</u></a>	<b>Yes</b>
<b>Janet Evans</b>	<b>Culcheth</b>	<a href="mailto:janetevans@btinternet.com"><u>janetevans@btinternet.com</u></a>	<b>Yes</b>
<b>Christine Smith</b>	<b>PADFOL</b>	<a href="mailto:chris@urbanspaceman.com"><u>chris@urbanspaceman.com</u></a>	<b>Yes</b>
<b>Albert Hartley</b>	<b>PADFOL</b>	<a href="mailto:albert_hartley@hotmail.com"><u>albert_hartley@hotmail.com</u></a>	<b>Yes</b>

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<b>Linda Riley</b>	<b>PADFOL</b>	<a href="mailto:lindatonyriley@ntlworld.com"><u>lindatonyriley@ntlworld.com</u></a>	<b>Yes</b>