

Libraries Partnership Board

Agenda

Monday 9th August 2021, 2.00pm till 3.30pm

Online meeting using Microsoft Teams

1.	Welcome and apologies	LG	2.00 - 2.05
2.	Meeting etiquette	LG	2.05 – 2.06
3.	Minutes and matters arising from last meeting (Enclosed) Staffing Structure	LG CS	2.06– 2.15
4.	COVID recovery	EH	2.15 – 2.25
5.	Central Library Roof refurbishment	EH	2.25 -2.35
5.	Building refurbishment updates	CS	2.35 – 3.05
8.	Contributions from the public gallery	All	3.05 – 3.15
9.	A.O.B	All	3.15 - 3.30

OLibraries Partnership Board Meeting
Monday 10th May 2021, 2.00pm till 3.30pm
Online meeting using Microsoft Teams

Meeting Minutes

In attendance:

Members

Lynton Green – WBC – Deputy Chief Executive and Director of Corporate Services
Eleanor Blackburn – WBC – Head of Inclusive Growth and Partnerships
Cheryl Siddall – Livewire and Culture Warrington, People, Performance and Resources Director
Cllr. Joan Grime – Friends of Culcheth Library
Peter Lewenz – SWISH
Amanda Juggins – WBC – Business Intelligence Manager
Gary Borrows – Save Warrington Libraries
Emma Hutchinson – Managing Director of Livewire and Culture Warrington
Wendy Molyneux - Livewire -Strategic Library Manager

Board Support

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

	Actions
<p>1. <u>Welcome and apologies</u></p> <p><u>Apologies received from</u></p> <p>Steve Cullen</p>	
<p>2. <u>Meeting etiquette</u></p> <ul style="list-style-type: none"> • LG talked to the group about meeting etiquette and how Microsoft teams works as well as how to interact in the meeting. 	
<p>3. <u>Minutes and Matters Arising</u></p> <ul style="list-style-type: none"> • Minutes approved by the board members • WM informed the meeting that the Volunteer policy has not happened yet will following in due course. • A new paid part time volunteer co-ordinator due to start who will be mainly for libraries. 	
<p>4. <u>Covid Recovery</u></p> <ul style="list-style-type: none"> • 12th April 10 libraries re-opened with safety for customers and staff in mind. • Returned stock has to be quarantined for 72 hours before being put back out for lending, rules set by public health. • Reduced open hours for each library with access to the public managed by staff 	

<p>with limited browsing time and pc usage.</p> <ul style="list-style-type: none"> • From the 17th May subject to covid, pilot activities will be trialled based on wellbeing, mental health with targeted demographics, initially with low numbers attending. • Book lending to go back to pre covid rules, 3 week lending and 20 books back down to 10 for borrowing. Book deliveries still be going ahead • Library hours will increase slowly depending on pandemic • Friends group own activities timetables will be guided by guidelines, dates to be decided, but working to 21st June in line with government guidelines and risk assessments being in place. • GB asked about why 72 hours for books to be put back in library stock, CS answered saying that they do not enough staff to clean every book on return as required by public health for. • EB asked about if there had been an increase in size in audio books and ebooks library content, CS replied that there was and that there was a new ebook supplier. Some government funding has been used to buy multiple copies of new books and that there has been an increase of 2700 ebooks. • Book budget has been used across the different book mediums and it will be monitored on more or less spend on ebooks going forward, during lockdown 2000 more people registered for access to ebooks. • Since the 12th April footfall was 12,000 with 10,000 issues which is reflective of other library services in the sector. • EH wanted the meeting to know that they were taking things step by step in getting things back to normal as per pre-covid, maybe after June as a target date but does recognise going forward that there would still be a need for social distancing and other safety measures. 	
<p>5. <u>Central Library Roof refurbishment</u></p> <ul style="list-style-type: none"> • EH talked about the Roof repairs to the museum and library thanking WBC for the vital investment in the building. The work will be approximately 6 months. • During the repairs all the collections would be kept safe, the repairs are extensive and due to H&S no public can access the building while the works are taking place. • A service will be provided during the closure in a unit in Golden Square which will have a combination of the library, and some of the collections from the museum. • The library and museum will close on the 21st may and reopen in Golden Square on the 28th May, the unit is next door to Waterstones. This will provide an opportunity to engage with new users. • WM believes it's an ideal location with fixture and fittings already going into the new site with the book collection being unpacked with museum collections going in the following week. GB was worried about the size of the location but WM reassured GB that the site will be smaller, but they would still be abler to offer adequate collections, there will also be an opportunity to show case local artists work, alongside this there was a large storeroom to be able to replenish stock quickly. • EH informed the meeting that a few options were considered for the location including Debenhams but it has since reopened, the site chosen will be rent free with just a contribution to the service charge. EB said that it was not lost on her and LiveWire that in the past there was talk of moving the library into a shop but 	

<p>reaffirmed that Golden Square was the best option for now and there are no plans for this to become permanent.</p> <ul style="list-style-type: none"> • JG was concerned about the book selected to be at the new site as there is still no reservation service due to COVID, it was explained that the senior librarians had selected the most popular stock ensuring a good snap shot of the collection with plenty of back up stock in the storeroom. • GB felt it was a good idea to have museum collections together in the library and hoped this could be replicated in other libraries. 	
<p>6. <u>Building Refurbishment updates/ Library Business Cases</u></p> <p><u>Culcheth Library</u></p> <ul style="list-style-type: none"> • Positive conversations have taken place with the working group about possible works at the library. • A meeting has taken place with Cheshire Police design out crime officer to look at ways of making the building safer. • Building surveys complete now awaiting for QS costs for works programme. • It is recognised that we cannot do everything that is on the wish list but QS costs will give more accurate costs to assess this. • Next steps is to meet with working group once QS costs come back. • Jim Billington asked if there would clearer timescales once QS costs come back for works, EB answered by saying that there would be a need for an assessment of the QS , discussions with working group about prioritising the works, then putting it out to Tender to get best value for the project. • Working group are delighted with the plans, and the opportunity to be involved in the whole process. <p><u>Padgate Library</u></p> <ul style="list-style-type: none"> • Padgate works ongoing with the contractors on their final week, thorough checks will take place before handover to LiveWire for internal fit out. • CS wanted to thank the Friends group for their contribution, as well as the stock team being able to slim down the books from the upper floor to create a community space for activities which will lead to a good community offer. • Launch event will take place with a smaller number due to covid guidelines. <p><u>Penketh Library</u></p> <ul style="list-style-type: none"> • FOPL have given positive feedback to the plans for Penketh Library • Building services currently preparing the Tender package. • By the next meeting the timelines will be in place for the works. <p><u>Birchwood Library/ Tennis Centre</u></p> <ul style="list-style-type: none"> • Birchwood project has been taken out of the £1,000,000 programme and become a separate project, with support in releasing funding through the WBC CIPG programme. • Currently work is taking place undertaking building surveys and then QS costing process for the project. • Consultation will take place with the leisure, local school and library stakeholders. Public engagement work will be undertaken as well. • GB asked if further funding could be sourced from CIPG for the libraries, LG explained that all schemes for CIPG have to go through strict feasibility studies to 	

<p>see if WBC can afford schemes and if the schemes can repay back the funding.</p> <ul style="list-style-type: none"> • EB explained that Culcheth would not be affordable in the CIPG model, Birchwood business case more viable due to the income and savings opportunities. <p><u>Burtonwood</u></p> <ul style="list-style-type: none"> • Main work planned at Burtonwood are to create fire safety access routes through the building and some internal and external improvements. • Plans are for this work to take place in September when more contractors are available after school holiday works are complete. • Also there is a need for a lead in time which gives the post office time to inform their customers for the proposed one week closure while works take place. <p><u>Lymm</u></p> <ul style="list-style-type: none"> • Roof and fascia works due to be completed by the end of May, weather permitting. <p><u>Westbrook</u></p> <ul style="list-style-type: none"> • A piece of work is underway in looking for a partner who would share space in the library, LiveWire developing a list of potential partners. • EH is awaiting feedback from the local parish councils • LiveWire are trying to get some movement from the owners of the building about what their plans are for the building going forward. 	
<p>7. <u>Terms of Reference</u></p> <ul style="list-style-type: none"> • At the last meeting it was asked if anyone had any comments about the TOR presented at the last meeting and to send them to GD, but none received. • GB asked if the principle as are the same from the original TOR. EB explained that the structure is the same but there was a need to change as the investment plan is coming to a close soon and that the future board should be an engagement board with support for delivering the strategy and the delivery plan. • GB expressed a wish that there should be a separate group from the board for the delivery plan. EB explained that that the board would support the strategy, the recovery and pick up on the action plan and delivery plan, the board would become a support and enabling board. • PL felt that in all future board meetings that the monitoring and overseeing of the strategy should be an agenda item, EB completely agreed. • The board agreed to adopt the new TOR. 	
<p>8. <u>Contributions from the public gallery</u></p> <ul style="list-style-type: none"> • LG wanted to thank all the Friends groups for all their support and also to thank Janet for her article about Culcheth Library 	

<p>9. <u>A.O.B.</u></p> <ul style="list-style-type: none"> • Howard Cockcroft wanted to share his worry about less staff in the libraries and the impact it would have on delivery, CS replied that changes to operational staff hours will not impact on services due to the new structure allowing for one senior library staff member being non-operational which mean more dedicated time in delivery planning, operational planning and better outreach programmes. WM said it would also allow community professionals to be able to work in the background, supporting staff members, managing the library, mentoring staff. • CS also wanted to explain that the new volunteer co-ordinator would be working with groups to become more self-sufficient. • GB wanted to see what budget cuts had done to the structure of library staff and what the rationale was for the new structure. It was explained that a new strategic model had been put in place to allow for putting specialists on site working directly in libraries • GB was unhappy that the board had not been involved in the process and only found out after the fact. EH as a rule and is appropriate to consult with staff about any changes, it is Livewire’s responsibility to decide any staffing structures, EH replied in principle there is no issue with sharing once the new structure is in place, EH worries that there is a grey area in what is appropriate or not appropriate to share. <p>Action GD to put staffing structure on future agenda.</p> <ul style="list-style-type: none"> • EB expressed her understanding to the questions asked but did want to remind everyone that any restructures taken place has to be mindful of peoples livelihoods and jobs firstly and that it would not be appropriate to bring this to this group. GB replied by saying it should be brought to the group confidentially • LG wants this group to continue as is and the public to attend as normal, WBC and LiveWire to keep this internal then it is to be brought to the board at a later date. 	GD
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Day	Date	Venues	Time
Monday	09.07.21	TBC	2.00 - 3.30
Monday	08.11.21	TBC	2.00 – 3.30

Libraries Partnership Board Meeting Attendees
10th May, 2.00pm – 3.30pm
Online Teams meeting

Board Members

NAME	ORGANISATION	signature
Lynton Green	WBC	Yes
Eleanor Blackburn	WBC	Yes
Emma Hutchinson	Culture Warrington	Yes
Steve Cullen	Citizens Advice Bureau	No
Cheryl Siddall	Livewire	Yes
Wendy Molyneux	Livewire	Yes
Amanda Juggins	WBC	Yes
Gary Borrows	SWL	Yes
Joan Grime	Friends of Culcheth	Yes
Peter Lewenz	SWISH	Yes

Board Support

NAME	ORGANISATION	Attended
Garry D'Arcy	WBC	Yes
Damian Richards Clarke	WBC	Apologies

Guests

NAME	ORGANISATION	Attended
Susan Morris	Livewire	Yes
Philip Forshaw	FOPL	Yes
Cllr. Sharon Harris	SWISH	Apologies
Andrew Mortimer	FOCL	Yes
JE Billington	Culcheth Resident	Yes
Janet Rawsthorn	PADFOL	Yes
Christine Smith	PADFOL	Yes
Rachel		Yes
Howard Cockcroft	PADFOL	Yes
Mary Ross	FOPL	Yes
Karen Mitchell		Yes