

Libraries Partnership Board

Agenda

Monday 8th November 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)	LG	2.06– 2.15
4.	Library Strategy Refresh/ Delivery plan	EB	2.15 – 2.30
5.	Rachel Ralston role and priorities 2021/22	RR	2.30 - 2.35
6.	Building refurbishment updates	EB	2.35 – 3.05
7.	Contributions from the public gallery	All	3.05 – 3.15
8.	A.O.B	All	3.15 - 3.30

Libraries Partnership Board Meeting
Monday 9th August 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
Cheryl Siddall – Livewire and Culture Warrington, People, Performance and Resources Director
Cllr. Joan Grime – Friends of Culcheth Library
Peter Lewenz – SWISH
Gary Borrows – Save Warrington Libraries
Emma Hutchinson – Managing Director of Livewire and Culture Warrington

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>Wendy Molyneux - Livewire -Strategic Library Manager Amanda Juggins – WBC – Business Intelligence Manager Eleanor Blackburn – WBC – Head of Inclusive Growth and Partnerships</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"> • Covid recovery – September all libraries opened with no book cleaning required going forward. • GB asked if the part time volunteer co-ordinator started yet, CS responded that there were interviews planned soon with 3 people. • GB enquired whether or not the service used zero hours contracted staff, CS informed the meeting that the service had a pool of people who could be called in to cover holiday period or for staff members who were off for a length of time. • CS talked about the new staffing structure and that 3 people had left the service, and that she was in the process of looking at the gaps in the service for instance a digital librarian post, as well as that there was no reduction in staff levels. • CS through the new structure was looking at library clusters with professional librarians managing a cluster each, which ensured a professional approach for each library. Currently there are 2 level 2 vacancies which will be filled. 	

<ul style="list-style-type: none"> • 4 voluntary redundancies were received as part of the restructure with 130 staff hours lost, the changes in staffing structure has no effect on library service • JG asked who had left with CS replying that Julie, Christine and Wendy were leaving and took the time to thank them for the service. • GB asked what was the percentage loss the 130 hours were to the staffing budget, CS agreed to bring to the board at a later date. • PL was worried that losing a number of experienced staff members especially in light of furlough finishing. CS reassured the meeting that the 3 vacancies once filled would replace the lost experience. 	
<p>4. <u>Covid Recovery</u></p> <ul style="list-style-type: none"> • CS gave an update on the COVID recovery and talked about a 3 month plan being devised for the service. • All libraries will be open by September and would be still using government covid guidelines. • CS indicated that library footfall is still slow which is in line with other library services across the country. • A 3 stage plan will be used to increase people returning to the library, which would include keeping the opening times the same as they are now for three months alongside an outreach and engagement plan. • The engagement and outreach programme aim is to get the message to the community about library services. The libraries will engage with council teams and their insight teams/ groups to get library services out to a wider audience. • The new volunteer co-ordinator will be supporting groups to help them deliver a programme of activities. Jim Billington mentioned that the jigsaw club had already restarted outside of the library opening times. • A training programme for staff will be delivered to help with the skills needed for the service going forward. • CS talked about the literary festival was cut short due to Covid with plans for this to take place again next year. • CS is putting in place impact measurements for all in person and online events • Culcheth and Glazebury parish council have committed funding for a post for one year for the library. • FB was concerned that it would be difficult to get people back into the library with reduced hours, CS reassured FB that the reduced hours were for only 3 months, October till December. • GB wanted to know how the library service was going to sustain programmes going forward, CS felt with the addition to a volunteer co-ordinator, public using self-service more would reduce workloads allowing staff to support groups. • CS said that this would be part of the delivery plan which would meet the strategic aims of the strategy. GB asked for the delivery plan to be added to the next board meeting agenda, he was concerned that it was too early to look at skills needed as we still did not have a delivery plan, CS explained that the skills needed for staff were needed now for the service especially in the current changing landscape. • CS also thought there was a need to look at the strategy following covid and the aims would need to be in line with covid recovery • LG the strategy would be the same in delivering services but there would be a 	

<p>need to look at it the context of the recovery.</p>	
<p>5. <u>Central Library Roof refurbishment</u></p> <ul style="list-style-type: none"> • A temporary / pop-up museum and library was opened in a unit in Golden Square on 28th May. The service will continue to be delivered from the unit until the planned roof repairs to the regular building are complete, estimated November 2021. • Between 28th May and 30th June there were 4,198 visits to the unit. The first day saw 278 visitors. During the same period 160 new library memberships have been issued. The archives service has supported 596 users since opening. • Lots of marketing and PR activity has been undertaken to promote the pop-up offer including a feature in the Warrington Guardian, a Facebook Live tour via Warrington WorldWide and a radio interview with BBC Radio Merseyside. • An activity programme is available during the summer holiday period – Monday, Tuesday and Thursday is summer holiday crafts. Wednesdays – talks on the museum collections and object enquiry service. Fridays – made digital workshops. Saturdays – storytime sessions and afternoons. Sundays – unplugged Sundays. In addition the summer reading challenge is available every day, this year’s theme is nature. • Surveys will be rolled out at current site to find out why people don’t use the library and to encourage people to visit when library returns to old site. • PL wanted to know could the feedback lead to future long term changes to the service which EH agreed it could lead to some positive changes. • EH talked about the plans for library to move back to Central library in November, this will be weather dependant for the contractors working on the roof. • FB asked if the library was moving back to its original space in the building which EH agreed it would be. 	
<p>6. <u>Building Refurbishment updates/ Library Business Cases</u></p> <p><u>Culcheth Library</u></p> <ul style="list-style-type: none"> • A bid for some funding from the Arts council for capital funding was unsuccessful for both Culcheth and Central library, the bids had a very quick one month turnaround. • Next steps is to meet with the friends group with the QS costs to talk about next steps. • Jim Billington asked if prior to the planned Culcheth working group meeting if figures for the entrance and outside area could be share with them, CS to ask EB after the meeting. • Andrew Mortimer expressed his anger in how long it was taking to get the work started on the library when so many others have been completed and wanted to know why Culcheth has been left hanging. He was also angry as he felt that he was not being included in any discussions or receiving information that was being given to the working group from WBC. • EH replied that the working group had discussed options for what they would like to see at the library and then building services arranged a QS costing exercise to be able to bring back the costs for those ideas and to the discuss next steps and 	

<p>direction of travel for the project.</p> <ul style="list-style-type: none"> • JG apologised to Andrew as she was the secretary of the working group and she felt it was more of a communication issue rather than excluding him, she would communicate with Andrew outside of the meeting. <p><u>Padgate Library</u></p> <ul style="list-style-type: none"> • Padgate library re-opened on 28th June on time and to budget • Internal space is now looking great, CS wanted to take the opportunity to thank the friends group for their work and support. • Community activities have now restarted in the upstairs community area. • PL was very impressed with the new look of the library • Howard Cockcroft wanted to thank pass on the thanks of the friends group and to record the blood, sweat and tears shed by all involved. <p><u>Penketh Library</u></p> <ul style="list-style-type: none"> • Tender returns are due back on the 25th August with work to assess the tender returns to take a week or so. • If a tender was awarded then it would be 6/8 weeks for starting on site • Matt Parker, staff members and Philip have been working on the internal FF&E, a plan and costings are being sought from suppliers. <p><u>Birchwood Library/ Tennis Centre</u></p> <ul style="list-style-type: none"> • The project is to move the library into ground floor in the tennis centre which means a reconfigure of existing space in the centre. • Further works on the outside of the building with some internal reconfiguration works to the leisure offer. • A QS is currently being prepared to understand the cost of the different elements of the project. • Stakeholder sessions are being planned starting with the school. • The whole programme will be a phased works approach • GB asked if the business case for Birchwood could be brought to the board, LG explained that the Birchwood project was outside of the 1 million library fund and would be a cabinet decision but would look at what could be shared once this has taken place. <p><u>Burtonwood</u></p> <ul style="list-style-type: none"> • WBC building services are still awaiting a start date and work plan to get the work completed. <p><u>Lymm</u></p> <ul style="list-style-type: none"> • Library roof and fascia work complete with some minor external painting to complete. <p><u>Westbrook</u></p> <ul style="list-style-type: none"> • Library team are currently reconfiguring space to reopen on the 6th September • A bigger footprint is being created for community groups to use. • A stakeholder session is being arranged and a business case being created. • GB was delighted that a business case was being developed for Westbrook, he asked if this could be brought to the board. 	
<p>7. <u>Contributions from the public gallery</u></p> <ul style="list-style-type: none"> • Janet Rawsthorn asked if information could be supplied to the friends groups about what they could or could not do around restarting activities so they could start planning activities, CS will look at what the government guidelines and feed 	

<p>into library leads to be able to advice friends groups but felt it would be good if the friends groups could forward with their ideas for events where.</p>	
<p>8. <u>A.O.B.</u></p> <ul style="list-style-type: none"> • GB asked that for the Next board meeting Delivery Plan – Covid Recovery- General Aims could be added to the agenda. • CS explained she is planning for going into communities for October • LG expressed that furlough was still not finished until September so capacity was still not there to undertake work on a delivery plan. • GB is worried with the length between each board meeting which means that lots of things are being decided before the board gets to see them, the board is meant to support decision making. 	

Day	Date	Venues	Time
Monday	08.11.21	TBC	2.00 – 3.30
Monday	14.02.22	TBC	2.00 – 3.30
Monday	09.05.22	TBC	2.00 – 3.30
Monday	08.08.22	TBC	2.00 – 3.30

Libraries Partnership Board Meeting Attendees
9th August, 2.00pm – 3.30pm
Online Teams meeting

Board Members

NAME	ORGANISATION	signature
Lynton Green	WBC	Yes
Eleanor Blackburn	WBC	No
Emma Hutchinson	Culture Warrington	Yes
Steve Cullen	Citizens Advice Bureau	Apologies
Cheryl Siddall	Livewire	Yes
Wendy Molyneux	Livewire	Apologies
Amanda Juggins	WBC	Apologies
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
Gillian Mortimer	FOCL	Yes
Andrew Mortimer	FOCL	Yes
JE Billington	Culcheth Resident	Yes
Janet Rawsthorn	PADFOL	Yes
Rachel Ralston	LiveWire	Yes
Howard Cockcroft	PADFOL	Yes
Mary Ross	FOPL	Yes
Fiona Barry	SWL	Yes
Linda Riley	PADFOL	Yes