

Libraries Partnership Board Meeting
Monday 14th February, 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
Eleanor Blackburn - WBC - Head of Inclusive Growth and Partnerships
Rachel Ralston – LiveWire Strategic Library Manager
Amanda Juggins – WBC - Deputy Head of Business Intelligence, WBC
Rachel Ralston - Livewire
Gary Borrows – Save Warrington Libraries

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> <ul style="list-style-type: none"> • Steve Cullen – Citizen’s Advice Bureau • Emma Hutchinson – Managing Director of Livewire and Culture Warrington 	
<p>2. <u>Minutes and Matters Arising</u></p> <ul style="list-style-type: none"> • GB asked if the volunteer co-ordinator had been recruited yet, CS informed the meeting that the role name had changed to Engagement Officer and had started. • GB asked if the board could now see the new staffing structure now it’s virtually in place. <p>Action CS to share the staffing structure with the LPB board.</p>	
<p>3. <u>LiveWire Libraries Covid Recovery Update</u></p> <p>CS and RR gave a presentation about LiveWire Libraries Covid Recovery Update</p> <ul style="list-style-type: none"> • GB asked if CS could give a flavour of the training modules <p>CS answered with the following delivered training modules</p> <ul style="list-style-type: none"> • Library Management system. • Marketing and Engagement. • Customer journey. 	

<ul style="list-style-type: none"> • Digital Activities (further training in the future). • Focusing of library strategy and library universal offers. • Monitoring and evaluation. <p>Future training modules</p> <ul style="list-style-type: none"> • Health module. • Children and young people. • Online resources. <p>PL asked if there was any figures yet to show the come back to libraries figures since Covid re-opening</p> <p>CS presented the comeback figures from the presentation.</p> <ul style="list-style-type: none"> • LG was happy with the strong library usage figures • JE was amazed with the amount of activities that have taken place over the last 3 months, but felt it was important to get the message out to the community. • JB wanted to thanks the library staff members for all of their hard work. He also felt that it was up to the Friends of library group’s role to help to get the message across to the community. JB also asked what is happening with this year’s reading challenge, RR explained that there are plans to offer vouchers and also the service had purchased books to give away to children, one way of giving the books away was to ask children to dress up and a pick up a free book. • GB said it was important the service created a communication plan to get the messages across as well as using all the information as a way of advocating for council internal communication which would help with library exposure. • GB also said it is important that the service needs to understand other barriers for people returning to libraries to look at ways of overcoming the identified barriers. • EB explained that she already fed back library information through lead member meetings and does deliver presentations to committees if requested. EB did express that the best way to get messages out to the community is through press releases. • CS did indicate that LiveWire had put an advert in January’s Essential guide which has access to 84,000 people and also had an article in the Warrington Guardian. • JE felt it was important to find a way to engage with schools more, CS explained that LiveWire Libraries already has good links with the schools in Warrington. 	
<p>4. <u>Libraries Strategy Refresh</u></p> <p>EB gave a small presentation about the library Strategy Refresh</p> <ul style="list-style-type: none"> • LG wants to make sure that the design principles in the strategy should show the challenge to Covid would be met • GB felt it was important that the strategy should reflect the last 2 years as well as the move towards digital and technical services in the strategy. Digital spaces need to be featured to attract young people. More emphasis on the digital side in the mission statement or ambitions section is necessary. • GB talked about showing enjoyment in town culture and civil involvement in personal development. He also referenced that it was important that libraries 	

<p>become a place/ source for people to go and get correct data and information.</p> <ul style="list-style-type: none"> • EB wants to see that the changes in the strategy to be part of the forward to show what changes have taken place. • Janet Evans wanted to make sure that digital services are for both young and old as both use digital services and thought it would be a good idea to produce videos that could promote libraries and its services. EB responded by saying that LiveWire are already doing this with the leisure services and would be happy to look at it for library services. • PL agreed that digital service needs to be emphasised in the strategy, but believed that the strategy need to reflect the changes in the way people are working now, like home working. PL wants to make sure that all ages are included in digital and libraries should be informal spaces for education. He also asked if Warrington libraries could benchmarked against other library services in other parts of the country. • EB would like environmental sustainability for library services, buildings and customers to be added as a new section the strategy. • LG asked what are the next steps and timescale for the update of the strategy. EB asked if anyone wanted to reflect on the strategy and send in their comments and suggestions within the following 3 weeks. EB proposed that a draft strategy would be brought to the next LPB meeting in May. 	
<p>5. <u>Building Refurbishment updates/ Library Business Cases</u></p> <p><u>Culcheth Library</u></p> <ul style="list-style-type: none"> • Currently waiting for an updated programme of works which was not prepared in time for the meeting, once complete the programme will be circulated with the working group. • A donor has come forward to fund some of the works, the due diligence work is ongoing and will completed in coming weeks <p><u>Penketh Library</u></p> <p>This project has a few issues to get works started they are as follow;</p> <ul style="list-style-type: none"> • Mears who are the councils own building repairs and maintenance contractor's whose contract is due to end at the end of March with the council and have declined such a big contract on that basis. • The new contractor will not be able to take on the contract due to the time it will take them to get moving under the new contract, this issue is affecting a number of other projects outside of the libraries projects. • A proposal is for a waiver to be applied for to go direct to cover a number of projects of which Penketh is one of. A contractor has been approached and prices are being sourced. <p><u>Burtonwood</u></p> <ul style="list-style-type: none"> • Burtonwood works to start on the 28th February with a proposed 2 week building closure, works will include a new fire exit in the children area, replacement of the wall behind the reception due to health a safety requirement as well as an upgrade to the kitchen and the toilet which then can be used for customers. 	

<p><u>Birchwood Library/ Tennis Centre</u></p> <p>EB gave a presentation of the plans for the library relocation from the school to Birchwood Tennis Centre.</p> <ul style="list-style-type: none"> • EB explained that the Birchwood Library project funding is not coming out of the Library Refurbishment pot. Susan Morris asked if the savings could be used for double glazing at Penketh, EB explained that there was no savings as Birchwood had been allocated any monies so all the funding had been allocated to the other libraries and that due to the size of the windows at Penketh it was too expensive to replace. • GB asked if there was a way of breaking down the costs just for the library part of the project and was there any engagement with the library users as there was no /friends of group at Birchwood Library. • EB explained that projects are not developed in that way, Quantity Surveying process are costed as a whole project. CS reassured GB that stakeholders meetings will be planned with all groups and library users going forward. • EB explained that the numbers visiting Birchwood library is nose diving and the move to a hub model with re-engage users, at Great Sankey school children sue the library for group sessions and the service has seen tutors using the hub to undertake one to one tutor sessions. 	
<p>6. <u>Contributions from the public gallery</u></p> <ul style="list-style-type: none"> • Jim Billington asked if future meetings could be back to face to face meetings, LG said this could take place from the next meeting which GD would organise. 	
<p>7. <u>A.O.B.</u></p> <ul style="list-style-type: none"> • Janet Rawsthorn asked if next year’s WBC and LiveWire budgets were not being cut, LG and CS both explained that no cuts were taking place for the following year. • JR also for a plea that a marketing plan would be created to help both the library service and the Friends groups to get the message out to the public about the library service. EB agreed there should be one but wanted to emphasize that the reach to people of all the marketing that took place only 5% ever gets through and word of mouth is the most effective way. • Janet Evans explained that the Culcheth Friends had created and printed their own poster and got it out to the community to get their message across. • EB was impressed with the progress in the staffing and training but was concerned about the distance between meetings and that decisions were being made before the board, he asked if things could be shared in-between meetings, LG agreed that things could be shared. 	

Day	Date	Venues	Time
Monday	09.05.22	TBC	2.00 – 3.30
Monday	08.08.22	TBC	2.00 – 3.30
Monday	14.11.22	TBC	2.00 – 3.30

Libraries Partnership Board Meeting Attendees
14.02.22, 2.00pm – 3.30pm
Online Teams meeting

Board Members

NAME	ORGANISATION	signature
Lynton Green	WBC	Yes
Eleanor Blackburn	WBC	Yes
Emma Hutchinson	Culture Warrington	Apologies
Steve Cullen	Citizens Advice Bureau	Apologies
Cheryl Siddall	Livewire	Yes
Rachel Ralston	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
Gillian Mortimer	FOCL	Yes
Andrew Mortimer	FOCL	Yes
JE Billington	FOCL	Yes
Janet Rawsthorn	PADFOL	Yes
Howard Cockcroft	PADFOL	Yes
Mary Ross		Yes
Linda Riley	PADFOL	Yes
Christine Smith		Yes
Albert Hartley	PADFOL	Yes
Janet Evans	FOCL	Yes