**Minutes of the Cheshire and Merseyside Librarians Group**

**Held on 12th October 2023 at 10am**

**MS Teams**

|  |  |
| --- | --- |
| **PRESENT** | Susan Smith - Mid Cheshire  Gil Young – NHS England  Anna Hastie - University of Buckingham (Crewe Campus)  Graham Breckon - Countess of Chester  Victoria Ferri - Liverpool University Hospitals  Mary Barden - Stockport & Tameside  Suzanne Ford – St Helens & Knowsley  Adam Ballinger - Countess of Chester  Maureen Horrigan - Liverpool Heart and Chest  Tracy Owen - Mersey Care |
| **APOLOGIES** | None |

|  |  |  |
| --- | --- | --- |
| **NO** | **MINUTES** | **ACTION** |
| 1 | **MINUTES OF THE PREVIOUS MEETING**  The last meetings notes are on the website |  |
| 2 | **MATTERS ARISING AND ACTION LOG**  VB to draft a survey to support planning on in-person meeting – SS to chase  SS will circulate summary of the NHS Cheshire & Merseyside Digital Literacy | SS/VB  SS |
| 3 | **When disaster strikes – emergency planning**  SS – explained how she has been able to emergency plan lots at her service, no actual plan, but has a clipboard of emergency contacts.  TO – has moved libraries twice and talked to the architects to design the new spaces.  MH – has moved library, however not had any disaster! only a few books got damaged.  SF – Had a toilet leak upstairs and had to get new books, this was covered by insurances from the Trust. Has a brief document that she will share.  SS – to send round details of documents to check.  SS – to create a template for planning/contacts. | SF  SS  SS |

|  |  |  |
| --- | --- | --- |
|  | **ANY OTHER BUSINESS**  None |  |
|  | **DATE & TIME OF NEXT MEETING**  9th November 2023 |  |