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

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

**MS Teams**

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| **PRESENT** | Susan Smith - Mid CheshireGil Young – NHS EnglandAnna Hastie - University of Buckingham (Crewe Campus)Graham Breckon - Countess of ChesterVictoria Ferri - Liverpool University HospitalsMary Barden - Stockport & TamesideSuzanne Ford – St Helens & KnowsleyAdam Ballinger - Countess of ChesterMaureen Horrigan - Liverpool Heart and ChestTracy Owen - Mersey Care |
| **APOLOGIES** | None |

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| **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/VBSS |
| 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. | SFSSSS |

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