

MINUTES
CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE
3rd AUGUST 2012
CLARENCE VALLEY COUNCIL Regional Headquarters, 110 Spring Street South Grafton

PRESENT:

Bellingen Shire Council
Clr Kerry Child
Sharon Uthmann (Bellingen Shire Librarian)

Clarence Valley Council
Clr Karen Toms
Cle Margaret McKenna
Anne D'Arcy (Executive Officer)
Kathryn Breward (Regional Librarian)
Angela Clarke (Team Leader (Libraries East) CVC)

1. APOLOGIES

2. Disclosure of Conflict of Interest

Nil

3. CONFIRMATION OF MINUTES – Meeting held 4th May 2012

Clr Childs queried item 7.5 in the minutes: was the Kinokuniye bookstore purchasing investigated and was the \$150,000 spent. NSC queried the amount so with agreement this was reduced to \$100,000 at the May meeting. The Kinokuniye bookstore was not investigated due to the short time involved before the end of the financial year. After consultation with staff, the money was spent on extra HSC resources, Storytime resources, and a Book Clubs collection.

Moved: Sharon Uthmann
Second: Clr Childs

4. Business arising from the Minutes – Meeting held 4th May 2012

See reports

5. Correspondence

5.1 In-coming

From Bellingen Shire Council –

The signed library agreement from Bellingen Shire Council

5.2 Out-going - nil

Correspondence noted.

6. Executive Officer's Report No. 3/12

6.1 Draft Strategic Plan

A copy is to be sent to current Committee members and will remain in DRAFT form until the new Committee is in place at the November meeting. Current committee are welcome to review and provide feedback on Strategic Plan to the new committee.

Recommendation:

Draft Clarence Regional Library Strategic Plan 2012 – 2022 be endorsed in principle for presentation to the new Clarence Regional Library Committee to guide its operations over its four-year term.

Moved: Clr Toms

Second: Sharon Uthmann

6.2 Library Statistics

Statistics are unexpectedly good, and will interesting to see what next years will be. Key points of interest:

- What is staff per population now? Is there a standard recommending how many staff per population?
- Circulation numbers are down, but library visits up across the region (this is a national trend), so people are using the libraries for different reasons other than borrowing.
- Collection age is vastly improving; increase of funds is paying off.
- Huge demand for Adult Fiction
- Audio circulation very strong, large print also going strong.

- Library report card to be created to show how we fair against the state average- to provide a snapshot of the service.
- Media release to be prepared as well.

Review and recommendations actioned:

*total stock

*average costs

*age of library materials

Recommendation:

The statistics are noted and a comparison report on the CRL performance in 2010/11 and 2011/12 statistics be prepared for members of the next CRLC meeting so this can assist in determining future priorities of the Strategic Plan and finalise the Strategic Plan.

Moved: Clr McKenna
Second: Sharon Uthmann

6.3 Review of Library Committee Operations

The Committee was asked if there was anything they wanted to change the way the committee operated. The new committee would have 3 members from each Local Government Area to ensure a quorum would be available at each meeting.

It was suggested that an economical venue in Coffs Harbour be sourced for future meetings, and to look at other options for meeting venues to save time in travel.

Recommendation

That the Executive Officer reports back to the Executive Council any feedback from current Clarence Regional Library (CRL) Committee members relating to its operations over the past four years for the purpose of improving its functionality.

Moved: Clr Toms
Second: Clr Childs

6.4 Contributions for CRL for 2012/13 financial year

This report provides the per capita contribution by each member Council to the Clarence Regional Library budget for the 2012/13 financial year.

Recommendation

The Regional Librarian advises member councils of their contributions and issues quarterly invoice at the beginning of the quarter.

Moved: Clr Toms
Second: Clr McKenna

7 Regional Library Reports No. 3/12

7.1 Volunteer Policy

This report provides an update on the concerns raised by the Executive Council's Human Resources Section regarding the proposed CRL Volunteer Policy.

Recommendation

Feedback is noted and an amended report on the Volunteer Policy be presented which clarifies the purpose of the policy.

Moved: Sharon Uthmann
Second: Clr Childs

7.2 Collection Development Policy Review

Key points to add to the policy include:

- Update statistics for population
- If age figures not available from ABS, take out of document.
- Page numbers to be added
- Emagazines and enewspapers should be added to the online section

Recommendation

That the changes are noted and the draft Collection Development Policy be endorsed by the committee for adoption by the executive council.

Moved: Sharon Uthmann
Second: Clr Childs

7.3 update on NSC Withdrawal Plan

The report provided an update on the implementation of the Withdrawal Plan of Nambucca Shire Council from the Clarence Regional Library Service.

Key points to note:

- Spydus glitches when loaning items from Urunga to NSC borrowers, reservations were discontinued but not walk-in loans. This was an oversight in the planning; however there were not too many in this category and the problem is waning as items are returned.

Recommendation

That the committee note the progress of the implementation of the Withdrawal Plan of Nambucca Shire Council (NSC) from the Clarence Regional Library (CRL) Service.

Moved: Clr Toms
Second: Clr Childs

7.4 Quarterly Balance Sheet

Recommendation

The report was not available to the meeting so item deferred.

Moved: Clr Toms
Second: Clr Childs

7.5 Draft Book Vote 2012/13

Recommendation

That the report of the Draft Book Vote for 2012/13 be noted.

Moved: Clr Toms
Second: Clr Childs

7.6 Youth Survey proposal

Key points

- It is proposed that years 7-12 in high school be targeted
- To be undertaken in March
- Up to 50 young adults per school targeted
- Dissemination through library, school classes and Survey Monkey Online

Recommendation

That Option 1 is preferred to guide the development and delivery of the Youth Collection and Services Survey, with amendments as indicated in the key points.

Moved: Clr Toms
Second: Clr McKenna

8 Items for information

Lifelong Learning 1 year's subscription won at Imagine Library Conference in July:

The 'Lifelong Learning' service is free, with no need for appointments, no registration, and is available at any computer, whether from home or public access.

We will be offering a community-wide solution to efficiently support local mature students, first-generation Australians, job-seekers, and households – or anyone who wants a bit of advice.

'Lifelong Learning' connects learners of all ages to an Australian expert at the click of a mouse.

Starting from September, you can sign in with your library card – from the library or from home - and ask for help with:

- Job application and resume writing skills
- Speeches and public speaking advice
- Grammar, punctuation, and writing skills for ESL learners
- Online search and library skills
- Writing skills at work
- Writing e-mails
- Essential maths at home and work

Real people are on hand to help you out with your question, 3pm – 10pm, Monday through Friday.

CRL also won: 2 large print titles and 1 MP3 book.

9 Additional Matters

9.3 RFID

Latest costs were reported.

10 Items for next meeting

10.3 Quarterly Income and Expenditure Sheet

11 Next Meeting

2nd November 2012 – Bellingen

Meeting Closed 1:30 pm

Anne D'Arcy
Executive Officer
Clarence Regional Library

Prepared by: Kathryn Breward

Section: Regional Librarian