

MINUTES
CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE
5th DECEMBER 2011
CEX Club, North Side Room, Coffs Harbour

PRESENT:

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

Nambucca Shire Council
Coral Hutchinson (Nambucca Shire Council)

Clarence Valley Council
Clr Margaret McKenna
Anne D'Arcy (Executive Officer)
Katrina Shillam (Grafton Branch Librarian, Acting Branch Coordinator CVC)
Kathryn Breward (Regional Librarian)

1. APOLOGIES

Clr Karen Toms

2. Disclosure of Conflict of Interest

Nil

3. CONFIRMATION OF MINUTES – Meeting held 5th August 2011

Recommendation:

That the minutes of the Clarence Regional Library meeting held on 5th August 2011 be accepted.

Moved: Sharon Uthmann

Second: Clr Childs

4. Business arising from the Minutes – Meeting held 5th August 2011

4.1 National Year of Reading 2012 Expenditure and Activities

Discussion around the addition of a banner or pullup with the NYR 2012 logo for branches to use. Regional Librarian and Library staff to investigate.

Recommendation:

1. The Committee endorses the expenses listed in this report for the National Year of Reading 2012.
2. The Committee agrees to fund these expenditures totalling approximately \$22,270 from the reserve.

4.2 DGR Status – Promotional Brochure

The draft promotional brochure was reviewed and the template was requested to be distributed to the branches. A Media release to be produced and placement of DGR details on the website and facebook pages.

Recommendation:

That the DRAFT brochure for the CRL's Deductible Gift Recipient (DGR) status be adopted for use and made available to the branch libraries across the region.

5. Correspondence

5.1 In-coming NIL

5.2 Out-going

5.2.1 **Letter to Nambucca Shire Council from General Manager of Executive Council of Clarence Regional Library.**

Copy of letter to be provided to the Committee by the Executive Officer.

6. Executive Officer's Report No. 4/11

6.1 Review of CRLC Work plan

Recommendation:

That the current Workplan (August 2010) progress be noted, including further reports from each member, and the amended Workplan – November 2011 be adopted with updates from the meeting.

A further Action Plan is proposed for guidance and consideration for next committee meeting.

Moved: Sharon Uthmann

Second: Clr McKenna

6.2 *Item discussed at previous meeting*

6.3 Estimated Per Capita Contribution for 2012/13 financial year

Recommendation:

New cost estimate be calculated for 2012/13 budget planning.

Moved: Sharon Uthmann

Second: Clr Childs

6.4 Reserve Accumulation

Recommendation:

A further report to be provided to the February meeting with suggestions regarding the reserve expenditure. A workshop to be undertaken to brainstorm ideas in the report to be undertaken at the February meeting of the CLRC.

Moved: Clr McKenna

Second: Clr Childs

7. Regional Library Reports No. 4/11

7.1 Policy approval updates report – Fee Waiving and Children’s and Young Adult policies

Discussion occurred around problems with wording and meaning in the Children’s and Young Adult Policy.

Recommendation:

That the progress of the Fee Waiving Policy and the Children’s and Young Adults Policy for consideration by the Clarence Valley Council’s Executive Committee be noted.

The Children’s and Young Adult Policy be reviewed and amended as necessary.

Moved: Sharon Uthmann

Second: Clr Childs

7.2 Volunteer Policy for CRL

Recommendation:

That the CRL Committee endorse and recommend referral of the Draft Library Volunteer Policy to Clarence Valley Council’s Executive Committee.

Moved: Sharon Uthmann

Second: Clr McKenna

7.3 DRAFT Local Studies Strategic Plan Update

Committee requested the references to Nambucca Shire Council be removed from the Strategy and the timeline checked in light of changes to the regions membership.

Recommendation:

That the:

Committee’s feedback on the first draft of the Local Studies/ Family History Strategy be noted.

Feedback on this first draft be sought from CRL Branch Staff.

Committee review the final draft at its May meeting.

Moved: Sharon Uthmann

Second: Clr McKenna

7.4 Budget 2011/12

Recommendation:

That the Clarence Regional Library budget 2011/12 be noted.

Moved: Clr McKenna

Second: Clr Childs

7.5 Expenditure of unallocated reserves accumulated in 2010/11

Recommendation:

The committee endorse expenditure on the User/Nonuser Survey, National Year of Reading 2012, and the RFID Regional Library contribution to the Grant Application for RFID across the region.

Moved: Sharon Uthmann

Second: Clr McKenna

8. Items for information

9. Additional Matters

9.1 Meeting dates for next year:

10 February	Grafton
11 May	Bellingen
3 August	Grafton
9 November	Bellingen

9.2 **Letter sent from Nambucca Shire Council in reply to letter sent from CVC General Manager regarding the withdrawal of Nambucca Shire Council from the Regional Library service.**

Coral Hutchinson indicated correspondence had been sent to the Executive Council in the previous few days. Discussed the contents in broad terms.

10. Items for next meeting

- 10.1 Local Studies Strategic Plan
- 10.2 User /Nonuser Survey
- 10.3 Grants Submitted
- 10.4 New Agreement
- 10.5 Workshop for Reserve Expenditure
- 10.6 Review of Children and Young Adults Policy

11. Next Meeting

10th February 2012 – Grafton

Meeting Closed 10.30am

Anne D'Arcy
Executive Officer
Clarence Regional Library

Prepared by: Kathryn Breward
Section: Regional Librarian