

MINUTES
CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE
6th May 2011

CLARENCE VALLEY COUNCIL Regional Headquarters, 110 Spring Street South Grafton

PRESENT:

Bellingen Shire Council

Clr Kerry Child
Sharon Uthmann (Bellingen Shire Librarian)

Nambucca Shire Council

Clr Anne Smyth
Coral Hutchinson (Nambucca Shire Council)

Clarence Valley Council

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

1. APOLOGIES

Clr Michael Moran

2. Disclosure of Conflict of Interest

Nil

3. CONFIRMATION OF MINUTES – Meeting held 4th February 2011

Correction to minutes:

Point 3. confirmation of meeting minutes from 5th November 2010 Clr Smythe moved,
second: Clr Toms

Point 6.1 Draft Library Agreement, Motion to read: “the amended Draft Library Agreement
be endorsed by the CRLC for adoption by the executive Council – Clr McKenna, second:
Sharon Uthmann

Recommendation:

That the minutes of the Clarence Regional Library meeting held on 6th May 2011 be
accepted.

Moved: Clr Toms

Second: Sharon Uthmann

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

4.1 Clarification of Report Item: 6.1, No.4/10 – Public Library Statistics, November 2010

See Report for details.

Recommendation that the clarification of the Statistical report on Public Libraries as it relates to Clarence Regional Library be noted by the Clarence Regional Library Committee.

Moved:Clr Toms

Second: Clr McKenna

4.2 RL Report on what the CRL service is doing for NYR 2012

See Report for details.

Discussion re: “Caught Reading” photo competition about: the type of prizes; whether prizes should be for each branch/shire or one across the CRL service; prizes for age categories; potential sponsorship for prizes; promotion (suggested “toilet door” reading program advertising).

Clr Child requested more detail into the “frequent borrower book buying” – operation, borrowers, location.

Recommendation: The Regional Librarian investigate and report to next meeting.

Moved: Sharon Uthmann

Second: Clr McKenna

4.3 Fee Waiver Policy report

Clr Smythe expressed concern that the policy appeared to contravene the Local Government Act. The policy was developed in response to advice from CVC’s Governance Section as to how to deal with fee waivers. The policy aims to ensure consistency in staff response to fee waiver enquiries. They are required to work in accordance with policy, if not they can be disciplined. The policy will go to CVC Executive Committee then to full Council for final adoption as per the regular procedure.

Recommendation: The Fee Waiver Policy be endorsed by the CRLC for referral to Clarence Valley Council as the executive Council for adoption.

Moved: Clr Toms

Second: Clr McKenna

4.4 DGR Status – Promotional Ideas

Committee requested a copy of the Gallery Brochure be emailed to committee members and a draft brochure be developed for the CRL relating to the Library’s DGR status.

Moved: Clr Smythe

Second: Clr Childs

4.5 Statistical results of Amnesty report

Results of the Amnesty discussed and other strategies that might be used to encourage the return of resources. The potential for this to be an annual event was also considered and concerns raised.

Recommendation: The results of the book fines amnesty conducted in February be noted.

Moved: Clr Toms
Second: Clr McKenna

Discussion about borrowing rights for late return of items. It was agreed that once a borrower reached \$10.00 limit in fines they would be blocked from borrowing, reserving, computer use, online databases etc. This policy idea is to be put through to the staff for feedback.

Recommendation: A report be prepared regarding the development of a policy on the limitation on fine accrual and how to implement the policy in the current Library Management System is presented at the next meeting.

Moved: Clr Toms
Second: Sharon Uthmann

5 Correspondence –

5.1 Nambucca Shire Council Letter re: Clarence Regional Library Service- Draft Library Agreement and level of member's financial contributions.

Tabled

5.2 Template letter forwarded from Public Libraries NSW to be sent to Hon George Souris Minister for Tourism, Major Events, Hospitality & Racing and the Minister for the Arts.

Tabled, action later in Agenda

6 Executive Officer's Report No. 2/11

6.1 Draft Library Agreement

Correspondence from Nambucca Shire Council indicates their acceptance of the higher level of financial contribution but only until 2013. Bellingen Council have confirmed their acceptance of new Library Agreement.

The Agreement is to be sent by the Executive Officer to both Councils for signature as resolved by CVC as the Executive Council. It expires on June 30, 2017 at the latest.

Any party is able to withdraw from the new Agreement as long as they give 12 months notice.

Discussion ensued over Nambucca Council's question regarding the Strategic Plan. It was confirmed that the Strategic Plan would be reviewed with each new Committee and changes would be made as necessary. It is the aim of the Regional Library Service to achieve the statewide performance averages regarding the collection before considering changes to the level of contribution from member Councils. Any changes to the Agreement will be a matter of recommendation by the Committee and adoption by the Executive Council. The Regional Library will always need a Strategic Plan to determine the direction of the service.

Recommendation: The new Library Agreement be noted and issued to each member Council for signing.

Moved: Clr McKenna
Second: Sharon Uthmann

6.2 Comparison of the CRL with Coffs Harbour Library Service

Clarification of "Cooperative" in the report – it did not mean sharing of the collection, but rather joining forces to achieve economies of scale in terms of purchasing and processing stock.

Recommendation: The Comparison Report: Clarence Regional Library and Coffs Harbour Library Services be reported to the member Councils for notation and no further action be initiated at this stage.

Moved: Clr Childs

Second: Clr Toms

7 Regional Library Reports No. 2/11

7.1 Library Lovers Day 2011 feedback

Good feedback. Aim to continue this event next year.

Recommendation: The success of Library Lovers Day be noted.

Moved: Sharon Uthmann

Second: Clr Smythe

7.2 eAudio update

Staff to be encouraged to continue promoting the service.

Recommendation: The statistics regarding eAudio usage be noted.

Moved: Clr Smythe

Second: Clr Toms

7.3 Local Studies Strategy update

Media release is awaiting approval. Emails and letters will be ready next week for sending to stakeholders informing them of the information session times, date and places.

Recommendation: The progress of the implementation of the Local Studies Strategy be noted.

Moved: Clr Toms

Second: Clr McKenna

7.4 Online Computer Training Database

Recommendation that the current progress of the Online Training Computer Training database be noted with a further detailed report to be prepared for a future meeting.

Moved: Clr Toms

Second: Sharon Uthmann

8 Items for Information

8.1 Special General Meeting of Public Libraries NSW - Country

General discussion: regarding the politicians' supportive statements for public libraries. No timeframe was indicated for the review following a change in government.

Recommendation: The report on the Special Meeting called by Public Libraries NSW Country to discuss forming of a new association by combining with Public Libraries NSW Metropolitan Association be noted.

Moved: Clr Toms
Second: Clr Childs

8.2 Public Libraries NSW – North East Zone Library Managers Meeting

Possible issues related to Ebooks and Public Lending Rights discussed.
Hearing loops noted for inclusion in New Grafton Library, cheap at approximately \$740.00.

Recommendation: The report on the North East Zone meeting on 10th -11th March be noted.

Moved: Clr Toms
Second: Sharon Uthmann

9 Additional Matters

9.1 Children’s and Young Adults Policy Review

The level of library staff’s “duty of care” when removing children from the library reflects the State Library Guidelines.

Recommendation: The Policy for the Children’s and Young Adults be endorsed by the Clarence Regional Library Committee for referral to Clarence Valley Council as the Executive Council for adoption.

Moved: Clr Smythe
Second: Clr McKenna

9.2 Debt Recovery

Clarification report distributed to Committee by Regional Librarian.

Recommendation: Taking the 90 day free trial offer for debt recovery from Unique Management be deferred for 6 months until the new fee waiving policy and other in-house recovery strategies have been implemented and assessed.

Moved: Sharon Uthmann
Second: Clr Childs

9.3 Next AGM

The next AGM will be scheduled for 5 August at Bellingen and will be followed by a normal Committee meeting.

9.4 Public Library NSW - North East Zone Template letter to Minister

Clarence Regional Librarian to send a customised letter to minister based on the template but using local information and statistics. Each Council will send their own letter to Minister also.

9.5 Public Library NSW - Full North East Zone Meeting

Glen Innes, 12 May

9.6 Bellingen Readers and Writers Festival 2011

Successful with 1400 participants. Funding received for 2 years ensures it will go ahead next year.

DVD of Bellingen Readers and Writers festival to go to the Local Studies Collection.

10 Items for next meeting

- National Year of Reading 2012 – report on prizes and sponsorship
- Fee Waiver policy update

- Report on the development of a policy on the limitation on fine accrual and how to implement the policy in the current Library Management
- Library Agreement
- Children's and Young Adult policy update
- Report on Full Zone Meeting in Glen Innes
- Local Studies Strategy update

11 Next Meeting

5th August 2011 – Bellingen Shire

2 pm close

Anne D'Arcy
Executive Officer
Clarence Regional Library

Prepared by: Kathryn Breward
Section: Regional Librarian