

**MINUTES  
CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE  
5<sup>th</sup> AUGUST 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  
Clr Mike Moran  
Coral Hutchinson (Nambucca Shire Council)  
Clr Janet Court (observing as alternate to Clr Moran)

**Clarence Valley Council**

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

**1. APOLOGIES**

Clr Margaret McKenna

**2. Disclosure of Conflict of Interest**

Nil

**3. Annual General Meeting**

3.1 Election of Chair and Vice Chair for Committee

3.1.1 Clr Kerry Childs nominated for position of Chair by Clr Toms, seconded by Clr Smyth, accepted and carried.

3.1.2 Clr Karen Toms nominated for position of Vice Chair by Clr Childs, seconded by Clr Smyth, accepted and carried.

**4. CONFIRMATION OF MINUTES – Meeting held 5<sup>th</sup> August 2011**

Recommendation:

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

Moved: Clr Toms

Second: Sharon Uthmann

## **5. Business arising from the Minutes – Meeting held 5<sup>th</sup> August 2011**

### **5.1 RL Report on what the CRL service is doing for NYR 2012**

Discussion around the various programs and associated costs.

Promotion for Photo competition to begin in December, each LGA to provide judges for the competition. Photo Workshops considered not necessary and removed from program. Brackets for the Dunny Door program also removed from list of expenses. Baby Bounce, Book Buying, Badge Making and Author visits all to go ahead while Aboriginal Film presentation to be up to the individual Councils, not a CRL generated program.

Some confusion over total cost associated with programs and promotions. A detailed costing was requested for the next meeting.

The Tear drop flags are to be reduced from 20 to 10 allowing 1 flag per branch with details to be sent to Nambucca Council for their information. Billboard option not to be pursued at this time.

It was suggested the remaining \$113,000 not spent on these programs and promotional material be added to the Book Vote, the decision to be discussed further at the next meeting.

Recommendation:

Selected activity options be undertaken for the NYR 2012 with selected marketing and promotion options and the revised budget be brought to the next meeting.

Moved: Clr Moran

Second: Clr Smythe

### **5.2 Fee Waiver Policy report**

Clr Moran asked if CRL have the right to provide a Fee Waiver Policy for Nambucca Council.

The Executive Officer confirmed that the Executive Council was responsible for developing and implementing policy for the CRL. Once recommended by the CRL Committee and adopted by the Executive Council, member Councils are responsible for adhering to the policy.

Recommendation:

Amend the Fee Waiving Policy to limit borrowers' rights arising from fine accrual.

Moved: Clr Toms

Second: Clr Moran

### **5.3 DGR Status – Promotional Ideas**

Members requested that the example brochure from the Grafton Regional Gallery to be resent to all committee members.

Recommendation:

The report on the framework for the creation of a brochure for the CRL's Deductible Gift Recipient status be noted and the brochure to be developed and presented at the next meeting.

Moved: Clr Child

Second: Clr Toms

#### **5.4 Public Libraries NSW North East Zone Ordinary Meeting and AGM report**

Recommendation:

The report on Public Libraries NSW North East Zone Ordinary and Annual General meeting is noted.

Moved: Clr Toms

Second: Sharon Uthmann

### **6. Correspondence**

#### 6.1 In-coming

##### **6.1.1 Chairperson of Public Libraries NSW – Statewide Association achievements of public libraries and Media release for March.**

Tabled

##### **6.1.2 Executive Office of Public Libraries NSW – New fee structures for membership for 2011/12.**

Noted

#### 6.2 Out-going

##### **6.2.1 Letters to Nambucca Heads and Bellingen Councils re New Library Agreement.**

Tabled, action later in the Agenda.

### **7. Executive Officer's Report No. 3/11**

#### **7.1 New Library Agreement – DGR Status**

Recommendation:

That the amendment for Deductible Gift Recipient (DGR) status in the new Library Agreement be noted.

Moved: Sharon Uthmann

Second: Clr Toms

#### **7.2 Library Amendment Act**

Motion: the decision is deferred until delegates report back to their respective councils to obtain their preference for future operations.

Moved: Clr Smythe

Second: Clr Moran

For 2

Against 4

Alternate motion: That the Clarence Regional Library Committee continues to operate under the current arrangements.

Moved: Clr Toms

Second: Sharon Uthmann

For 4

Against 2

Motion carried.

Note: Clr Smythe is unwilling to vote on this matter until delegates can report back to their respective councils to obtain their preference for future operations of the Clarence Regional Library.

## **8. Regional Library Reports No. 3/11**

### **8.1 Grant progress update report – Junior Fiction/ Author visits Grant and Local Studies/Family History Strategy Grant**

Recommendation:

The progress of expenditure of grant monies for Junior Fiction and the Regional Strategy for Local Studies and Family History are noted.

Moved: Clr Toms  
Second: Clr Moran

### **8.2 Comparative Statistics from State Library 2009/10**

Recommendation:

That the report of the Clarence Regional Library performance compared to other public libraries in NSW be noted.

Moved: Clr Toms  
Second: Clr Smythe

### **8.3 Budget overview 2011/12**

It was noted that this report dealt with the book vote budget as opposed to the entire budget for the CRL.

Recommendation:

That the report of the proposed expenditure of the book vote for 2011/12 be noted.

Moved: Sharon Uthmann  
Second: Clr Child

## **9. Additional matters**

9.1 Ideas for Grant submissions for this year.

9.1.1 RFID - CRL

9.1.2 Aboriginal Collection – CRL

9.1.3 Computer Booking System - Bellingen Council

9.2 Clr Smythe at the LGSA Meeting raised the matter of Library Funding to visiting State Minister for Local Government.

## **10. Items for next meeting**

10.1 Budget for NYR 2012

10.2 Expenditure of \$113,000 from wages unspent last financial year

## **11. Next Meeting**

4<sup>th</sup> November 2011 – Macksville

Meeting Closed 12.45pm

Anne D'Arcy  
Executive Officer  
Clarence Regional Library

Prepared by: Kathryn Breward  
Section: Regional Librarian