

MINUTES
CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE
7th August 2015

**Sir Earle Page Library and Education Centre, Pound Street, Grafton & Bellingen Shire
 Library, Hyde Street Bellingen
 1:30 PM**

PRESENT: Bellingen Shire Council
 Sharon Uthmann (Bellingen Shire Librarian)
 Cllr David Scott

Clarence Valley Council
 Cllr Margaret McKenna
 Dr Judy Banko (Executive Officer)
 Kathryn Breward (Regional Librarian)
 Katrina Shillam (Team Leader (Libraries West) CVC)

1. Acknowledgement of Traditional Custodians

2. APOLOGIES

Cllr Mark Troy
 Cllr Karen Toms

Cllr Margaret McKenna nominated for chairperson in absence of Cllr Toms
 Moved: Judy Banko
 Second: Cllr David Scott

Adopted

3. Disclosure of Conflict of Interest

Nil

4. CONFIRMATION OF MINUTES – Meeting held 8th May 2015

No issues with previous minutes.

Moved: Judy Banko
 Second: Sharon Uthmann

Adopted

5. Business arising from the Minutes – Meeting held 8th May 2015

These will be addressed in the Regional Librarian's reports section

6. Correspondence

Out-going: NIL

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

In-coming: NIL

Media releases:

Vote for the books you want to read 7/8/2015

Health information at your finger tips 25/6/2015

Library Visits 22/6/2015

Libraries at the heart of strong communities 4/6/2015

Libraries good for the soul of a community 3/6/2015

Libraries – our cultural centres 2/6/2015

Libraries support learning 1/6/2015

Novelist - Finding your next good read 29/5/2015

Libraries are economic enablers 26/5/2015

Library website gets a facelift 19/5/2015

Libraries join nation wide celebration for Library and Information Week 14/5/2015

Note: will include a list of Media Releases for the quarter and a copy of each as attachments with the agenda and the list will be added to the minutes of each CRL Committee meeting.

The media releases were missed for the meeting but will be attached with these minutes for reference.

7. Executive Officer's Reports

7.1 Contribution to CRL for 2015/16 financial year

Recommendation

That member Councils note their per capita contribution for the 2015/16 financial year.

Moved: Cllr Margaret McKenna

Second: Cllr David Scott

Adopted

8. Regional Library Reports -

8.1. Update on RFID

This report provides an update on the implementation of the RFID technology across the Regional Library service. The report on the RFID Implementation Project to the State Library is being currently prepared and will be finalised by the end of August.

Recommendation

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

That the information on the update of RFID implementation across the Regional Library be noted by the Committee.

Moved: Cllr Margaret McKenna

Second: Sharon Uthmann

Adopted

8.2. Library statistics

The committee was updated on the results of the performance of the Clarence Regional Library as reported in the Public Library Statistics 2013/14 report from the State Library. The regional library is progressing well overall with sound improvements ongoing. Page numbers were requested for inclusion in the reports into the future.

Recommendation

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

Moved: Sharon Uthmann

Second: Cllr David Scott

Adopted

8.3. New databases/eResources

This report provided information relating to adjustments to online database subscriptions that have been purchased by the Clarence Regional Library Service in the last 12 months.

Recommendation

That the online database subscriptions that have been purchased and deselected by the Clarence Regional Library Service be noted.

Moved: Judy Banko

Second: Sharon Uthmann

Adopted

8.4. Integration of Regional and Grafton Branch Services staff

This report provided an update on the integration of Regional Services staff and services with Grafton Library staff and services in the Sir Earle Page Library and Education Centre. The excel spreadsheet used to track the cooperative working arrangements was included as an attachment to indicate the staffing arrangements for the previous quarter, this will continue to be included for each committee meeting.

Recommendation

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

That the Committee note the update on the integration of Regional Services and Grafton Library services and staff.

Moved: Judy Banko
Second: Sharon Uthmann

Adopted

8.5. Report on DGR brochure mail out in CVC rates notices

The report provided information on the result of the Deductible Gift Recipient (DGR) brochure mail out that went out with Clarence Valley Council's (CVC) rates notices in February 2015.

Recommendation

That the report on the mail out for the DGR brochure be noted.

Moved: Sharon Uthmann
Second: Cllr David Scott

Adopted

8.6. Draft Book Vote 2015/16

The report provided an overview of the Draft Book Vote for the 2015/16 financial year. The committee noted the additional information relating the approximate number of items to be purchased in each collection and the approximate costs for shelf ready processing of these items.

Recommendation

That the report of the Draft Book Vote for 2015/16 be endorsed.

Moved: Cllr David Scott
Second: Sharon Uthmann

Adopted

8.7. Quarterly Income and Expenditure Sheet

This item reports on the fourth quarter income and expenditure for the 2014/15 financial year and the operational budget for 2015/16 financial year.

Bellingen committee members requested that notice to the committee be given of any 5% variation in expenditure in a line item, however it was uncertain how this was to be managed by the committee. It was suggested that if the Regional Librarian became aware of a line item that was going over the 5% limit than she would inform the Bellingen Committee members in writing via the Bellingen Shire Librarian.

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

Recommendation

That the report on the 4th Quarter Income and Expenditure Sheet for 2014/15 for the Regional Library and the budget for 2015/16 financial year is noted by the Committee.

That further information is to be provided to the committee regarding the variations to the budget for the contributions of CVC and BSC.

Moved: Sharon Uthmann

Second: Judy Banko

Adopted

9. Items for information

9.1 Draft Collection Management Plan – Went to Clarence Valley Council in May then placed on 28 days public display for community feedback. To date no responses have been presented, a report will go to Council for adoption at the August council

10. Additional Matters

11. Items for next meeting

Next meeting:

6 November 2015 to be Skyped/ Teleconferenced or in Bellingen

Meeting Closed 2:12 PM

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library