

MINUTES
CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE
7th February 2014
GRAFTON Regional Library Headquarters, 110 Spring Street, South Grafton.

PRESENT: Bellingen Shire Council
Clr Mark Troy
Sharon Uthmann (Bellingen Shire Librarian)

Clarence Valley Council
Clr Karen Toms
Clr Margaret McKenna (arrived late at 10.55am)
Kathryn Breward (Regional Librarian)
Katrina Shillam (Team Leader (Libraries West) CVC)

1. Acknowledgement of Traditional Custodians

Welcome:

James Joyce CVC Business Support Officer
Alison Pattinson Manager of Community Well Being, Bellingen Shire Council

2. APOLOGIES

Anne D'Arcy (Executive Officer)
Clr David Scott

3. Disclosure of Conflict of Interest

Nil

4. CONFIRMATION OF MINUTES – Meeting held 8th November 2013

No issues with previous minutes.

Moved: Sharon Uthmann
Second: Clr Troy
Adopted

5. Business arising from the Minutes – Meeting held 8th November 2013

5.1 Explanation of discrepancy in expenditure of book vote – discussed in conjunction with Item 8.8

5.2 Inclusion of a revamped DGR status brochure into rate notices mail out to be investigated and reported on next committee meeting. This report was held over to the next meeting.

6. Correspondence

In-coming: 6/11/2013 letter from NSC re acceptance of distribution of assets and liabilities – Correspondence was noted.

7. Executive Officer's Reports

8. Regional Library Reports -

8.1. RFID Implementation update

An update on the implementation of the RFID technology across the Regional Library service was provided.

Recommendation

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

Moved: Sharon Uthmann
Second: Clr Troy

Adopted

8.2. Update on Youth Survey

The analysis of the survey results has been completed and a report has been produced to assist future decision making on the services and collections the regional library offers to youth. The decision to continue the subscription to Survey Monkey as a means for distributing an online survey and also providing a tool for analysis of the survey results was discussed as was upgrading the subscription to increase the functionality. Amend point 6 to read 87.69.

Recommendation

That the completion of the survey process and current status of the analysis and reporting be noted.

Moved: Sharon Uthmann
Second: Clr Troy

Adopted

8.3. Collection Management Plan

The different components of a Collection Management Plan were outlined.

Recommendation

That the strategies of Collection Management are noted for further documentation into the Collection Management Plan.

Moved: Clr Troy
Second: Sharon Uthmann

Adopted

8.4. Local Studies and Family History

An update was provided on the implementation of the Local Studies Strategic Action Plan. Further to the report, a staff workshop is planned on repairs and preservation of books in the Bellingen Library in March and staff are soon to be trialling an additional family history database "Find My Past" with a view to subscribing to its Australasian option in the near future.

Recommendation

That the progress of the implementation of the Local Studies Strategic Plan be noted.

Moved: Clr Troy
Second: Sharon Uthmann

Adopted

8.5. Draft circulation and draft internet policies

The progress towards adoption of the draft Circulation Policy and the draft Internet Policy of the Clarence Regional Library was noted.

Recommendation

The Committee notes that the draft Circulation Policy and the draft Internet Policy will be to Clarence Valley Council for consideration at the February 2014 meeting.

Moved: Clr Toms
Second: Sharon Uthmann

Adopted

8.6. Aboriginal Resources

The committee asked for more detail on the consultation process undertaken for the selection and acquisition of the new resources. This will be supplied at the next meeting.

Recommendation

That the progress of the purchase of Aboriginal resources be noted.

Moved: Clr Troy
Second: Sharon Uthmann

Adopted

8.7 Spydus 9 update

The Committee was updated on the progress towards the acquisition of the Spydus 9 Library Management System upgrade.

Recommendation

That the report detailing the move to Spydus 9 Library Management System be noted.

Moved: Clr McKenna

Second: Clr Troy
Adopted

8.8 Quarterly Income and Expenditure Sheet

The report indicated that the spreadsheet only includes expenditure; it did not include commitments as the budgeted amount for the book stock would show as more than 90% spent as it has been committed for purchases that will flow to the library throughout the year. The changes to the spreadsheet were discussed; a further explanation was given why there was no budget for database subscriptions. Regional Librarian requested to check whether Bellingen Shire has been invoiced for all of their disability and geographic subsidy from the State Library. The provision of computer hardware and equipment from the CRL reserve or alternatively a dividend refund for the purchase of PCs for each LGA was discussed.

Recommendation

That the report on the Quarterly Income and Expenditure Sheet is noted by the Committee, with 2 amendments, the removal of paragraph 2 beginning – “The contribution for Bellingen...” and the last paragraph – “We are not...”.

Moved: Clr McKenna
Second: Clr Troy

Adopted

9. Items for information

9.1 New book carry bags

New library book carry bags have arrived, purpose was to sell to borrowers, committee suggested as a good will gesture to provide them free during Library Lovers Day, then purchase more to be sold.

9.2 Brochure designs

New brochures advertising library services have been developed for CVC libraries, these were show cased, Bellingen Shire to receive similar brochure with their logo. It was suggested that Brochure holders be sourced and provided to each library from CRL funds.

10. Additional Matters

11. Items for next meeting

Report on consultation for selection of Aboriginal Resources
DGR flyer into rates notices for CVC
Update on policies progress
Update on RFID

Next meeting:
9 May - Bellingen

Meeting Closed 12.10 pm

