

MINUTES
CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE
6th February 2015
Sir Earle Page Library and Education Centre, Pound Street, Grafton.

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

Clarence Valley Council
Cllr Margaret McKenna
Cllr Karen Toms
Kathryn Breward (Regional Librarian)
Katrina Shillam (Team Leader (Libraries West) CVC)

1. Acknowledgement of Traditional Custodians

2. APOLOGIES

Cllr Mark Troy
Judy Banko (Executive Officer)

3. Disclosure of Conflict of Interest

Nil

4. CONFIRMATION OF MINUTES – Meeting held 5th December 2014

No issues with previous minutes.

Moved: Sharon Uthmann
Second: Cllr David Scott

Adopted

5. Business arising from the Minutes – Meeting held 5th December 2014

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

6. Correspondence

Out-going: NIL

In-coming: Two responses so far, from the DGR brochure mail out with the CVC rates notice. One had a \$50.00 cheque donation included.

Note: Cllr Margaret McKenna arrived at 10:42 AM

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

7. Executive Officer's Reports

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. Bellingen requests it be noted that the low use of the RFID Self Check Kiosk in Bellingen may be as a result of the high rates of reservation collection that occur at the branch. All reserves are collected at the desk.

After clarification, the wording in the fourth dot point to be amended to read: "through minor adjustments".

Recommendation

That the information on the update of RFID implementation across the Regional Library be noted by the Committee with the wording amendment in the fourth dot point.

Moved: Cllr David Scott
Second: Sharon Uthmann

Adopted

8.2. Target public consultations – preliminary update on Collection Survey

The committee was updated on the progress of the Collection Survey with 256 completed surveys to date. A detailed analysis will be prepared for the May meeting.

Recommendation

That the Committee support ongoing targeted public consultation as planned.

Moved: Cllr Margaret McKenna
Second: Sharon Uthmann

Adopted

8.3. Aboriginal resources

The Committee was updated on the process of selection and purchasing of Aboriginal Resources for the library collection. It was suggested that consultation with the Clarence Valley Aboriginal Advisory Committee be undertaken as a further source of information on resources for Aboriginals.

Recommendation

That the report on the process for the selection and purchasing of Aboriginal Resources be noted. And in future include the Clarence Valley Aboriginal Advisory Committee in consultation regarding Aboriginal resources.

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

Moved: Cllr Margaret McKenna
Second: Cllr David Scott

Adopted

8.4. Annual Community Book Selection

Information was provided on an update on the delivery of the second round of Annual Community Book Selection Events held in Bellingen and Grafton libraries in October and November 2014. Committee acknowledged this was a “good news” story.

Recommendation

That the Committee note the ongoing success of the Community Book Selections and the intention to continue as annual events in each of the local government areas (LGAs).

Moved: Sharon Uthmann
Second: Cllr Margaret McKenna

Adopted

8.5. Update: Integration of Regional and Grafton Branch Services

An update on the integration of Regional Services staff and services with Grafton Branch staff and services in the Sir Earle Page Library and Education Centre was provided to the meeting.

Recommendation

That the Committee note the update with amendments on the integration of Regional Services and Grafton Branch services and staff.

Moved: Cllr Margaret McKenna
Second: Cllr David Scott

Adopted

8.6. Collection Management Plan

An overview of the CRL Collection Management policies and procedures was provided to the committee.

Recommendation

That the attached Collection Management Plan be accepted by the Committee.

Moved: Sharon Uthmann
Second: Cllr Margaret McKenna

Adopted

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

8.7 Quarterly Income and Expenditure Sheet

Information on the progress of the Budget for the year to date and an indication of unspent monies and the projected amount that will go into Reserve at the end of the Financial Year was discussed. It was requested that the spreadsheet be larger for easier reading in future.

Recommendation

That the report on the Quarterly Income and Expenditure Sheet is noted by the Committee. The committee be provided with revised budgets for next meeting for Freight and cartage, building maintenance, book maintenance and book stock purchases.

Moved: Cllr Margaret McKenna

Second: Cllr David Scott

Adopted

9. Items for information

9.1 Draft Customer Service Charter – awaiting council adoption (February Council Meeting)

9.2 Draft Local Studies Collection Development Policy – awaiting report to Executive Council (February Council Meeting)

10. Additional Matters

Dates for meetings in 2015:

8 May Bellingen

7 August Grafton

6 November Bellingen

11. Items for next meeting

1.1. RFID progress

1.2. New Technologies

1.3. Targeted public consultations update

1.4. Revised budget

Next meeting:

8 May 2015 to be Skyped/ Teleconferenced or in Bellingen

Meeting Closed 11:27 am

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