

**MINUTES**  
**CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE**  
**9<sup>th</sup> May 2014**  
**BELLINGEN Shire Library, Hyde Street, Bellingen.**

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

Clarence Valley Council  
Clr Karen Toms  
Kathryn Breward (Regional Librarian)  
Angela Clarke (Team Leader (Libraries East) CVC)  
Des Schroder (Acting Executive Officer)

**1. Acknowledgement of Traditional Custodians**

**2. APOLOGIES**

Clr Margaret McKenna  
Clr David Scott

**3. Disclosure of Conflict of Interest**

Nil

**4. CONFIRMATION OF MINUTES – Meeting held 7<sup>th</sup> February 2014**

No issues with previous minutes.

Moved: Sharon Uthmann  
Second: Clr Troy  
Adopted

**5. Business arising from the Minutes – Meeting held 7<sup>th</sup> February 2014**

**5.1 Report on consultation for selection of Aboriginal Resources**

Report was noted.

Moved: Sharon Uthmann  
Second: Clr Toms  
Adopted

**5.2 DGR flyer into rates notices for CVC**

Report was discussed and Bellingen Shire Librarian was asked to investigate the process of getting the flyers into the Bellingen rates notices.

Recommendation:

That the costs associated with adding the Deductible Gift Recipient brochure to the Rates Notice mail out for Clarence Valley Council be noted and the Committee endorse the distribution of the DGR brochure through the Rates Notice distribution in February for Clarence Valley Council and Bellingen Shire Council.

Moved: Sharon Uthmann  
Second: Clr Troy  
Adopted

**6. Correspondence**

NIL

**6. Executive Officer's Reports**

NIL

**8. Regional Library Reports -**

**8.1. Process streamlining and staffing**

This report provided an update on the process streamlining being undertaken at CRL Headquarters and updates the benefits of the additional hours for completion of work tasks.

Recommendation

Note the results of the increase in hours for the Grade 3 Library Assistant (Acquisitions & Promotions) from 14 hours per week to 28 hours per week with a review to be undertaken of the position for financial sustainability into the future to be prepared for the Executive Council Executive Officers next meeting. The position to be continued until the review is complete and reported on.

Moved: Sharon Uthmann  
Second: Clr Troy

Adopted

**8.2. Circulation Policy & Internet Policy update**

Committee was informed that there were no written submissions from the community relating to the policy amendments and that this would be reported to the executive council at the next council meeting.

Recommendation

The Committee notes that the draft Circulation Policy and the draft Internet Policy was presented to Clarence Valley Council at the March 2014 Council meeting with the recommendation that they be placed on public display for 28 days.

Moved: Des Schroder  
Second: Sharon Uthmann

Adopted

### **8.3. RFID Implementation overview**

The Committee was updated on the successful progress of the implementation.

#### 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

### **8.4. New Technologies**

New technologies indicated in the report were discussed.

#### Recommendation

That the new technologies implemented across the Clarence Regional Library Service be noted.

Moved: Clr Toms  
Second: Sharon Uthmann

Adopted

### **8.5. Marketing Plan**

The implementation of the CVC marketing Plan was discussed particularly the application of common elements across the region as identified in a previous report to the committee.

#### Recommendation

That the new technologies implemented across the Clarence Regional Library Service be noted.

Moved: Des Schroder  
Second: Clr Mark Troy

Adopted

### **8.6. Review of Library Management System**

The timing for the review of the Library Management system has been postponed for 12 months in light of the eminent significant upgrade to the current system.

#### Recommendation

That the postponement of Review of the Library Management System be noted.

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Moved: Sharon Uthmann

Second: Clr Toms

Adopted

### **8.7 Quarterly Income and Expenditure Sheet**

An explanation was given for the increased salaries being due to the Regional Librarian acting as Social and Cultural Service Manager for a period of time. These additional costs will be refunded to the Regional Library in the next quarter.

#### Recommendation

That the report on the Quarterly Income and Expenditure Sheets for the 3<sup>rd</sup> quarter 2013/14 is noted.

Moved: Sharon Uthmann

Second: Clr Troy

Adopted

## **9. Items for information**

### **9.1 North East Zone Full Zone Meeting**

The Regional Librarian, Bellingen Shire Librarian and Councillor McKenna will be attending this meeting in Nundle on the 15 May 2014.

### **9.2 Association Amalgamation**

Council representatives for Public Libraries NSW have been asked to be available for a meeting in Sydney on the 20 June to vote on the amalgamation between the Public Libraries NSW and the Metropolitan Public Libraries Association.

### **9.3 New Executive Officer**

The new Executive Officer is due to start very soon, an appointment has been made and we are just awaiting the formal paperwork to be completed.

## **10. Additional Matters**

## **11. Items for next meeting**

State of Finance Reserves for CRL

Report on the review of the Grade 3 positions increased hours

### **Next meeting:**

8 August in Grafton

Meeting Closed 12.11 pm