

MINUTES
CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE
8th November 2013
BELLINGEN SHIRE LIBRARY, Hyde Street, Bellingen.

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

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

1. Acknowledgement of Traditional Custodians

2. APOLOGIES

Anne D'Arcy (Executive Officer)

3. Disclosure of Conflict of Interest

Nil

4. CONFIRMATION OF MINUTES – Meeting held 2nd August 2013

No issues with previous minutes.

Moved: Clr McKenna

Second: Clr Troy

Adopted

5. Business arising from the Minutes – Meeting held 2nd August 2013

5.1 Explanation of discrepancy in expenditure of book vote – Carried forward to next meeting.

5.2 CVC Marketing Strategy update – see item 7.1

6. Correspondence

In-coming:

Out-going: NSC withdrawal – further letter From CVC GM confirming NSC acceptance of the financial outcome. Sent 24 October 2013.

7. Executive Officer's Reports

7.1. CVC Marketing Strategy Update

This report presented the outcome of the marketing strategy engagement being undertaken by Clarence Valley Council for its library services.

Recommendation

The Clarence Regional Library (CRL) Committee notes the new logo, style and templates to be used by Clarence Valley Council Libraries and those to be shared for CRL wide initiatives with the inclusion of members' Council logos.

Moved: Clr McKenna
Second: Sharon Uthmann
Adopted

7.2. CRL Reserve fund status and management for 2013/14.

This report provided an overview of the status of the Clarence Regional Library (CRL) Reserve Fund at the commencement of the 2013/14 financial year. The reserve fund must ensure that liabilities, particularly staff entitlements, can be paid in the event of membership changes or dissolution of the CRL. Discussions relating to the future of Spydus 9 also occurred at this point and item 8.7 was referred to.

Recommendation

That the Committee notes the status of the reserve fund for the 2013/14 financial year and the previously agreed items of expenditure over the coming years with a further decision to be taken regarding the upgrading to Spydus 9.

Moved: Clr McKenna
Second: Clr Troy
Adopted

7.3 Review of CRL Committee Workplan 2012-2016

This report proposes amendments to the Clarence Regional Library (CRL) Committee 2012 – 2016 Workplan developed from the CRL Strategic Plan and Action Plans 2012-2022. Particular discussion centred on point 4.1.3 - the progress of the marketing of the region's Deductible Gift Recipient status (DGR). It was requested that the DGR brochure be updated into the new format and a marketing campaign be targeted at particular needs of each LGA library service, the examples given were for Ipads, Touch Screens and TVs for Bellingen Shire Libraries. Mail out of the DGR brochure in rates notices is to be investigated and a media release developed as part of the campaign.

Recommendation

The Committee endorses the Draft CRLC Work Plan 2012– 2016 to guide its operations over its four-year term.

Moved: Clr McKenna
Second: Sharon Uthmann
Adopted

7.4 Draft budget for 2014/15 - not prepared for meeting.

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: Clr McKenna
Second: Clr Troy
Adopted

8.2. Update on Youth Survey

Over 200 surveys were completed and are currently at the analysis stage, a report will be produced to guide future decision making on the services and collections our libraries offer to youth.

Recommendation

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

Moved: Clr McKenna
Second: Clr Scott
Adopted

8.3. Report on DVD Collection

An update on the purchasing and usage of the recently developed collection of DVD's for loan from the Clarence Regional Library was presented with very positive outcomes for the collection.

Recommendation

That the Committee note the ongoing demand for a quality DVD collection in the libraries, and support the continued use of a suitable portion of the collections budget to maintain a this collection.

Moved: Clr Scott
Second: Clr Toms
Adopted

8.4. Community Book Selection

An update was provided on the implementation of the library's second Community Book Selection Events held in Bellingen and Yamba libraries in September and November 2013.

Recommendation

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

Moved: Clr McKenna
Second: Clr Scott
Adopted

8.5. Draft circulation and draft internet policies

Key changes identified were mostly minor relating to clearer wording issues.

Recommendation

1. That the changes to the Circulation Policy and the Internet Policy be endorsed by the committee.
2. That the revised policies be recommended to the Executive Council for adoption and implementation.

Moved: Sharon Uthmann

Second: Clr Scott

Adopted

8.6. Staffing levels at CRL Headquarters

The use of sampling as an evaluation tool for the outsourcing changes was explained. Overall the changes appear to be working particularly the extended hours for the Library Assistant (acquisition and promotions).

Recommendation

The Committee notes the progress of the Outsourcing Review and 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.

Moved: Clr McKenna

Second: Clr Troy

Adopted

8.7 Spydus 9

The Committee was updated on the future of the library management system, the scheduled review to take place in 2014, and the need for a tender process to be undertaken as the current contract expires in June 2015.

Recommendation

The Committee notes the report detailing Spydus 9 and the implications for the Clarence Regional Library's Library Management System.

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.

Recommendation

That the report on the Quarterly Income and Expenditure Sheet is noted by the Committee.

Moved: Clr Toms
Second: Clr Scott
Adopted

9. Items for information

9.1 SWITCH Conference 2013

Attendance by the Councillors was discussed along with attendance at the Public Libraries NSW AGM that was to occur prior to the commencement to the Conference.

10. Additional Matters

11. Items for next meeting

Missing money clarification
Reserve report (item 7.4)
Website and marketing

Next meeting:

7 February - Grafton

Meeting Closed 12.04 pm