

MINUTES
CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE
2nd November 2012
BELLINGEN SHIRE COUNCIL Bellingen Shire Library, Hyde Street Bellingen

PRESENT:

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

Clarence Valley Council
Clr Karen Toms
Anne D'Arcy (Executive Officer)
Kathryn Breward (Regional Librarian)
Katrina Shillam (Team Leader (Libraries West) CVC)

1. APOLOGIES

Clr Margaret McKenna
Clr David Scott running late arrived at 10.50am

2. Disclosure of Conflict of Interest

Nil

3. CONFIRMATION OF MINUTES – Meeting held 3rd August 2012

No issues with previous minutes.

Moved: Sharon Uthmann
Second: Clr Toms
Adopted

4. Business arising from the Minutes – Meeting held 3rd August 2012

Reports included in this meeting

5. Correspondence

5.1 In-coming

eSmart Libraries \$8 million multi-year partnership with Telstra and the Alannah and Madeline Foundation announcement and Media Release.
State Library of NSW announcing that *People and Places* is published and now available from State Library Website.

Revitalising Libraries forms and assessment for Clarence Valley Council Libraries have been sent through for submission. Bellingen Shire Council assessment feedback will be coming soon.

5.2 Out-going - nil

Correspondence noted.

6. Executive Officer's Report No. 4/12

6.1 Overview of Library Committee and operation

The Executive Officer provided an overview of the Library Committee and its operational model and functions as per the legislation and the Library Service Agreement. Discussion followed about state funding issues, the Reserve funds and the Nambucca Shire Council withdrawal including the final payment.

Focus areas for the Library Committee were identified as: collection development, staff training, online resources, surveys, technical upgrades, Library Management System, Library website, RFID, services for target groups, and workflow efficiencies.

The life of the Committee aligns Councils four-year timeframe in accordance with legislation. Election of Chairperson and Deputy Chairperson is required each year under the Library Service Agreement.

The number of representatives increased to three per Council in the new agreement to ensure a quorum is available at each meeting. Bellingen is represented by two councillors and one staff member. Clarence Valley Council has two councillors and it was proposed that the Executive Officer of the Regional Library become the third. After discussion of the role of the Executive Officer, the committee indicated agreement with that officer becoming the third representative as there appeared to be no conflict of interest.

Elections of Chair and Deputy Chair:

Nominated: Clr Toms by Clr Troy Seconded by Clr Scott for chair, accepted, confirmed.

Nominated: Clr Scott by Clr Toms Seconded by Clr Troy accepted, confirmed.

Recommendation

That the:

1. New members of the Clarence Regional Library Committee are welcomed formally to the Committee and the elected Chair and Deputy Chair are reported to the Executive Council in the Minutes of this meeting; and
2. Scope and operations of the Clarence Regional Library Committee be noted by members.

Moved: Sharon Uthmann

Second: Clr Toms

Adopted

6.2 Draft Strategic Plan

A brief overview of the Draft Strategic Plan 2012-2022 was provided. This was set within the context of the previous Strategic Plan 2008-2018 and its aims, objectives, achievements and out standing actions over the last 4 years. Local Studies identified as the

highest need/use across the service. It was concluded by the Committee that Libraries are an investment not a cost.

Recommendation

That the Clarence Regional Library Committee recommend the Executive Council endorse adoption of the Draft Clarence Regional Library Strategic Plan 2012 – 2022 and Action Plan as the guide for the Committee over its four-year term.

Moved: Clr Scott
Second: Clr Troy
Adopted

6.3 Draft CRLC Work Plan 2012-2016

The CRL's Strategic Plan is implemented via an Action Plan. A Workplan has been developed to identify the responsibilities of the CRL Committee in overseeing progress of the Strategic Plan. The Workplan identifies when these will be addressed over the life of the Committee.

Recommendation

That the Draft Clarence Regional Library Committee Work Plan 2012 – 2016 be adopted by the new Clarence Regional Library Committee to guide its operations over its four-year term.

Moved: Clr Troy
Second: Clr Scott
Adopted

7 Regional Library Reports No. 4/12

7.1 Book vote expenditure

The reduction in book vote this year is a result of the reduction in funds due to Nambucca Shire Council's withdrawal. Further reductions will depend on increases in operational costs over a period of time, workers compensation costs, increases in capital cost of resources purchased for the service etc.

The Executive Officer indicated that an updated 10 year forecast would be undertaken for the next meeting.

Updates of expenditure of the Book Vote will be included in the Quarterly Income and Expenditure Sheet.

Recommendation

That the report of the Book Vote for 2012/13 be noted.

Moved: Clr Scott
Second: Anne D'Arcy
Adopted

7.2 Volunteer Policy

The draft CRL Volunteer Policy went before Clarence Valley Council (CVC) at the October Council meeting. It was approved for public exhibition for 28 days, with a further report on community feedback to be provided to the Executive Council. Bellingen Committee

members noted that Bellingen council staff are in the process of developing a policy for volunteers, the CRL policy would sit under the council policy.

Recommendation

The progress of adoption of the proposed CRL Volunteer Policy report be noted.

Moved: Anne D'Arcy
Second: Clr Scott
Adopted

7.3 Collection Development Policy Review

The purpose of this Collection Development Policy was briefly discussed and the reasons for preparing the policy were outlined so as to update the new members of the Committee.

Recommendation

That the report on the progress towards adoption by the Executive Council of the CRL Collection Development Policy be noted by the Committee.

Moved: Clr Troy
Second: Sharon Uthmann
Adopted

7.4 Finalisation of the Withdrawal of Nambucca Shire Council from the Clarence Regional Library Service

The report provided an update on the implementation of the Withdrawal Plan of Nambucca Shire Council from the Clarence Regional Library Service. A breakdown of the financial division of the CRL Reserve funds between the CRL and Nambucca Shire was covered and it was noted that their portion of the Reserve Money had been forwarded prior to the meeting and there as yet had been no response received.

Recommendation

That the Committee note the finalisation of the withdrawal of Nambucca Shire Council from the Clarence Regional Library Service.

Moved: Clr Scott
Second: Clr Toms
Adopted

7.5 Committee Procedures

The day and location of future committee meetings was discussed with the previous Committee with the current arrangements remaining in place.

A discussion of attendance at next full Library North East Zone meeting in Taree on 29 November was undertaken. Bellingen Shire Librarian to provide information to its delegates.

Recommendation

That the Committee note and continue with the current procedures for the operation of the committee.

Moved: Clr Toms
Second: Sharon Uthmann
Adopted

7.6 Library Statistics comparison

The previous Committee requested a comparison of the performance of the Clarence Regional Library (CRL) as reported in the Public Library Statistics 2010/11 Report and the 2011/2012 figures prepared for the next Public Library Statistical report to be published in 2013.

Recommendation

That the report of the Clarence Regional Library performance of 2010/11 compared to 2011/12 and other public libraries in NSW be noted

Moved: Sharon Uthmann
Second: Clr Troy
Adopted

7.7 Quarterly Balance Sheet provided before the meeting

An updated version of the report was presented at the meeting, covering the financial detail not in the previous report.

Discussion covered the National Year of Reading 2012 (NYR12) and the promotional budget still outstanding for the NYR12 to determine potential expenditure of remaining funds. It was decided that a report be brought to the February meeting detailing suggestions for expenditure of the remaining NYR12 funds based on the User and Non-User Survey.

It was decided to separate out the database subscription figure from the rest of the computer line as this has relevance as it is directly related collection content. Further advice will be provided on salaries and superannuation payments.

Recommendation

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

Moved: Clr Troy
Second: Clr Scott
Adopted

8 Other Business

Clr Troy provided feedback from the LGA Conference held in Dubbo. Key points:

- Greater focus on regionalism.
- Greater focus on bringing services together e.g. libraries in a larger regional sense.
- New regional boundaries may be based on lifestyles, economies, demographics, industries etc rather than simply combining existing LGAs. Looking at communities not boundaries.
- The final result of the Review Panel may be delivered in the next 1-2 years.

It was discussed whether there was still a need to print the agenda and papers as all members of the committee have iPads or Tablets provided by their council to view council documents. It was decided that print copies of business papers continue until further notice.

9 Items for next meeting

- 9.1 Quarterly Income and Expenditure Sheet
- 9.2 Marketing Plan
- 9.3 10-year forecasts of collection be reviewed
- 9.4 Reserve fund allocation be reviewed

10 Next Meeting

1st February 2013 – Grafton

Meeting Closed 1:30 pm

Anne D'Arcy
Executive Officer
Clarence Regional Library

Prepared by: Kathryn Breward
Section: Regional Librarian