

MINUTES
CLARENCE REGIONAL LIBRARY COMMITTEE 14 May 2021
GRAFTON LIBRARY MEETING ROOM, Grafton NSW

PRESENT: Bellingen Shire Council
 Jill Haynes Bellingen Shire Librarian
 Alison Pattinson – Manager Community Wellbeing

Clarence Valley Council
 Cllr Peter Ellem (Chair)
 Cllr Karen Toms
 Des Schroder (Executive Officer)
 Kathryn Breward Regional Librarian

Meeting opened at 10:30am

1. Acknowledgement of Traditional Custodians

Cllr Peter Ellem

2. APOLOGIES

Cllr Toni Wright-Turner
 Roweena Sierant – Library
 Christi Brown Management Accountant Coordinator

3. Disclosure of Conflict of Interest

Nil

4. CONFIRMATION OF MINUTES – 17 February 2021

Moved: Jill Haynes
 Second: Des Schroder

Adopted

5. Business arising from the Minutes – Meeting held 17 February 2021

5.1 REVIEW OF CRL BUDGET AND RESERVE FORECAST

Concern was raised over the future of the CRL Reserve and the need to consider future State Library Subsidy contribution levels as part of the CRL Agreement negotiations.

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

Recommendation

That the CRL Committee agree to:

Returning 25% of the State Library Subsidies to CRL from 2021/22 and 50% in 2022/23 to preserve the CRL Reserve at a reasonable level and:

- Endorse a figure of \$200,000 as an estimated base rate for effectively covering potential redundancies.
- Provide a Book Vote to maintain the library Collection at appropriate levels, age and quality.
- Provide funds for another two User/Non-user Surveys conducted by a contractor over the next 10yrs.
- As part of the review process for the new CRL Agreement the percentage of State Library Subsidies provided to the CRL will be revisited.

Moved: Cllr Peter Ellem
Second: Alison Pattinson

Adopted

5.2 CLARENCE REGIONAL LIBRARY MARKETING PLAN UPDATE

Committee members congratulated the Library Team on a highly useful and accessible Marketing Plan and Action Plan.

Recommendation

That CRL Committee:

Endorse the Draft CRL Marketing Plan and associated Action Plan with amendments as discussed and outlined below:

- Typo on page 5
- Camp Creative target market clarified on page 20
- Acknowledgement of author and designer of the document to go at the front of the document
- On page 18 add Benchmarking explanation and Target timeframes – Short, Medium and Long Term, colour coded for relevant *Objectives and Measures of Success*

Moved: Alison Pattinson
Second: Des Scroder

Adopted

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

6. Correspondence

In-coming: Letters to BSC and CVC General Managers acknowledging 2020/21 Public Library Infrastructure Grant success (\$274,960 for CVC and BSC \$482,800)
NSWPLA information brochure sent to General Managers for distribution to existing and prospective councillors

Noted

Out-going: Nil

Media Releases:

CRL – 201022 Online author talks live in your living room

CRL – 200911 Let's talk about the library survey

CRL – 200902 Library offline but open

CVC – 201014 Launch of scooter and skateboard racks at Grafton library

CVC – 230920 Iluka Library changes open days

CVC – 200916 Libraries return to normal hours

Noted

7. Executive Officer's Reports – Nil

Noted: that the Executive Officer – Des Schroder would be retiring after the May CRL Committee meeting effective from 26 May.

Recommendation

The CRL Committee thanks Des for his advice and support of libraries and wish him well in his retirement.

Moved: Cllr Peter Ellem

Second: Alison Pattinson

Adopted

8. Regional Library Reports -

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



8.1 REVIEW OF DIGITAL ENGAGEMENT POSITION

It was noted; the incumbent has planned to travel with family at the end of the current contract and would be available upon return.

The Committee suggested the possibility to utilise the period between contracts – up to 12 weeks, to use the remaining funds from the Marketing Plan (approx. \$4,500) to outsource the design for the membership brochure, to provide funds to continue social media development/posts and to provide an opportunity for Bellingen casual staff to fill the gap between contracts.

The Committee also suggested future reports include information on training of staff in various aspects of the role.

Recommendation

That the Committee:

- Note the achievements of the position and the contribution to the CRL Service.
- Extend the contract for a further 12 months
- Review the position as part of the new Library Agreement negotiations
- Remaining funds allocated to marketing plan to be used to develop membership brochure and provide social media coverage (with consideration given to Bellingen casual staff to fill the gap between contracts)

Moved: Des Schroder
Second: Alison Pattinson

Adopted

8.2 DIGITAL COLLECTIONS

Recommendation

The CRL Committee note the continuing increase in eResource usage for the 3rd quarter of 2020/21.

Moved: Cllr Peter Ellem
Second: Jill Haynes

Adopted

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

8.3 3rd QUARTER INCOME AND EXPENDITURE SHEET

Recommendation

That:

- The Report on the 3rd Quarter Income and Expenditure Sheet for 2020/21 is noted by the Committee
- The Regional Librarian will circulate clarifying figures for:
 - Line 37 - related to Admin/Operating which had an unexplained increase in the revised budget column and a notation that some (unquantified) amount needed to be transferred for RFID tags that had been incorrectly costed
 - Line 38 - Promotional expenses was noted as having an additional \$6,000 in commitments which would mean it is almost spent
 - Line 42 - was explained in the meeting as - the amount (\$276,15.15) refers to the amount of income for 2021 that has yet to be spent.
 - Line 75 - is the line of most concern as the CRL reserve expenditure adopted March 2020 and revised November 2020 v7 papers provided for the meeting listed the opening reserve balance as \$830,055.59 whereas this report notes it as \$795,033.59 without explanation of why there could possibly be a reduction by \$35,000 in an opening balance at this stage of the year. It is critical that this be addressed given the attention to detail needed for the reserve at the moment. It is assumed the figure in the quarterly budget review is incorrect and the \$830,055.59 is the correct opening balance.

Moved: Cllr Peter Ellem

Second: Jill Haynes

Adopted

9. Items for Information

9.1 NSWPLA SWITCH Public Library Conference 16-18 November 2021 – Penrith

10. Additional Matters

10.1 Clarence Regional Library scheduled Committee Meetings for 2021:

11. Items for next meeting

11.1 DVD collection

11.2 Our literacy focus

11.3 Annual State Library Statistics Comparison Report

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



11.4 Annual Budget

Meeting Closed: 12:03pm

Next meeting: Friday 13 August Bellingen

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

