

MINUTES
CLARENCE REGIONAL LIBRARY COMMITTEE 3 March 2023
SIR EARLE PAGE LIBRARY AND EDUCATION CENTRE, 126 Pound Street Grafton NSW
& online MS Teams meeting

PRESENT: *Bellingen Shire Council*

Todd Williams – Acting Deputy General Manager
 Cllr Jo Brotherton
 Rowena Sierant (Bellingen Shire Librarian)

Clarence Valley Council

Cllr Peter Johnstone
 Cllr Karen Toms (Chair)

Kathryn Breward (Regional Librarian)
 Victoria Keane (Team Leader (Regional Resources))

Meeting opened at 10:30am

Todd Williams was welcomed to the meeting and Rowena Sierant was designated as BSC Delegate whilst the Manager Community Wellbeing is vacant

1. Acknowledgement of Traditional Custodians

Cllr Karen Toms

2. APOLOGIES

Cllr EllieTree
 Justin Putze (Executive Officer) (Manager Cultural, Community and Industry)

3. Disclosure of Conflict of Interest

Nil

4. CONFIRMATION OF MINUTES – 4 November 2022

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



BELLINGEN
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Moved: Cllr Jo Brotherton
 Second: Cllr Peter Johnstone

Adopted

5. Business arising from the Minutes – Meeting held 4 November 2022

6.1 Revised CRL ANNUAL BUDGET 2022/23

Recommendation

That the:

- The revised Clarence Regional Library Budget for 2022/23 is endorsed by the Committee.

Moved: Cllr Jo Brotherton
 Second: Cllr Peter Johnstone

Adopted

6.2 CLARENCE REGIONAL LIBRARY MARKETING PLAN UPDATE

Committee commented on the “great work” undertaken by the Senior Library Officer (Digital Engagement) in putting the new revised CRL Marketing Plan together.

Recommendation

That CRL Committee:

- Endorse the revised CRL Marketing Plan for 2023.

Moved: Cllr Peter Johnstone
 Second: Cllr Jo Brotherton

Adopted

6.3 MEETING SCHEDULE OF THE CRLC FOR 2023

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



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Councillor Toms provided advance notification that she will be an apology for the 7 July meeting due to personal commitments.

Recommendation

That the:

- CRL Committee note the steps taken in the State Library Review of the CRL service to date.

Moved: Cllr Jo Brotherton

Second: Cllr Peter Johnstone

Adopted

6.4 STATE LIBRARY CLARENCE REGIONAL LIBRARY REVIEW

The Committee noted that the arrangement of the recommendations were very useful in terms of short term, medium term and long term needs.

The Committee also asked for an explanation of what “Amplify” was (indicated in the recommendations as needing more exposure and advertising). The Team Leader (Regional Resources) provided the following explanation:

Amplify is a platform designed to deliver audio collections from the archives of cultural institutions across New South Wales. These oral histories, many of which are preserved digitally from their original format, are being delivered online paired with machine-generated transcripts. These transcripts can be edited by any user to improve their accuracy and ultimately enrich important historical and cultural documents. Amplify is maintained by the State Library of New South Wales and hosts audio collections from a variety of participating cultural institutions. Including Clarence Regional Library. Volunteers from our community are encouraged to access this platform and assist with the transcription of the oral/audio recordings into a readable format through the editing process.

It was also noted that the Review indicated the shortfalls in public library space recommendations for a number of the libraries.

Recommendation

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



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The CRL Committee note the steps taken in the State Library Review of the CRL service to date.

Moved: Cllr Jo Brotherton
Second: Cllr Peter Johnstone

Adopted

7. Finance Papers

7.1 YTD INCOME AND EXPENDITURE SPREADSHEET

The Bellingen Shire Librarian indicated that they are now charging \$1:00 per book for their deselected stock and excess donations.

- *Income - Other Revenue* – this is higher then expected – an explanation was requested as to what this was made up from:
 - *Lost /damaged stock and ILL fees* = \$689
 - *Branch sundry income ie) library bags* = \$1908
 - *Sale of old stock* = \$3003

Recommendation

That the Report on the Clarence Regional Library Income and Expenditure YTD for 2022/23 is endorsed by the CRL Committee.

Moved: Cllr Karen Toms
Second: Rowena Seirant

Adopted

8. Executive Officer's Reports – Nil

9. Regional Library Reports

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



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9.1 CRL STRATEGIC PLAN & ACTION PLAN 2023-33

The Regional Librarian indicated that 3 of the 5 consultants approached with the Request for Quote documents had indicated that they would prepare a quote for the project, whilst one indicated they would not have the capacity to do so.

Recommendation

That the CRL Committee:

- Note the progress towards engagement of a consultant to develop the CRL Strategic Plan & Action Plan 2023-2033.
- Endorse the indicative timetable for the project.

Moved: Cllr Peter Johnstone
Second: Cllr Jo Brotherton

Adopted

9.2 SURVEY RESULTS

An excel version of the survey was requested by the Bellingen Acting Deputy General Manager so they could use the Bellingen specific data for their planning and reporting.

Recommendation

The CRL Committee note the:

- Survey results from 2022 compared with the 2020 results are similar.
- High quality of the survey and the data it provided and commends all staff involved in its production.

Moved: Cllr Peter Johnstone
Second: Cllr Jo Brotherton

Adopted

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



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10. Correspondence

10.1 In-coming:

- various community comments via feedback forms and social media
- 2 March 2023 Public Library Infrastructure Grants announcement

Noted

10.2 Out-going:

10.2.1 Media Releases:

CRL – 30/11/2022 Summer reading Club

CVC – 21/01/2023 Christine Sykes Author Event

Noted

11. Items for Information

- 11.1 Notification that Alison Pattinson has Resigned her position as Manager Community Wellbeing at Bellingen Shire Council was received Monday 6 February 2023.

A Motion of thanks to Alison for her contribution to the CRL Committee over many years and we wish her all the best.

Moved: Cllr Karen Toms
Second: Cllr Jo Brotherton

Adopted

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



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12. Additional Matters

12.1 MEETING SCHEDULE – Times and Dates

Meetings commence at 10:30 am with refreshments available from 10:00am

Morning tea and Lunch are provided by the Regional Library

7 July 2023 – Bellingen

3 November 2023 – Grafton

13. Items for next meeting

12.1 Strategic Plan update

12.2 YTD expenditure

Meeting Closed: 11:24am

Next meeting: 7 July 2023 – Bellingen

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



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