

**MINUTES  
CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE  
5<sup>th</sup> August 2016**

**Sir Earle Page Library and Education Centre, Pound Street, Grafton & Bellingen Shire  
Library, Hyde Street Bellingen  
10:30 AM**

**PRESENT:** Bellingen Shire Council  
Sharon Uthmann (Bellingen Shire Librarian)  
Cllr David Scott

Clarence Valley Council  
Cllr Karen Toms  
Dr Judy Banko (Executive Officer)  
Kathryn Breward (Regional Librarian)  
Katrina Shillam (Team Leader (Libraries West) CVC)  
Christi Brown (Management Accountant - CVC)

Meeting opened at 10:40am

**1. Acknowledgement of Traditional Custodians**

**2. APOLOGIES**

Cllr Desmae Harrison  
Cllr Margaret McKenna

**3. Disclosure of Conflict of Interest**

Nil

**4. CONFIRMATION OF MINUTES – Meeting held 17th June 2016**

No issues with previous minutes.

Moved: Cllr David Scott  
Second: Dr Judy Banko

Adopted

**5. Business arising from the Minutes – Meeting held 17th June 2016**

**5.1 10 year financial forecast for CRL Reserve allocation**

Discussion covered the various options outlined in the report for the CRL Reserve expenditure and the process for determining fund allocation to individual items including redundancy contingencies, and technology replacement. The \$50,000 reallocation from CRL Reserve back to the public Libraries was identified as to be used on infrastructure projects such as the Mobile Library Project in CVC and potentially for IT upgrades in BSC. This amount would be divided as per the per capital contributions on a 20% BSC - 80% CVC split. It was noted that further work with the Finance Section of the Executive Council

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was to be undertaken to ensure the assumptions and calculations in the forecasting formulas were current and correct from this financial year moving forward.

### Recommendation

That the Committee determine the expenditure of the Reserve budget on ongoing maintenance of RFID, the four-yearly User and Non-User Survey due in 2020, four-yearly replacement of laptops and iPads, purchase and four-yearly replacement of mini tablets, promotional activities and the maintenance of Collection HQ and a \$50,000 reallocation from the CRL Reserve for library infrastructure projects in each council according to the 20%- 80% contribution split by population.

Moved: Cllr Karen Toms

Second: Cllr David Scott

Adopted

NOTE: Cllr David Scott left the meeting at 11:00am at which point the Committee no longer had a quorum, and no further decisions were made on items on the agenda.

## **5.2 Comprehensive Data Health Check**

## **5.3 Building operational cost distribution for Grafton Library and Regional Library Services**

## **6. Correspondence**

In-coming: Nil

Out-going: Nil

Media Releases:

CRL – Discover more at your library (12/05/2016)

CRL – I got this hat in my library (16/05/2016)

CRL – New app for library services (24/05/2016)

CRL – Maintaining Standards at your library (15/06/2016)

CRL – Comics Plus comes to your library (1/07/2016)

CVC – Food for HSC thoughts at Yamba, Maclean and Grafton libraries (15/05/2016)

CVC – Story time for bouncing valley babies (7/06/2016)

BSC – New Computers in Shire Libraries (12/5/2016)

BSC – Preservation – A gift from one generation to the next (12/7/2016)

Correspondence noted.

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## **7. Executive Officer's Reports**

### **8. Regional Library Reports -**

- 8.1 Library statistics – not yet available from the State Library**
- 8.2 Draft revised Strategic Action Plan 2012-2022**
- 8.3 Contributions for 2016/17 financial year**
- 8.4 Review of Committee and operations**
- 8.5 Book Vote 2016/17 budget**
- 8.6 Quarterly Income and Expenditure Sheet**

### **9. Items for Information**

- 9.1 CRL Local Studies Disaster Management and Recovery Plan**
- 9.2 CRL Donation of \$1,000 from Clarence Valley Freemasons**

### **10. Additional Matters**

- 10.1 Clarence Regional Library Agreement review – Agreement expiry date: 30 June 2017**

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

All items not addressed in this meeting will be held over to the next meeting.

Meeting Closed: 11:58am  
Next meeting:

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