

MINUTES
CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE
5th December 2014
Bellingen Shire Library Hyde Street, Bellingen NSW

PRESENT: Bellingen Shire Council
Cllr Mark Troy
Sharon Uthmann (Bellingen Shire Librarian)

Clarence Valley Council
Cllr Margaret McKenna
Kathryn Breward (Regional Librarian)
Angela Clarke (Team Leader (Libraries East) CVC)
Judy Banko (Executive Officer)

1. Acknowledgement of Traditional Custodians

2. APOLOGIES

Cllr Karen Toms
Cllr David Scott

In the absence of the Chair, Cllr Troy nominated Cllr McKenna as Chair.

3. Disclosure of Conflict of Interest

Nil

4. CONFIRMATION OF MINUTES – Meeting held 29th August 2014

No issues with previous minutes.

Moved: Cllr Mark Troy
Second: Judy Banko

Adopted

5. Business arising from the Minutes – Meeting held 29th August 2014

Nil

6. Correspondence

Out-going: letter of support for small halls project partnership with Arts Northern Rivers

Correspondence accepted:

Moved: Cllr Margaret McKenna
Second: Judy Banko

Adopted

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7. Executive Officer's Reports

7.1 Review of CRL Committee Work plan 2012-2016.

Item 1.2.3 the Community Collection Survey had commenced at the beginning of December as was scheduled.

Item 1.3.2 was queried and it was explained that as a result of findings through the CVC marketing focus groups in 2013 and anecdotally with Bellingen community members, it was no longer considered necessary to market the Region as such but instead the focus was to be on each individual Local Government areas services and facilities, keeping it local.

Item 4.1.3 the Rates mail out of the DGR brochure was queried by Bellingen's General Manager, Cllr Troy to discuss the issue.

Recommendation:

That the amended Clarence Regional Library Committee Work Plan 2012 – 2016 be adopted by the Clarence Regional Library Committee to guide its operations over the remainder of its term.

Moved: Cllr Margaret McKenna
Second: Cllr Mark Troy

Adopted

8. Regional Library Reports -

8.1. Update on RFID

This report provides an update on the implementation of the RFID technology across the Regional Library service. After discussion, the wording in the last paragraph to be amended: delete "decision to purchase".

Recommendation

That the information on the update of RFID implementation across the Regional Library be noted by the Committee with the wording amendment in the last paragraph.

Moved: Cllr Margaret McKenna
Second: Judy Banko

Adopted

8.2. Customer Service Charter

The Committee was informed on the development of the Customer Service Charter and the associated documents for public use.

At this point a discussion of process was undertaken relating to minutes and their distribution to the Committee and to the Executive Council. The Regional Librarian was

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directed to complete the minutes within a week of the committee meeting and forward to committee members for comment/changes etc then the minutes to be submitted to the next scheduled CVC Council meeting. The purpose was to speed up the delivery to the executive council.

Recommendation

The Committee notes the adoption process for the draft Customer Service Charter.

Moved: Cllr Margaret McKenna
Second: Judy Banko

Adopted

8.3. DVD Collection review

The Committee was updated on the purchasing and usage of the collection of DVD's for loan from the Clarence Regional Library. Loans were popular and rising, it was noted that there were quality DVDs being donated by the community to enhance this collection as well.

Recommendation

That the Committee continue to acknowledge 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 this collection.

Moved: Sharon Uthmann
Second: Cllr Mark Troy

Adopted

8.4. Draft CRL Local Studies Collection Development Policy

Information was provided on the draft Local Studies Collection Development Policy that was to be developed as part of the Local Studies Strategic Plan. The Committee asked for paragraph 4 to be amended to included consultations with community members and historical museums and societies.

Recommendation

That the Committee endorse the draft Local Studies Collection Development Policy and its implementation across the Regional Library Service. The draft policy to be placed on public exhibition for no less than 28 days.

Moved: Judy Banko
Second: Cllr Margaret McKenna

Adopted

8.5. Community Collection needs survey

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The Community Collection Needs Survey as identified in Strategy 1.2.3 of the CRL Strategic Plan was launched on the 1 December and will run for 2 months and will provide valuable data on our community's needs and wants in regards to our different collections.

Recommendation

That the Committee support the implementation of the Community Collection Needs Survey over the December 2014 / January 2015 period.

Moved: Sharon Uthmann
Second: Cllr Mark Troy

Adopted

8.6. Digital collection review

An update on the development of the library's' collection in digital, or 'e' format was provided in this report.

Recommendation

That the Committee continue to support the use of a portion of the book budget for maintenance of a current and relevant digital collection in the form of eBooks, eMagazine and eAudio.

Moved: Cllr Mark Troy
Second: Judy Banko

Adopted

8.7 CollectionHQ software overview

Confirmation of the subscription to the CollectionHQ collection management solution, and the progress towards implementation was discussed. This subscription will provide many benefits to the management and promotion of the CRL collection by extracting and providing evidence based data from the Spydus Library Management System (LMS).

The last paragraph needs to be removed as this has now happened.

Recommendation

That the Committee continue to support the decision to expend a portion of the Reserve budget on implementation and annual subscription to CollectionHQ to improve the management of the CRL collection and the associated budget planning.

Moved: Sharon Uthmann
Second: Cllr Mark Troy

Adopted

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8.8 Integration of CRL staff into Grafton Library

An update on the progress of integration of Regional Services staff and services with Grafton Branch staff and services in the new Sir Earle Page Library and Education Centre was provided.

Recommendation

That the Committee note the update on the integration of Regional Services and Grafton Branch services and staff.

Moved: Cllr Margaret McKenna

Second: Judy Banko

Adopted

8.9 Process streamlining and restructure

An update to the detailed Process Streamlining and Restructure report, to be submitted in full in May 2015 was covered.

Recommendation

That the Committee recognise the work to date and the ongoing nature of process streamlining and restructuring, and recognise the benefits that have been gained to date from this work.

Moved: Sharon Uthmann

Second: Cllr Mark Troy

Adopted

8.10 Quarterly Income and Expenditure Sheet provided before the meeting

Information on the progress of the Budget for the year to date and an indication of unspent monies and the projected amount that will go into Reserve at the end of the Financial Year was discussed.

Recommendation

That the report on the 2nd Quarterly Income and Expenditure Sheet for 2014/15 is noted by the Committee.

Moved: Judy Banko

Second: Cllr Mark Troy

Adopted

9. Items for information

Nil

10. Additional Matters

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Dates for meetings in 2015 determined:

6 February	(teleconference or Grafton)
8 May	Bellingen
7 August	Grafton
6 November	Bellingen

11. Items for next meeting

Nil

Next meeting:

6 February 2015 to be either Teleconferenced or in Grafton

Meeting Closed 11:44 am

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