

**MINUTES
CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE
9th December 2016**

Sir Earle Page Library and Education Centre, Pound Street, Grafton 10:30 AM

PRESENT: Bellingen Shire Council
Sharon Uthmann (Bellingen Shire Librarian)

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

Meeting opened at 11:10am

1. Acknowledgement of Traditional Custodians

2. APOLOGIES

Cllr Desmae Harrison
Alison Pattinson Manager community and Wellbeing Bellingen Shire Council

Welcome extended to Cllr Peter Ellem, first time delegate for the Clarence Regional Library Committee

3. AGM – Election of Chair and Deputy Chair

Due to the Bellingen council delegates not being in attendance an interim Chair was nominated and elected.

Dr Judy Banko nominated Cllr Karen Toms as Interim Chair this was seconded by Cllr Peter Ellem

4. Disclosure of Conflict of Interest

Nil

5. CONFIRMATION OF MINUTES – Meeting held 5th August 2016

No issues with previous minutes.

Moved: Cllr Karen Toms
Second: Sharon Uthmann

Adopted

6. Business arising from the Minutes – Meeting held 5th August 2016

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

6.1 Comprehensive Data Health Check

Discussion covered the fact that it had been 15 years since the previous data health check, and that it was now time to undertake the check in order to budget for the second stage of the cleanup process in the next financial year.

Recommendation

That the Committee approve the purchase of the Comprehensive Data Health Check provided by Civica.

Moved: Cllr Karen Toms
Second: Sharon Uthmann

Adopted

6.2 Building operational cost distribution for Grafton Library and Regional Library Services

Discussion covered the building operational costs in general but queried the application of ABC costs to the regional library.

Recommendation

1. That the Committee note the update on the building costs for the Regional Library Services.
2. The Committee receive an information report which includes a break down of all items in the ABC costs

Moved: Cllr Karen Toms
Second: Sharon Uthmann

Adopted

6.3 Public Libraries NSW Statistical Comparison

Discussion covered the range of statistics covered in the report

Recommendation

That the report of the Clarence Regional Library performance compared to other public libraries in NSW be noted.

Moved: Cllr Peter Ellem
Second: Sharon Uthmann

Adopted

6.4 Clarence Regional Library Draft Revised Strategic Action Plan 2012-2022

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



After a brief discussion this report was deferred to the next meeting when the new Bellingen Council delegates are present.

Recommendation

The report be deferred to the next meeting.

Moved: Cllr Peter Ellem

Second: Dr Judy Banko

Adopted

6.5 Contribution to CRL for 2016/17 Financial year

Recommendation

That member Councils note their per capita contribution for the 2016/17 financial year.

Moved: Sharon Uthmann

Second: Dr Judy Banko

Adopted

6.6 Collection Allocation 2016/17 budget

Recommendation

That the report of the Draft Collection Allocation for 2016/17 be endorsed.

Moved: Cllr Peter Ellem

Second: Sharon Uthmann

Adopted

7. 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)

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

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

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

Correspondence noted.

8. Executive Officer's Reports

9. Regional Library Reports -

9.1 Overview of Library Committee

Recommendation

The report be deferred to the next meeting.

Moved: Cllr Karen Toms

Second: Sharon Uthmann

Adopted

9.2 CRL Committee procedures

Recommendation

The report be deferred to the next meeting.

Moved: Cllr Karen Toms

Second: Sharon Uthmann

Adopted

9.3 Draft Committee Work Plan 2016-2020

Recommendation

The report be deferred to the next meeting.

Moved: Cllr Karen Toms

Second: Sharon Uthmann

Adopted

9.4 Regional Library Agreement

After discussion it was determined to accept the minor edits as indicated but defer the remainder to the next meeting.

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

Recommendation

That in the report on the Regional Library Agreement the:

1. Minor edits and amendments are accepted which include:
 - a. Item 7.9
 - b. Item 7.10
 - c. Item 8.1 (b)
 - d. Item 9.2
 - e. Item 12.2.3
 - f. Item 17.1
2. The committee recommends an extension of the library agreement for a further 12 months to 1 July 2018 in order to fulfil the time frame whilst deliberating the funding formula etc.
3. The outstanding items to be further discussed will include:
 - a. Item 10.3
 - b. item 10.6
 - c. Item 15.1

Moved: Dr Judy Banko
Second: Sharon Uthmann

Adopted

9.5 Schedule of Fees and Charges for the Clarence Regional Library for 2016/17

Recommendation

That the CRL Fees and Charges for 2016/17 are endorsed by the Committee

Moved: Dr Judy Banko
Second: Sharon Uthmann

Adopted

9.6 Quarterly Income and Expenditure Sheet 4th quarter 2015/16 and 1st quarter 2016/17

Recommendation

That the CRL Fees and Charges for 2016/17 are endorsed by the Committee

Moved: Cllr Peter Ellem

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



Second: Dr Judy Banko

Adopted

10 Items for Information

10.1 CRL Local Studies Disaster Management and Recovery Plan

Recommendation

That the progress of the CRL Local Studies Disaster Management and Recovery Plan is noted.

Moved: Sharon Uthmann

Second: Cllr Peter Ellem

Adopted

11 Additional Matters

11.1 Dates for meetings in 2017 to be determined:

11.1.1 3rd February 2017

11.1.2 5th May 2017

11.1.3 4th August 2017

11.1.4 3 November 2017

12 Items for next meeting

12.1 Items deferred from this meeting

12.1.1 Item AGM elections

12.1.2 ABC cost breakdown for Regional Library

12.1.3 Clarence Regional Library Draft Revised Strategic Action Plan 2012-2022

12.1.4 Overview of Library Committee

12.1.5 CRL Committee procedures

12.1.6 Draft Committee Work Plan 2016-2020

12.1.7 Regional Library Agreement

Meeting Closed: 11:58am

Next meeting:

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

