

MINUTES
CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE
5th February 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 Desmae Harrison

Clarence Valley Council
 Cllr Margaret McKenna
 Dr Judy Banko (Executive Officer)
 Kathryn Breward (Regional Librarian)
 Katrina Shillam (Team Leader (Libraries West) CVC)

1. Acknowledgement of Traditional Custodians

2. APOLOGIES

Cllr Karen Toms, Cllr David Scott

3. Election of Chair and Deputy Chair

Nominated Chair: Cllr McKenna by Judy Banko seconded by Cllr Harrison, confirmed.

Nominated Deputy Chair: Cllr Scott, by Sharon Uthmann seconded by Cllr Harrison, confirmed.

Cllr Desmae Harrison (declined)

Adopted

4. Disclosure of Conflict of Interest

Nil

5. CONFIRMATION OF MINUTES – Meeting held 6th November 2015

No issues with previous minutes.

Moved: Judy Banko
 Second: Sharon Uthmann

Adopted

6. Business arising from the Minutes – Meeting held 6th November 2015

- 6.1 LGA per capita calculations – no report as still investigating. A report will be presented at the May meeting.

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

7. Correspondence

In-coming: Nil

Out-going:

Media Releases:

CVC - Chill out at the Library on Jaca Thursday (4/11/2015)

CVC - Judy Nunn visit (6/11/2015)

CRL - Community invited to select books for their library (10/11/2015)

CRL - Get lost this summer (13/11/2015)

CVC - International games day at the library (19/11/2015)

CVC - Library offers the hand of friendship (26/11/2015)

BSC - Mobility Map Launch (3/12/2015)

BSC - Seeds available at Dorrigo Library (3/12/2015)

BSC - Discover lost worlds at your library (3/12/2015)

CRL - Community members choose books for their library (10/12/2015)

CVC - What to do with the kids? Coding, Book Art and more (8/1/2016)

CRL - More eBook titles for library borrowers (12/1/2016)

Correspondence noted.

8. Executive Officer's Reports

Nil

9. Regional Library Reports -

9.1. User and Non- User Survey 2016

An update of the development of the Library User and Non-User Survey 2016 used to support the development of the Strategic Plan for the Clarence Regional Library network was provided.

Recommendation

That the committee note the progress of the user/ non user survey project.

Moved: Judy Banko

Second: Cllr Harrison

Adopted

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9.2. Targeted Public Consultations

An update on targeted public consultation strategies undertaken by the Clarence Valley Libraries as identified in Strategies 1.2.3 and 1.5.1 of the CRL Strategic Plan.

Recommendation

That the Committee support ongoing targeted public consultation as planned.

Moved: Judy Banko
Second: Sharon Uthmann

Adopted

9.3. Expansion of Aboriginal Resources

The process of selection and purchasing of Aboriginal Resources for the library collection was detailed. It was noted that a DL flyer and a Pull-up signage poster have been developed for promoting the library's collections to the aboriginal community in each LGA.

Recommendation

That the report on the process for the selection and purchasing of Aboriginal Resources be noted.

Moved: Judy Banko
Second: Cllr Harrison

Adopted

9.4. Annual Community Book Selection

The delivery of the fourth round of Annual Community Book Selection Events held in Bellingen and Grafton libraries in September and November 2015 were reported on. Dorrigo and Urunga Libraries will be considered for future events as well.

Recommendation

That the Committee note the ongoing success of the Community Book Selections and the intention to continue as annual events in each of the local government areas (LGAs).

Moved: Judy Banko
Second: Sharon Uthmann

Adopted

9.5. Collection Management Plan

An overview of the CRL Collection Management policies and procedures was provided to update the committee.

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

Recommendation

That the Collection Management Plan continue to be recognised by the Committee as a framework for the CRL Collection.

Moved: Judy Banko
Second: Sharon Uthmann

Adopted

9.6. Library Management System Review

The progress of the Review of the Library Management System was discussed. A more detailed report on the outcome of the review will be prepared for the May meeting.

That the progress of the Review of the Library Management System be noted.

9.7. Quarterly Income and Expenditure Sheet

The report provided information on the progress of the Budget for the year to date. It also report on overview of the potential allocation of the Reserve Funds accumulated.

Recommendation

That the report:

- On the 2nd Quarter Income and Expenditure Sheet for 2015/16 for the Regional Library is noted by the Committee, and
- The variation to the budget be approved for adoption to include \$40,000.00 for Building Maintenance; \$2245.00 increase to the Motor Vehicle budget and \$100.00 increase to the insurance budget be approved by the Committee for adoption by the Executive Council

Moved: Judy Banko
Second: Sharon Uthmann

Adopted

10. Items for Information

11. Additional Matters

12. Items for next meeting

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

- a. User/non user survey
- b. Local Studies Strategic Plan
- c. Increased Databases
- d. Library Management System Review
- e. Building Maintenance costs for CRL report
- f. Per capita contribution calculation adjustment based on population
- g. Quarterly income and expenditure sheet

Meeting Closed: 11:13am

Next meeting: Due to Full North East Zone Library Meeting on 5th May it was agreed to meet on Friday 13 May, Skyping between Grafton and Bellingen Libraries

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

