

**MINUTES
CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE
17th June 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
Cllr David Scott

Clarence Valley Council
Cllr Margaret McKenna
Dr Judy Banko (Executive Officer)
Kathryn Breward (Regional Librarian)
Angela Clarke (Team Leader (Libraries East))
Christi Brown (Management Accountant)

Katrina Shillam (Team Leader (Libraries West) CVC) - Entered meeting at
11:00am

1. Acknowledgement of Traditional Custodians

2. APOLOGIES

Cllr Karen Toms

3. Disclosure of Conflict of Interest

Nil

4. CONFIRMATION OF MINUTES – Meeting held 5th February 2016

No issues with previous minutes.

Moved: Sharon Uthmann
Second: Dr Judy Banko

Adopted

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

5.1 LGA per capita calculations

Discussion covered the complexity of the formula calculation as it appeared in the Library Agreement, as well as the ramifications of the different options outlined in the report.

Recommendation

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

That the Committee note the method for calculating per capita contributions for the Clarence Regional Library and agree to transfer the adjusted Per Capita Contribution over payments from CRL Reserve as a one off payment back to the member councils.

Moved: Judy Banko
Second: Cllr Scott

Adopted

Other business arising included in Regional Library reports.

6. Correspondence

In-coming: Nil

Out-going:

Media Releases:

CVC – Tim Heard bee man author talk (12/2/2016)

CVC – Author brings Clarence memories to life (23/03/2016)

CVC – Live ‘n’ Loud in the Library (11/03/2016)

CVC – Live ‘n’ Loud in the Library 2 (27/4/2016)

CRL – Be on the alert for new books (26/02/2016)

CRL – Simple stickers bound to help parents (26/02/2016)

BSC – Conscious Leadership Book Launch (3/3/2016)

BSC – Council celebrates Harmony Day with Morning Tea (22/3/2015)

BSC – ANZAC Day Display (21/4/2015)

BSC – Holiday craft activities a Bellingen Shire Libraries (1/5/2016)

Correspondence noted.

7. Executive Officer’s Reports

7.1 Transition of Committee after Local Government Elections

This report provided a proposed course of action for the transitioning of the current Committee to the new Committee after the Local Government Elections in September 2016. Discussion covered the need to schedule a workshop session of the committee to go over the Strategic Action Plan as drafted by the staff, dates, times and location were discussed.

Recommendation

That the Clarence Regional Library Committee:

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

1. Adopts the proposed actions to transition from the current Committee to the new Committee following Local Government elections in September 2012 in relation to the Strategic Plan, Action Plan and Work Plan.
2. That the Committee meets for a workshop on the draft CRL Strategic Action Plan on the 26 July at 10:30 in Grafton Library Meeting Room.

Moved: Cllr McKenna
Second: Dr Judy Banko

Adopted

8. Regional Library Reports -

8.1. User and Non- User Survey 2016

Discussion of the Library User / Non User Survey was deferred to the end of the meeting when James Parker from Jetty Research would be available via Skype to answer questions on the outcomes of the Library Survey. This was then deferred to the 26 July due to technical issues with the skype process.

8.2. Local Studies Strategic Plan

An update was provided on the progress of the Local Studies Strategic Plan. Verification of the staff training dates for Bellingen were requested from the Bellingen Shire Librarian and will be forwarded. Committee members were impressed at the usage figures of Ancestry.com Library edition.

Recommendation

That the progress of the implementation of the Local Studies Strategic Plan be noted.

Moved: Cllr McKenna
Second: Cllr Harrison

Adopted

8.3. CRL Disaster Management and Recovery Plan

A report provided an overview of the Clarence Regional Library Disaster Management and Recovery Plan.

Recommendation

That the Committee endorse the CRL Disaster Management Plan for adoption by the Executive Council.

Moved: Cllr McKenna
Second: Cllr Scott

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

Adopted

8.4. Integration of Grafton Library and Regional Library Services – Building Operation Costs

This report was deferred to await a decision by the CVC Executive Officers on actual building costs between the Grafton library and Regional Library Services to be finalised.

8.5. Library Management System Review

The results of the Review of the Library Management System (LMS) were outlined and a number of recommendations were discussed as to the future directions of the LMS. More detail was requested for the Comprehensive Data Health Check, to be provided at the next meeting. A question was asked whether it was possible to determine the actual revenue from each LGA, this is to be investigated and reported at the next meeting.

Recommendation

That the Review of the Library Management System (LMS) is noted. From this Review it is recommended that the committee endorse:

1. The Clarence Regional Library's continued use of the current Library Management System.
2. The implementation of the E- Content Interfaces
3. The implementation of the Events Module.
4. The contract extension for Managed Services by 2 years to include the addition of Collections HQ interface, Desktop PC Management, E-Content Interfaces and Events Management Module.

And note:

5. The ongoing investigation of the use of ePayments.

Moved: Dr Judy Banko
Second: Cllr McKenna

Adopted

8.6. 10yr financial forecast for CRL Reserve Allocation

An overview of the potential allocation of the Reserve Funds accumulated in recent years was provided. The committee asked whether it was possible to determine which funds in the CRL Reserve were from the State Library subsidies and which were from council per capita contributions. This will be investigated for the next meeting.

Recommendation

That the Committee adopt the expenditure of the Reserve budget on maintenance of RFID, the four-yearly User and Non-User Survey, four-yearly replacement of laptops and iPads, purchase and four-yearly replacement of mini tablets, promotional activities and the implementation and maintenance of Collection HQ and a \$50,000 reallocation from the State Library Subsidy for library infrastructure in each council. Decision to be deferred till next meeting.

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Moved: Cllr McKenna
Second: Dr Judy Banko

Adopted

8.7. Quarterly Income and Expenditure Sheet

The progress of the Budget for the year to date was reported and an overview of the potential allocation of the Reserve Funds accumulated. Questions from the committee regarding expenditure were answered by the CVC Management Accountant present in the meeting. Overall budget is tracking on target at this point in the financial year. An updated income and expenditure sheet was requested to be forwarded to committee covering the items discussed.

Recommendation

That the report:

On the 3rd Quarter Income and Expenditure Sheet for 2015/16 for the Regional is noted by the Committee.

Moved: Judy Banko
Second: Cllr Scott

Adopted

Christi Brown left meeting at 12:15pm

9. Items for Information

9.1 Presentation by James Parker from Jetty Research re CRL User/Nonuser Survey 2016

Deferred until Strategic Plan workshop 26 July in Grafton

10. Additional Matters

11. Items for next meeting

- 11.1 CRL Strategic Plan, CRL Strategic Action Plan and CRLC Work Plan
- 11.2 Comprehensive digital collection
- 11.3 Quarterly income and expenditure spreadsheet

Meeting Closed: 12.33pm

Next meeting:

- Strategic Plan Workshop 26 July 10:30 Grafton Library meeting room
- Friday 5 August, Skyping between Grafton and Bellingen Libraries

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