

MINUTES

CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE

3rd May 2013

BELLINGEN SHIRE LIBRARY, Hyde Street, Bellingen.

PRESENT:

Bellingen Shire Council

Clr David Scott

Clr Mark Troy

Sharon Uthmann (Bellingen Shire Librarian)

Clarence Valley Council

Clr Karen Toms

Clr Margaret McKenna

Anne D'Arcy (Executive Officer)

Kathryn Breward (Regional Librarian)

Katrina Shillam (Team Leader (Libraries West) CVC)

1. Acknowledgement of Traditional Custodians

Welcome:

2. APOLOGIES

Nil

3. Disclosure of Conflict of Interest

Nil

4. CONFIRMATION OF MINUTES – Meeting held 15th February 2013

No issues with previous minutes.

Moved: Clr Troy

Second: Anne D'Arcy

Adopted

5. Business arising from the Minutes – Meeting held 15th February 2013

Refer to reports listed for this meeting:

5.1. NSC withdrawal financial breakdown – See item 7.1

5.2. Update on library policies - See items 8.2

5.3. Draft Strategic Plan 2012-2022 - See item 8.3

5.4. Report on expenditure of bequest to Maclean Library - noted a balance of \$36.00

Recommendation:

That the expenditure of the bequest to Maclean Library on a chess table and other furniture be noted.

Moved: Clr McKenna
Second: Sharon Uthmann
Adopted

5.5 Process streamlining and staffing levels – See item 8.1

6. Correspondence

6.1 In-coming letter from Clr Graham Smith from Public Libraries NSW urging further lobbying initiatives from member councils.

Recommendation:

That the Committee support Clr Smith's request to recommend each council to submit a notice of motion on the issue of library funding in line with the draft proposal.

The Regional Librarian to check if a word.doc is available and forward to Clr McKenna.

Councillors on the Committee to submit a notice of motion to their respective Councils.

Moved: Clr McKenna
Second: Clr Troy
Adopted

7. Executive Officer's Report No. 2/13

7.1 NSC Withdrawal financial breakdown

The Executive Officer is awaiting CVC General Manager's response to the draft letter (attached) that was prepared for NSC. No meeting has been scheduled for CVC and NSC General Managers to discuss the matter. However, via a phone conversation it has been agreed to revisit the payment calculation based on "termination" of the CRL entity.

The result is that NSC would owe the CVC approximately \$13,000.

It was suggested that a letter be drafted detailing the assumptions used for both calculations, indicating that it is the CRL Committee's recommendation to use the results of the initial calculation as it is a truer indication of the situation following NSC's departure from the CRL. A timeframe for a response should also be indicated.

Recommendation:

The committee notes the analysis of CRL members' liabilities and assets as at 30/6/12 requested by NSC and recommends that CVC provide further written comparison to NSC in relation to the method used by CVC and the method suggested by NSC for determining the net financial situation for NSC from its departure from the CRL, indicating the Committee's support for the initial method as a truer indication of the result of their departure and seek their response within a 30 day timeframe.

Moved: Clr Scott
Second: Clr McKenna
Adopted

8. Regional Library Reports No. 2/13

8.1. Process streamlining and staffing levels

This report provided an update on the process streamlining being undertaken at CRL Headquarters and reviews the need for additional hours for completion of work tasks.

Recommendation

That the CRL Committee

1. Note the need for and progress of the Outsourcing Review, the results of which will be reported to a future meeting.
2. Endorse the increase in hours for the Grade 3 Library Assistant (Acquisitions & Promotions) from 14 hours per week to 28 hours per week.

Moved: Clr McKenna
Second: Sharon Uthmann
Adopted

8.2. Volunteer Policy and Collection Development Policy update

This report provided an update on the adoption of the CRL Volunteer and Collection Development Policies by the Executive Council.

Recommendation

The Committee notes that the draft Volunteer Policy and the draft Collection Development was presented to Clarence Valley Council for adoption at the April 2013 meeting following its public exhibition during which no comments were received.

Moved: Clr McKenna
Second: Sharon Uthmann
Adopted

8.3. Draft CRL Strategic Plan update

This report provided an update on the adoption of the Draft CRL Strategic Plan 2012-2022 by the Executive Council.

Recommendation

The Committee notes that the draft CRL Strategic Plan 2012-2022 was adopted by the Clarence Valley Council at its April 2013 meeting.

Moved: Clr McKenna
Second: Sharon Uthmann
Adopted

8.4. RFID Grant Application update

This report provided an update on the RFID Grant Application submitted to the State Library Country Library Grant Funds in November 2012.

Recommendation

That the Committee note the Grant Application for \$97,550.00 for RFID was approved by the Executive Council for submission to the State Library under their Country Libraries Development Fund.

Moved: Clr McKenna
Second: Sharon Uthmann
Adopted

8.5. New Technologies

This report provided information relating to new technologies being implemented across the Clarence Regional Library Service.

Recommendation

That the new technologies implemented across the Clarence Regional Library Service be noted.

Moved: Sharon Uthmann
Second: Clr Scott
Adopted

8.6. Marketing Plan

This report provided an overview of the development of a five point marketing strategy for Clarence valley Libraries which then may be adaptable for the Clarence Regional Library (CRL) service.

In hindsight the survey should have only been placed on CVC website and not CRL website as it was specifically aimed at CVC residents only and potentially caused some confusion with the Bellingen library community. It may be worthwhile to do the survey in Bellingen as well, at a later date. The Executive Officer recommends the committee see the strategy first to determine whether it can be adapted to CRL as it is a framework for CVC libraries.

Recommendation

That the Committee notes the development of a five point marketing strategy for Clarence valley Libraries which then may be adaptable for the Clarence Regional Library service.

Moved: Clr McKenna
Second: Clr Troy
Adopted

8.7. CRL Identity and Signage

The report updates progress of a CRL Identity and signage for the Clarence Regional Library service.

Recommendation

That the progress in developing a CRL identity be acknowledged and the issues identified as barriers in the development of signage for the Regional Library be noted.

Moved: Clr McKenna
Second: Clr Scott
Adopted

8.8. Targeted public consultations

This report updates progress in targeted public consultations for the Clarence Regional Library.

Recommendation

That the delay in progressing targeted public consultations be noted.

Moved: Clr McKenna
Second: Sharon Uthmann
Adopted

8.9. Quarterly Balance Sheet provided before the meeting

Committee requested that:

- Invoices for member contributions need to be sent out at the beginning of each quarter.
- That an additional column on the spreadsheet be inserted each quarter that gives the dollar value of the remainder of funds left at the point of the report.
- In grants section of spreadsheet the actual income needs to be listed.
- A running sheet of liabilities and assets be produced for each quarter.

Recommendation

That the report on the Quarterly Income and Expenditure Sheets for the 3rd quarter 2012/13 is accepted by the Committee.

Moved: Clr Toms
Second: Clr Scott
Adopted

9. Items for Information

Nil

10. Additional Matters

Nil

11. Items for next meeting

Refer to CRLC Work plan.

Next meeting:

2nd August 2013 – South Grafton

Meeting Closed 11.58 am

Anne D'Arcy

Executive Officer
Clarence Regional Library

Prepared by: Kathryn Breward
Section: Regional Librarian