

**MINUTES**  
**CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE**  
**8<sup>th</sup> May 2015**

**Sir Earle Page Library and Education Centre, Pound Street, Grafton & Bellingen Shire**  
**Library, Hyde Street Bellingen**

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

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

**1. Acknowledgement of Traditional Custodians**

**2. APOLOGIES**

Cllr David Scott

**3. Disclosure of Conflict of Interest**

Nil

**4. CONFIRMATION OF MINUTES – Meeting held 6<sup>th</sup> February 2015**

No issues with previous minutes.

Moved: Sharon Uthmann  
Second: Cllr Karen Toms

Adopted

**5. Business arising from the Minutes – Meeting held 6<sup>th</sup> February 2015**

These will be addressed in the Regional Librarian's reports section

**6. Correspondence**

Out-going:            NIL

In-coming:            NIL

Note: will include a list of Media Releases for the quarter and a copy of each as attachments with the agenda and the list will be added to the minutes of each CRL Committee meeting.

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

**7. Executive Officer's Reports**

**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. An offline version of the DIY Kiosks was installed during February which will assist work flow during those rare periods when we are not able to access the online version. The report on the RFID Implementation Project to the State Library is being currently prepared.

Recommendation

That the information on the update of RFID implementation across the Regional Library be noted by the Committee.

Moved: Sharon Uthmann  
Second: Judy Banko

Adopted

**8.2. Target public consultations – Collection Survey results**

The committee was updated on the results of the Collection Survey with 400 completed in total across the region with Yamba having the highest (32%) representation from residents.

Recommendation

That the Committee support ongoing targeted public consultation as planned, noting the amendment to the report.

Moved: Cllr Mark Troy  
Second: Cllr Margaret McKenna

Adopted

**8.3. Local Studies Strategic Plan update**

The report covered key actions since the last update of the Local Studies Strategic Plan.

Recommendation

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

Moved: Cllr Margaret McKenna  
Second: Sharon Uthmann

Adopted

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

#### **8.4. New Technologies**

The 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: Cllr Margaret McKenna  
Second: Cllr Mark Troy

Adopted

#### **8.5. Update: Integration of Regional and Grafton Branch Services**

An update on the integration of Regional Services staff and services with Grafton Branch staff and services in the Sir Earle Page Library and Education Centre was provided to the meeting. It was requested that supporting documentation be provided each quarter to the committee regarding the cooperative staffing initiative between the branch service and the regional service.

##### Recommendation

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

Moved: Judy Banko  
Second: Sharon Uthmann

Adopted

#### **8.6. Quarterly Income and Expenditure Sheet**

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 Quarterly Income and Expenditure Sheet is noted by the Committee.

Moved: Cllr Mark Troy  
Second: Cllr Karen Toms

Adopted

### **9. Items for information**

9.1 Draft Customer Service Charter – Adopted at February Clarence Valley Council Meeting

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

9.2 Draft Local Studies Collection Development Policy – Went to Clarence Valley Council in February then placed on 28 days public display for community feedback. To date no responses have been presented, a report will go to Council for adoption at the May council meeting.

## 10. Additional Matters

10.1 Amendment to minutes of last meeting: item 8.1 last paragraph “After clarification, the wording in the fourth dot point to be amended to read: “through minor adjustments”, should have appeared at the end of the Recommendation so that it looked like:

### Recommendation

That the information on the update of RFID implementation across the Regional Library be noted by the Committee. After clarification, the wording in the fourth dot point to be amended to read: “through minor adjustments”.

10.2 North East Zone of the NSW Public Library Association will be asking the National Library to consider access to its collection via your local public library card as is now the case with the State Library in NSW.

10.3 No news as yet regarding the future of State Public Library Funding.

10.4 The draft Collection Management Plan will go before executive council at the May meeting.

## 11. Items for next meeting

1.1. RFID progress

1.2. Increased Databases

1.3. Increased Income - Report on DGR Mail out in CVC Rates Notices

### **Next meeting:**

7 August 2015 to be Skyped/ Teleconferenced or in Grafton

Meeting Closed 11:29 am

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

