

MINUTES
CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE
4th MAY 2012
BELLINGEN SHIRE COUNCIL Bellingen Library, Hyde Street, Bellingen

PRESENT:

Bellingen Shire Council
Clr Kerry Child
Sharon Uthmann (Bellingen Shire Librarian)

Clarence Valley Council
Clr Karen Toms
Anne D'Arcy (Executive Officer)
Kathryn Breward (Regional Librarian)

Nambucca Shire Council
Coral Hutchinson

1. APOLOGIES

Clr Margaret McKenna
Katrina Shillam (Team Leader (Libraries West) CVC)

2. Disclosure of Conflict of Interest

Nil

3. CONFIRMATION OF MINUTES – Meeting held 10th February 2012

Moved: Clr Childs
Second: Sharon Uthmann

4. Business arising from the Minutes – Meeting held 10th February 2012

4.1 Youth Survey

Report to be prepared for next meeting.

5. Correspondence

5.1 In-coming

From State Library NSW re Revitalising Regional Libraries

Revitalising Regional Libraries program provides each LGA with \$16,000 to spend on their library service. Each LGA of the Regional Library will be spending the money in their Libraries not sending to the Regional Library service.

Suggestions for areas to spend the \$16,000 in money included:

Bellingen Shire: refurbish Urunga & Dorrigo Libraries
CVC: a marketing Plan or on "Living Libraries program"
Nambucca Shire: Extending Macksville Library

Discussion with Peter Wilson, Director of Corporate Services Division from Bellingen Shire re: new Library Agreement.

The Executive Officer had discussions with Peter Wilson and will be further meeting with him and his General Manager re the Regional Library's Reserve monies, to detail the breakdown in expenses from the reserve.

5.2 Out-going

Correspondence noted.

Moved:
Second:

6. Executive Officer's Report No. 2/12

6.1 User/Non User Survey 2012

James Parker from Jetty Research attended the meeting providing a detailed look at the results of the user/Nonuser Survey 2012 for the Clarence Regional Library.

Recommendation:

That the committee note the findings from Jetty Research and use them in the review of the Strategic Plan.

Moved: Clr Toms
Second: Clr Childs

6.2 DRAFT new Clarence Regional Library Service Agreement

Executive Officer indicated that Bellingen's Director of Corporate Services, Peter Wilson was happy with the contents.

Recommendation:

The amended Clarence Regional Library Service Agreement as adopted by the Executive Council be forwarded to members for signing.

Moved: Clr Toms
Second: Sharon Uthmann

6.3 Workshop date for review of Strategic Plan

Meeting dates were discussed and it was decided time need to be allowed for the Staff to meet first for their review of the Strategic Plan. The date decided on for the Committee was 20 July 2012 at Coffs harbour at 9:30 am for approximately 3 hours.

7 Regional Library Reports No. 2/12

7.1 Amended Children's and Young Adult Policy review

Recommendation:

That the adoption of the amended Policy for Children and Young Adults by the Executive Council be noted by the Committee.

Moved: Sharon Uthmann
Second: Clr Childs

7.2 Volunteer Policy and Fines and Fee Waiving Policy update

An explanation was sought why it was necessary to consult with the CVC Human Resources section. CVC has a volunteer protocol in place across council. A Policy has higher authority than a protocol, so those implications need to be considered in discussion with CVC's Volunteer Coordinator. It was noted that the committee's preference is for a policy.

Recommendation:
That:

1. The adoption of the Fines and Fee Waiving Policy by Clarence Valley Council be noted;
2. Further internal review of the Volunteer Policy is being undertaken within Clarence Valley Council.

Moved: Clr Toms
Second: Sharon Uthmann

7.3 DRAFT Local Studies Strategic Plan

Recommendation:
The Draft Local Studies and Family History Strategic Plan was endorsed by Executive Committee of the Executive Council for consideration by Council at its May 2012 meeting.

Moved: Sharon Uthmann
Second: Clr Childs

7.4 Update on NSC Withdrawal Plan

- New barcodes on NSC stock were requested so borrowers are not confused with which organisation they are borrowing books from after 30 June. The alternative is to put a line through the "Clarence Regional Library" on the top of each barcode. NSC staff have indicated this will be too time consuming for them to do. NSC was to revisit her staff decision not to make a change in the barcodes retrospectively.
- NSC also mooted that CRL headquarters cease cataloguing for NSC now. The Regional Librarian and Executive Officer advised against this as it was a core service and Regional Headquarters was willing to fulfil that responsibility up until the 30 June 2012. NSC to provide feedback.
- NSC to receive old CD Cleaner and a laptop for each of the Libraries.
- Name change for the Regional Library to be put on hold for the time being.
- No change in reciprocal rights of borrowers.
- Series titles, to remain as is with no swaps between library services. Civica has advised that CRL will have Bibliographic records without items attached and these can be used for collection development.

- Discussions with Civica re Library Management System issues relating to withdrawal of NSC.
- Collection profile from February to be sent to NSC.
- NSC staff had training with Headquarters staff, with a further day planned, to assess the Stack Collections for distribution.
- The 2nd quarter contribution payment to the Regional Library has now been received from both NSC and Bellinghen.

Recommendation:

That the committee note the progress of the implementation of the Withdrawal Plan of Nambucca Shire Council from the Clarence Regional Library Service.

Moved: Clr Toms

Second: Sharon Uthmann

7.5 Quarterly Balance Sheet

Recommendation:

That the report on the Quarterly Income and Expenditure Sheet is noted by the Committee.

Moved: Sharon Uthmann

Second: Clr Childs

Further discussion surrounded the remaining book vote, with concern that there was still approximately \$150,000 to be spent in the next 2 months before the end of the financial year. Kinokuniye bookstore in Sydney was suggested as a new source for purchasing stock. Staff to investigate. The Nambucca Shire Council representative indicated that a portion of that \$150,000 should go to them at the end of their association with the region. It was decided that \$100,000 be spent before the end of the financial year to accommodate this.

Recommendation:

The Regional Library vigorously pursues online purchasing to maximise remaining book vote to the end of the financial year.

Moved: Clr Toms

Second: Clr Childs

8 Items for information

- 8.1** Grant application – results have not been announced yet.
- 8.2** Caught Reading Photo Competition for National Year of Reading 2012 received 48 entries; winners to be announced in Library Week 20 – 26 May 2012. Kobo eReaders have been purchased for the 6 winners.
- 8.3** Restructure of headquarters staff as a result of NSC withdrawal is progressing.

9 Additional Matters

9.3 Items for donations

To be discussed in the review of the Strategic and Action Plan Workshop.

10 Items for next meeting

- 10.3 Local Studies Strategic Plan update
- 10.4 Youth Survey report
- 10.5 Quarterly Income and Expenditure Sheet
- 10.6 Policies progress through process of implementation

11 Next Meeting

3th August 2012 – Grafton

Meeting Closed 1:20 pm

Anne D'Arcy
Executive Officer
Clarence Regional Library

Prepared by: Kathryn Breward
Section: Regional Librarian