

**MINUTES
CLARENCE REGIONAL LIBRARY ADVISORY COMMITTEE
10th FEBRUARY 2012**

CLARENCE VALLEY COUNCIL Regional Headquarters, 110 Spring Street South Grafton

PRESENT:

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

Clarence Valley Council
Clr Margaret McKenna
Anne D'Arcy (Executive Officer)
Katrina Shillam (Grafton Branch Librarian, Acting Branch Coordinator CVC)
Kathryn Breward (Regional Librarian)

1. APOLOGIES

Clr Karen Toms
Coral Hutchinson (Nambucca Shire Council)

2. Disclosure of Conflict of Interest

Nil

3. CONFIRMATION OF MINUTES – Meeting held 5th December 2011

Changes made:
5.1 to be moved to Additional Matters 9.2

Recommendation:
That the minutes of the Clarence Regional Library meeting held on 5th December 2011 be accepted.

Moved: Clr McKenna
Second: Sharon Uthmann

4. Business arising from the Minutes – Meeting held 5th December 2011

4.1 CRLC Amended Workplan

Changes to the Workplan were noted from the Report.

Recommendation:

1. Adopt the amended CRL Workplan 2009-2012 December 2011 as agreed at the December 2011 meeting.

2. Adopt 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 Workplan.

Moved: Clr McKenna
Second: Clr Childs

4.2 Estimated Per Capita Contribution for 2012/13

The officer's recommendation that each member Council be advised of the estimated range in contributions equating an 8.8% increase in the per capita contribution to the Clarence Regional Library for inclusion in the preparation of their 2012/13 budgets with a final figure to be provided as soon as population data is made available from Libraries NSW.

Moved: Clr McKenna
Second: Sharon Uthmann

4.3 Potential options for expenditure of Reserve Funds and workshop

Exact reserve amount determined after 30 June 2012. Discussion occurred surrounding the various options for expenditure indicated in the report as well as consideration of the long-term outcomes of the varying uses for the reserve funds.

- All financial liabilities need to be considered by the committee.
- The withdrawal of NSC has highlighted the need to ensure that funds are available to address liabilities at any point in time.
- Liabilities include estimates of potential impacts on staffing levels. These can never be accurately determined but an annual review needs to be undertaken as those potential liabilities change each year.
- Current known liabilities including commitments for purchase of stock and NSC's portion of the reserve, reduces the total reserve amount by approximately 35%.
- Agreed expenditures including National Year of Reading, the 4 yearly survey that informs the strategic direction for the service and the CRL's contribution to a yet-to-be-determined successful funding application of the introduction of RFID will reduce the current reserve by a further 18%, leaving only 48% of the current amount.
- Liabilities resulting from staffing changes associated with the departure of NSC and the potential future cessation of the existence of the CRL will result in further reductions in the reserve amount.
- All those liabilities could result in the reserve available for further expenditure representing between 20% - 25% of the current total.
- After consideration of the key priorities for future expenditure and interest earned, those funds may last between 5 – 12 years or longer depending on interest rates and exact costs of events (can only be estimated at this point in time).
- It is vital to have a reserve of funds to meet future situations without imposing additional financial constraints on member Councils or indeed the Executive Council.
- Those reserves do need to be expended on the purposes for which they were gathered – continuous improvements in the library service as specified in the approved member Agreement.
- However, retaining a portion of those reserves will generate further income to subsidise costs of improvements into the future for a period of time.

Recommendation:

The committee

1. Agrees to retain a portion of the Reserve as a contingency for staffing matters to be reviewed annually.
2. Recommends that a portion of the Reserve be held for the purpose of generating additional interest income. The Reserve funds and interest earned to be used to subsidise the cost of such items as RFID annual maintenance, 4 yearly User/Non User Survey, annual promotions and new technology budgets which are currently not funded in the budget.

Moved: Sharon Uthmann

Second: Clr McKenna

4.4 Letter from CVC's GM to NSC's GM

Letter provided to Committee as requested in previous minutes.

5. Correspondence

5.1 In-coming

NSC's GM requesting further information regarding withdrawal of NSC from the CRL

5.2 Out-going

CVC's GM response to above letter

Correspondence noted.

Moved: Clr McKenna

Second: Clr Childs

6. Executive Officer's Report No. 1/12

6.1 User/Non User Survey 2012

The report was discussed in regard to the timeline of implementation and the CRL Workplan (item 4.1) and the 2008 Survey questions were looked at briefly. Some suggestions for changes to the questions were indicated by various members of the committee for the Regional Librarian and staff to consider. Discussion also occurred around the need for a survey for youth as this survey did not capture the under 15 years age group.

Recommendation:

1. That the committee endorse a modified 2008 User and Non-User Survey to be used to gain feedback from the Clarence Valley and Bellingen Shires Councils about library services.
2. That the committee endorse the survey methodology being random and conducted via telephone.
3. Committee recommends that the Regional Librarian investigates the implementation of a survey for youth.

Moved: Sharon Uthmann

Second: Clr McKenna

6.2 DRAFT new Clarence Regional Library Service Agreement

Changes to the DRAFT new Agreement to note include:

8.1 “nominate 2 representatives” was changed to “nominate 3 representatives” as it can be difficult to gain a quorum with only 2 representatives. It was noted that a small council may have difficulty in finding 3 members for the committee, however the committee was unanimous in agreeing to increase the number. Also changed “the other may be a staff member” to “the others may be staff members”. This change was made to help facilitate 3 representatives per council on the committee.

8.7 Change “Country Public Libraries Association of NSW” to “Public Libraries NSW”.

9.1 Change “The Committee will meet at “ to “The Committee will schedule to meet at”.

10.4 Added to the end of the paragraph: “Refer to Schedule for an example.” Then move 10.4.1 – 10.4.5 to the Schedule of the Agreement.

15 Changes to deal with withdrawal notices of less than a year.

15.8 Insert after “not less than 6 months”: “and not before the end of the current financial year”.

15.9 Add to the end of the paragraph: “or overtime payments accrued by staff facilitating the withdrawal and other contingent liabilities.”

Moved: Sharon Uthmann
Second: Clr McKenna

7. Regional Library Reports No. 1/12

7.1 Amended Children’s and Young Adult Policy review

Recommendation:

The amended policy be endorsed for referral to Executive Council for adoption.

Moved: Clr McKenna
Second: Sharon Uthmann

7.2 Volunteer Policy and Fines and Fee Waiving Policy update

Progress noted.

Moved: Sharon Uthmann
Second: Clr Childs

7.3 DRAFT Local Studies Strategic Plan

References to Nambucca Shire Council were removed from the Strategy and the timeline updated to take into consideration the changes in workload of Regional Staff during NSC’s withdrawal from the Regional Library.

Recommendation:

The Committee endorses the amended DRAFT Local Studies/ Family History Strategy and amended timeframe for consideration by the Executive Council for adoption.

Moved: Sharon Uthmann
Second: Clr McKenna

7.4 NSW Library Development Grants

It was noted that the emphasis of the library grants had shifted from resource based to program based initiatives. In order to produce a successful grant submission for Aboriginal Resources, further development was required than the timeframe for this year's round of grants permitted. This would be developed through the coming year in preparation for the next round of grant submissions.

It was noted that as a result of travelling and viewing RFID live in Taree and Great Lakes Libraries that additional hardware should be purchased for the efficient implementation of RFID if our grant submission is successful.

Recommendation:

1. Note the deferment of the Aboriginal Resources Grant.
2. Endorse the expansion of hardware to be purchased if the grant application is successful.

Moved: Clr McKenna

Second: Clr Childs

7.5 Quarterly Balance Sheet

Committee asked for the Contributions levels to be checked with CVC Finance Section, also asked for the additional income from Grants to be pulled out of main table and placed in a separate table detailing their expenditure progress and for an "Actuals" column to be added to both tables as well to identify when income had in fact been received. Committee requested the Regional Librarian to change the name of the report to: "Quarterly Income and Expenditure Sheet", to more accurately reflect the intent of the information.

Report noted.

Moved: Sharon Uthmann

Second: Clr McKenna

8. Items for information

- 8.1 Sample Library Newsletter was presented to the Committee that announced the Withdrawal of Nambucca Shire Council from Clarence Regional Library. Comment was sought re content and wording. Committee to email thoughts to Regional Librarian.

9. Additional Matters

9.1 Confidential Report – Restructure

Noted.

Moved: Clr McKenna

Second: Sharon Uthmann

10. Items for next meeting

- 10.1 Local Studies Strategic Plan update
- 10.2 User /Nonuser Survey progress
- 10.3 New Agreement progress
- 10.4 Grant success?
- 10.5 Quarterly Income and Expenditure Sheet

10.6 Policies progress through process of implementation

11. Next Meeting

4th May 2012 – Bellingen

Meeting Closed 2:15 pm

Anne D'Arcy
Executive Officer
Clarence Regional Library

Prepared by: Kathryn Breward
Section: Regional Librarian