

MINUTES

Meeting Corangamite Regional Library Corporation

**Thursday November 2 2006
5:00 pm
Camperdown
Corangamite Shire Offices**

**Minutes: Ordinary Meeting CRLC Board
2 November 2006
Camperdown Council Chambers 5:00 p.m.**
Meeting commenced 5:10 p.m.

Attendance

Board Members

Cr. Peter Mercer	Colac Otway Shire
Mr Colin Hayman	Colac Otway Shire
Cr Jim O'Brien	Corangamite Shire
Mr. Trevor Greenberger	Corangamite Shire
Ms. Lyndall Osborne	Moyne Shire
Mr. Paul O'Brien	City of Warrnambool

Officers

Margaret Smith	Chief Executive Officer
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1. Apologies

Cr. Dianne Clanchy	Moyne Shire
Cr. Adrian Jacobs	City of Warrnambool

Disclosure of Conflict of Interest

No member declared a conflict of interest

2. Confirmation of Minutes 17 August 2006

Moved Cr O'Brien seconded Mr O'Brien that the minutes of the meeting 17 August be confirmed.
CARRIED

3. Business arising from the Minutes

3.1 Regional Library Agreement

The officers and chairman met 14 September 2006 to consider the Regional Library Agreement. Further work is required on the schedules. Another meeting is required immediately.

4. Use of Corporation Seal

Nil

5. Inwards Correspondence

1. DVC CRLC Budget 2006/07 (12 September 2006)
2. Auditor General Victoria CRLC Financial Audit Report 2006 (19 September 2006)
3. DVC Internet safety in Public Libraries (26 September 2006)
4. DVC CRLC Annual Report 2005/06 (11 October 2006)
5. DVC *LibraryLink* Victoria and SWIFT contract with the MAV (26 October 2006)
6. VICLINK Statement on Internet Filtering and Content Regulation (30 October 2006)

6. Financial Report

The Operating Statement for 30 September 2006 is attached. Expenditure for the quarter is generally on track:

- Branch and Mobile Services 26% and 24% respectively
- Computer and ICT replacement program underway
- Materials expenditure reflects items processed not orders, such as standing orders, pre - payments for audio and large print
- Administration is up

Recommendation(s):

1. *That the Financial Report be noted.*

7. Services and Operations Report

7.1 Activity Statistics

Data by Council for the first quarter 2006/07 was circulated. Total Circulation for the quarter is 128, 876 compared with 135, 524 for 2005. Discussion about the performance for the quarter noted the variation between branches. New memberships, reservations, requests for items not held and Internet PC usage are increasing.

It is pleasing to note use of the CRLC website is showing a dramatic jump since the new website came online in September. Visits in October doubled compared with the previous month.

7.2 CRLC Website Launch

The CRLC website launch took place in the dark at Warrnambool Library 24/10/06. Before the launch a power pole exploded cutting off power for the rest of the afternoon.

The Vicnet Community Web Development Team, State Library of Victoria, Richard Hayward, Troy Rasiah and Paul Dowling attended: Debra Rosenfeldt Manager, Public Libraries and Stephen Sayers Vicnet ISP Manager also came. Library senior staff and Board member Paul O'Brien participated. Talk and paper proved to be reliable substitutes.

The CRLC website incorporates the following innovative features:

- Simple clear layout – colour contrast
- Easy to navigate
- Links to Hot Topics and Reference links which are maintained and updated by Vicnet (librarians add content which is updated regularly)
- Integration of Google maps for the branch location
- Western District Weather – updated automatically twice per day - links to the Bureau of Meteorology
- Picture Victoria is linked to CRLC images
- User friendly URLs
- Google search integrated – not a burden on staff
- Catalogue search integrated - catalogue use statistics built in which will provide data on catalogue usage
- Local events section – events submitted by community are approved by library staff

7.3 Travelling Treasures

CRLC participated in the last State Library of Victoria Travelling Treasures program for 2006. The treasures came to Port Fairy Library 25/10/06 and Colac on the 26th. Both venues were booked to capacity and the audience were delighted to see these beautiful items close up. La Trobe Librarian Dianne Reilly gave a fascinating talk about each item.

7.4 Implementation of Public Internet Access Program (PIAP)

As reported at the last meeting CRLC was successful in receiving PIAP funding. We have now signed an agreement and received funding for Stage 1 - Increased DSL connection speeds at all branches and the introduction of 19" LCD monitors for public access PCs at Colac and Warrnambool. The PIAP program runs for 2 years. WE are targeting 2 main groups:

- Older persons 60+
- New arrivals to Victoria

7.5 Port Fairy Ex Libris Book Fair

Staff assisted with the selection and display of CRLC treasures from the local history collections at Port Fairy, Warrnambool and Colac. The display was set up in the Port Fairy Library as part of the Ex Libris program. The display drew considerable interest from those attending.

7.6 Staff matters

- Lisa Mc Donald commenced working as Branch Librarian Warrnambool 4 September 2006. Lisa has had wide experience in marketing, media, public and special libraries.
- The staff held a dinner for Mobile Library Coordinator, Duncan McKinley, to celebrate his 25 years service with the regional library.

Staff attended the following workshops and conferences:

- CEO: International Trends in Librarianship, Melbourne. (September 8)
- CEO: Australian Library and Information Conference, Perth. (September 18 – 22)
- Leanne Bridgeman: Spydus Users Network Conference, Melbourne. (18 – 20 October)
- CEO & Gerald Paine: Mobile Muster, Ballarat. (21 – 22 October)

7.7 National Simultaneous Storytime

This national event was celebrated at all the branches on Friday 1 September 2006. This year's story *Good Night, Me* by author Andrew Daddo and illustrator Emma Quay provided toddlers and staff with the opportunity to dress up in pyjamas or nighties and bring along favourite bed time toys.

Recommendation(s)

- 1. *That the Service Report be noted.***

8 Annual Report 2005/06

A copy of the Annual Report was sent to Board members. A copy was forwarded to the Minister, Department for Victorian Communities by 30 September 2006 in compliance with the Local Government Act 1989. Notices advertising the Annual Report is available for public inspection have been placed at all branch libraries. The Auditor General has provided a report indicating that in his opinion the Financial Statements within the report present fairly the financial position of the Corporation as at 30 June 2006.

The Board considered the Annual Report 2005/06. Printed copies were provided to all members.

Recommendation(s)

- 1. *That the Board adopts the contents of the Annual Report 2005-06 forwarded to the Department for Victorian Communities.***
- 2. *That the Board notes the Audit Opinion of the Auditor General in respect of the 2005-06 Financial Statements.***

9 Internet Filtering and Content Regulation

The issue of Internet safety in public libraries is ongoing. Filtering Internet sites in public libraries is regularly proposed as the answer. The problem with filtering is that it deprives library users of information which may be required for health and other serious purposes. Victorian public library managers have argued that education and parental guidance are more appropriate ways.

CRLC's Public PC Electronic Resources and Internet Policy has been updated but not formally endorsed by the Board. (Attached) All procedures related to the policy are being reviewed. A procedure for complaints is being addressed.

The peak public library body VICLINK has worked on a statement on Internet filtering and content regulation. This statement is very clear and well set out. It also offers positive ways for public libraries to work with the community to ensure that children are protected from illegal and inappropriate content.

Recommendation(s)

- 1 That the Board formally adopts the CRLC Internet policy and associated procedures.**
- 2 That the Board endorses the VICLINK statement to support CRLC policy for Internet safety.**

Moved Mr Greenberger seconded Cr O'Brien that motions 6,7,8,9 be adopted. CARRIED

10 Mobile Library Service

The CEO noted that from 1 January 2007 the Mobile Library Service will no longer visit the following school sites:

- Allansford
- Alvie
- Birregurra
- Barongarook School
- Kawarren (Loves Creek)

In Colac Otway Shire the Mobile will serve Birregurra residents from a new site near the Hall, off the Main Street. St Brendans Coragulac will continue to operate as a community site. Members agreed the timetable for January to July 2007 continue with the current days and times for all community stops.

Member councils reported that alternative ways of delivering service are in progress. It was agreed that a meeting with officer members be held in January 2007 to plan alternative services.

10 Board Meetings 2007

The CEO tabled a proposed timetable for Board meetings in 2007:

Meetings on Thursdays at 5:00 pm

- **February 8**
- **April 12**
- **May 10** (If required)
- **June 14**
- **August 16** Audited Financial Report
- **October 18** Annual Reporting Meeting

Other meetings for budget preparation, Regional Library Agreement will be organised as required.

Members agreed to the timetable.

Next Meeting

The next Board meeting is scheduled for Thursday 8 February 2007 at 5:00 pm. Venue Terang Library.

Meeting closed 5:45 p.m.

CONFIRMATION OF THE MINUTES

It is hereby certified that the above minutes of the Ordinary Meeting held 2 November 2006 are those confirmed by the Corangamite Regional Library Board at the Ordinary meeting held at Terang Library.

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Chairman

8/2/07
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Date