

MINUTES

Meeting Corangamite Regional Library Corporation

**Thursday 6 April 2006 at 5:00 pm
Colac Library**

Minutes
Ordinary Meeting CRLC Board
6 April 2006 Colac Library

Meeting opened at 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
Cr. Adrian Jacobs	City of Warrnambool
Mr. Paul O'Brien	City of Warrnambool

Officers

Margaret Smith	Chief Executive Officer
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1. Apologies

Cr. Dianne Clanchy	Moyne Shire
Ms. Lyndall Osborne	Moyne Shire

The Chairman welcomed Councillor O'Brien to his first meeting.

Guest Speaker:

Cherilyn Tillman, VECCI, was introduced to members. Cherilyn stepped the Board through the responsibilities of CRLC and member councils for compliance with the current OH&S legislation and Workers Compensation. Cherilyn stressed the need for documentation and for library management to keep the Board and councils informed.

Public liability and public safety, contractors undertaking work for the Corporation in the libraries, management control, OH&S Issue Resolution and the role of OH&S representatives were covered.

Cherilyn suggested the following:

- Objectives for the OH&S Committee
- Safety Inspection checklists for each library
- OH&S procedures – unresolved issues addressed through normal line management
- Children – High duty of care required – safeguards extremely important
- Manual handling training for all staff
- Electrical testing
- Regular inspections

Cherilyn left the meeting at 5:45 p.m.

Disclosure of Conflict of Interest

No member disclosed a conflict of interest

2. Confirmation of Minutes 9 February 2006

Moved Mr Greenberger seconded Mr Hayman that the minutes of the meeting of the meeting 9 February 2006 be confirmed.

CARRIED

3. Business arising from the Minutes

3.1 Colac Otway Shire Library Service Review

Mr Hayman reported Colac Otway Shire has organised a series of public consultation meetings at Colac Library and at all Mobile Library Service stops. An Options Paper has been prepared for community comment.

3.2 Corangamite Change of Hours

Mr Greenberger reported that the new opening hours for Corangamite Shire libraries commenced 14 March 2006. The main changes are an extra hour Tuesday morning at Camperdown. Earlier opening and closure were implemented at the other branches with lunch closure between 12:30 – 1:00 pm. The hours will not be reviewed for another 3 years.

3.3 Risk Management Strategy

The CEO distributed the draft Risk Management Strategy to members for feedback. VECCI will provide feedback.

4. Use of Corporation Seal

Nil

5. Inwards Correspondence

1. 27/2/06 Library Plans
2. 15/3/06 Pierre Gorman Award
3. 17/3/06 Funding and Service Agreements for Public Library Grants

6. Financial Report

The Operating Statement for March 2006 was discussed. As of the 29 March 2006:

Income

- Grants and contributions on track – Public Library Core Funding \$513,200 & Local Priorities \$25,000.

Expenditure

- Administration is on target - increase in interest
- Salaries are over but manageable
- Computer was boosted by \$20,000 grant and savings with telecommunications
- Materials are under but will spend within budget – standing orders and prepaid to come.
- Mobile Services - Bookmobile – maintenance is higher than budget
- Overheads within budget
- Local Priorities currently will be spent for web redesign and promotional materials

Recommendation(s):

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

7. Services and Operations Report

7.1 Activity Statistics

The regional and individual branch activity reports for the quarter ending March 31 2006 were tabled.

Overall the circulation figures for March show improved performance compared with November, December and February. Visits were also up back to the 2005 September/ October levels.

All branches showed improved circulation and activity.

7.2 Senior Staff Planning Day

20 March 2006 Jan Murray, Director, MCT facilitated a planning session for the senior staff team. The day workshop focused on achievements in 2005, revisiting priorities from February 2005 and discussion on issues preventing finishing projects. For the afternoon session, the group worked on the marketing plan – format, SWOT analysis, and allocation of responsibility for development.

7.3 Network upgrade

28 March 2006 ICT Consultant, Susan Liepa, Comsearch, visited to assist in the following areas:

- Assess causes of intermittent KDD (Inter Library Loans) problems at Colac
- Assess readiness of VPN infrastructure to deal with the implementation of the file server at Colac
- Provide advice on centralised file server operations at Colac
- Provide advice on general ICT operational issues

The most immediate need is to address the insufficient overlap of skills between key support personnel to limit risk to business operations from anything other than short-term absence of these staff. Also more formal service level agreements in relation to support for communications equipment and environments are needed to limit risk in this critical area of operations.

7.4 Commonwealth Writers Prize Visit Saturday 11 March 2006

5 Commonwealth Writers' regional prize winners and local writer Adib Khan came to Warrnambool Library as part of the regional tour. The Commonwealth Foundation and the State Library of Victoria coordinated the visit. The writers read excerpts from their works with the audience participating. A small but enthusiastic group of library members, staff and Board Chairman attended. Writer Mark Mc Watt of Guyana, a tour member, was awarded the Overall Best First Book Award of 3,000 pounds for his book *Suspended Sentences: Fictions of Atonement*

7.5 Mid year reviews

Mid year staff performance appraisals have been undertaken during February and March. This has provided staff with an opportunity to follow up any issues with work plans.

7.6 Warrnambool Branch Librarian appointment

Lisa Hay has been appointed to the position. Lisa has worked at Camperdown Library for almost two years. Lisa has also worked at the Gold Coast Libraries, Brimbank and Maribyrnong library services.

7.7 Camperdown Branch Library officer appointment

Interviews for this position and a casual staff member to work between Terang and Camperdown will be held on Wednesday 5 April, 2005. Currently casual staff and a part-time Colac staff member have been working at Camperdown.

7.8 Public internet Access Program (PIAP)

CRLC staff assisted in the preparation the PIAP application which was lodged 23 March.

Recommendation(s)

1. *That the Service Report be noted.*

8 Draft Budget 2006/ 07

The draft budget for 2006/07 circulated last meeting anticipated an increase expenditure on materials, processing, staff and staff development.

As Service Level Agreements are worked out, the costs for 2006/07 needs to be finalised to feed into the draft budget.

Members discussed the proposed increase.

It was agreed that the budget setting out the member councils' contribution be prepared for the next meeting. The CEO, Chairman and Mr Hayman will meet with COS Finance Manager to finalise the budget prior to the next meeting

Recommendation(s)

1. *That the Board finalises the draft Budget 2006/07 for ratification at the next meeting*

9 Service Level Agreements

Service Level Agreements need to be confirmed in relation to hours, services, collections etc in line with the final budget.

Recommendation(s)

1. *That member council Service Level Agreements are ready for next meeting.*

*Moved Mr O'Brien seconded Cr Jacobs that Items 6, 7, 8, 9 be adopted.
CARRIED*

10 Library Plan

Members need to consider the current Library Plan:

1) Section 125(7) of the Local Government Act requires that a regional library corporation at least once in each financial year must consider whether the current Library Plan, 2005/06 – 2008/09, requires any adjustment in respect to the remaining period of the Library Plan.

2) Further section 125(10) requires that in the event an adjustment has been made, regional library corporations must, within 30 days of making the adjustment, advise the Minister of the details of the adjustment to the Library Plan.

Recommendation(s)

1. *That the Board considers if any adjustment is required in respect to the remaining period of the current Library Plan 2005/06 – 2008/09*

Moved Mr Greenberger seconded Mr O'Brien that no adjustment is required in respect to the remaining period of the current Library Plan.

CARRIED

Next Meeting

The next meeting is scheduled for **Thursday 11 May 2006, 5:00 p.m at Terang Library.**

Meeting closed 6:35 pm

CONFIRMATION OF THE MINUTES

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

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Chairman

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Date