



# **MINUTES**

## **Library Board Meeting**

**Thursday 8 November 2007**

**4 pm**

**Terang Library**

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**Minutes of the Ordinary Meeting of the Corangamite Regional Library Corporation Board held on the 8th November 2007 at Terang Library – commenced 4.00 p.m.**

**Board Members**

Cr. Peter Mercer	(Chair)	Colac Otway Shire
Mr Colin Hayman		Colac Otway Shire
Cr. Ruth Gstrein	(substitute)	Corangamite Shire
Cr. Dianne Clanchy	(arrived 5.05pm)	Moyne Shire
Cr. Adrian Jacobs		Warrnambool City
Mr. Russell Lineham	(substitute)	Warrnambool City

**Officers & Consultants**

Sally Armistead	Acting Chief Executive Officer
Graham Shiell	Consultant

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**Apologies**

Cr Jim O'Brien	Corangamite Shire
Mr Trevor Greenberger	Corangamite Shire
Mr Paul O'Brien	Warrnambool City
Ms Lyndall Osborne	Moyne Shire

**1. Declarations of Interest**

Nil

**2. Confirmation of Minutes**

**Moved Mr Lineham seconded Mr Hayman that the minutes of the Ordinary Meeting held on 16<sup>th</sup> August 2007 be confirmed.**

**CARRIED**

**3. Business arising from the Minutes**

- 3.1 Future location regional library headquarters – refer to Report 6.1
- 3.2 Audited Financial Report 2006/2007 – refer to Report 6.6
- 3.3 Customer Satisfaction Survey (by Nexus) – the State-wide survey program was undertaken during September. Individual library service reports are expected to be circulated late November/early December. A presentation to the Corporation will be arranged.
- 3.4 Staffing matters – refer to Report 6.1

**4. Use of Corporation Seal**

No items for sealing.

**5. Inwards Correspondence**

Items of interest received since the previous Ordinary Meeting.

<b>Date</b>	<b>Origin</b>	<b>Subject</b>
29 Aug	Dept. Planning & Community Development	Acknowledgement of Budget 2007/2008
7 Sept	WHK Day Neilson	Audit Opinion
20 Sep	Dept. Planning & Community Development	Local Govt Procurement Best Practice Guidelines
16 Oct	Colac Otway Ratepayers & Residents Assoc.	Questions on the location and operation of the Colac branch library

## 6. Reports

### 6.1 Staffing and Projects

The minutes of the last meeting noted that no appointment to the Chief Executive Officer position had been made and that “interim arrangements be put in place to ensure service continuity until the position was readvertised later”.

Actions taken since by the CEO Recruitment Panel:

- Engagement of Graham Shiell Consultancy under a Consultant Agreement to complete nominated projects and provide support to staff; and
- Appointment of Sally Armistead (Branch Services Co-ordinator) as Acting Chief Executive Officer.

Projects listed for the Consultant to complete were:

- a) Review location of Regional Headquarters
- b) Review Meeting Procedure Local Law
- c) Monitor performance of Councils in meeting service obligations
- d) Negotiate new Enterprise Agreement
- e) Prepare new Strategic Resources Plan
- f) Assist with recruitment of CEO
- g) Resolve outstanding OH&S issues
- h) Develop policies & procedures for staff absences
- i) Prepare & implement Marketing Strategy
- j) Budget 2008/2009 preparations

The engagement is for a 16 week period, to the end of January. The agreement provides that the Board (or its delegate) would determine priorities and/or substitute projects.

A Progress Report on the projects is attached. It identifies suggested priorities and other projects that have come to attention since the consultancy commenced. In particular time has been spent on a number of compliance projects that were not on the original list.

The updated list, with the changes highlighted is below. The asterisk items were rated the highest priority.

- a) Seek determinations on future of Regional library service\***  
Review location of Regional Headquarters
- b) Provide input on future of Colac Branch library\***
- c) ~~Review~~ **Prepare** Meeting Procedure Local Law\*
- d) Finalise individual Municipal Service & Funding Agreements\***  
Monitor performance of Councils in meeting service obligations
- e) Negotiate new Enterprise Agreement
- f) Prepare new Strategic Resources Plan
- g) Assist with recruitment of CEO
- h) Resolve outstanding OH&S issues\*
- ~~i) Develop~~ **review employment** policies & procedures ~~for staff~~  
~~absences~~
- j) Prepare & implement Marketing Strategy
- k) Budget 2008/2009 preparations
- l) Prepare Compliance Register\***

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**m) Prepare overview report on service\***

**n) Review staffing structure**

**o) Finalise regional agreement\***

**p) Prepare statutory documents & public inspection information\***

**q) Document administration & financial support agreement**

Some of the key issues arising from the work to date include:

- Need to clarify the intentions of Councils with regard to ongoing support for a Regional service. The Corporation's role in seeking support.
- Input into the design and operation of the proposed new Colac joint use community library.
- The need to document the Corporation's requirements for facilities standards.
- The drafting of a new Meeting Procedure Local Law.
- Establishment of a Compliance Register.
- Preparation of several requisite statutory documents.
- Lack of staff support resources.

Attachments

- Statutory and Authorised Officers List
- Compliance Register
- Progress Report No.1 on Consultancy Projects

**Moved Cr Jacobs seconded Mr Hayman that:**

- a) the action taken in engaging Graham Shiell Consultancy be noted;**
- b) the action taken in appointing Sally Armistead as Acting Chief Executive Officer, until further notice, be endorsed;**
- c) the schedule of Authorised Officers for the Corporation be approved;**
- d) the Compliance Register be noted; and**
- e) the progress report on projects, by Graham Shiell Consulting, be noted.**

**CARRIED**

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## 6.2 Performance Report

The Regional Agreement provides that

***“The CEO shall provide the Board and Councils with quarterly financial reports which include an operating statement reporting the regional library service performance to Budget and other performance indicators in the Library and Strategic Resource Plan”.***

### 6.2.1 Financial Report

The cash operating statement for the first four months (to 31<sup>st</sup> October 2007) is attached. It provides the actual income and expenditure for the year to 31<sup>st</sup> October and a compares the Budget for the year to the Forecast year-end result.

Overall the report shows a slight increase in the projected cash surplus. However a further review is being undertaken to ensure that the accounting treatment for the termination of the bookmobile is properly reflected in these figures.

Other than the bookmobile accounting, the forecast are generally in line with the Budget. Savings in insurance (down \$15,000) is the highlight.

Attachment

- Operating Statement Report

**Moved Mr Lineham seconded Cr Jacobs that the Performance Report for the September 2007 quarter be noted.**

**CARRIED**

### 6.2.2 Performance Indicators

It does not appear that regular reports have been submitted on the key indicators.

The 'Indicators' listed in the Library Plan 2005/06 – 2008/09 are in the table below. Several are measures of output or workload and the list needs some culling.

Work will be undertaken on this and a preliminary report format will be circulated.

<b>Performance Indicator</b>	<b>Measure</b>
Loans	520,416
Loans per capita	6.1
Loans per staff	27,416
Loans per member	14.5
No of reservations	22,750
No of Information queries	57,051
Information queries per capita	.67
Information requests per member	1.6
Membership	33,827
Population	84,781
Membership % of population	40%
Total stock	137,159
Stock per capita	1.6
No of items acquired annually	16,771
Visits	276,445
Visits per member	8.1
Total weekly opening hours	215
Internet access/10,000 population	1.9
Visits to web site	
Use of Gulliver databases	

### Report was for Information

## **6.3 Service and Operations Report**

### **6.3.2 Operational Activity Statistics**

The statistics on operational activity for the first quarter are attached, along with a graph showing the total circulations and visits.

Visits are slightly less than for the same period last year, whilst circulations are comparable.

### **6.3.3 Christmas – New Year Library Hours**

Hours for the library services during the festive break.

Library services as usual on Christmas eve, 24<sup>th</sup> December, closing at 4pm.

All services closed from 25<sup>th</sup> December to 1<sup>st</sup> January, inclusive.

Services resume, as usual, on 2<sup>nd</sup> January.

#### Attachments

- Monthly Operational Activity Schedule
- Graph on Circulations and Visits

#### **Moved Mr Lineham seconded Cr Jacobs that:**

- a) the Service and Operations Report be noted; and**
- b) the Branch Library opening hours for the Christmas-New Year period 2007/2008 as outlined in the report be noted.**

**CARRIED**

## 6.4 Colac Library - "Global Connector" Project

The minutes of Board meetings earlier this year note that the Board has been made aware of the proposal to relocate the Colac public library within the new Colac Education and Community Precinct.

The Precinct is being planned to complement the development of a new secondary college that will combine the existing Colac College and Colac High School.

One of the components being planned for the Precinct is the development of a new 'Community' Library, combining the public library and the school library. An architect, Bradbury Dicker Group, has been engaged to undertake the design phase.

A letter to the editor by the Colac-Otway CEO, Tracey Slatter, provides some information on the progress with this project and the reasoning for examining a new location for the library.

Last month the Corporation was requested to provide input into the design requirements. As a consequence a Briefing Paper was prepared and discussed with branch staff.

The Acting CEO and Branch Librarian participated in a visit to two combined public/school libraries in South Australia – Berri and Seaford (southern Adelaide).

Refinements were made to the Briefing Paper and a meeting was held with the principal architect, Leigh Dicker. A copy of the Paper is attached.

The Paper notes that it is the role of the member councils of the Corporation to provide the facilities (branch library) and that the Corporation's role is to advise on the provision of "appropriate facilities".

The Briefing Paper has therefore addressed the design elements that should be taken into consideration for the proposed new Library. It does not review any other options for the location of a new library or the upgrade of the existing facility. It is understood that this is the prerogative of the member council, in this instance Colac-Otway Shire.

The architect has indicated that a detailed design will be available by mid December.

### Attachment

- Briefing Paper on design requirements
- Briefing Paper on operational requirements (circulated at the meeting)

**Moved Mr Hayman seconded Cr Gstrein that the Briefing Papers on the Corporation's views on requirements for the public library component of the proposed new Colac 'Joint Use Community Library', within the Colac Education, Recreation and Community Precinct be noted.**

**CARRIED**

## 6.5 Apollo Bay Library – Project Brief

Since the cessation of the mobile library to Apollo Bay a temporary branch library has been located within the Otway Health community hub in the town.

Colac-Otway Council has allocated funding (\$40,000 - including State grant of 20,000) to “determine and design the preferred facility model for a community library and commercial kitchen for use by the Apollo Bay community”.

A Project Brief has been prepared by the Council and Corporation staff have had the opportunity to review it. A copy is attached.

The Brief identifies three potential sites:

- the Otway Health community hub (Marrar Woon Community Centre);
- the P-12 School; and
- the Harbour precinct.

The project timeframe indicates a completion date (determine site and design) of February 2008.

A Briefing Paper with the Corporation’s view on the design considerations will be prepared – similar format to the Colac paper.

Attachment

- Project Brief

**Moved Mr Hayman seconded Cr Gstrein that the Project brief for the Apollo Bay Library development, prepared by Colac-Otway Shire Council, be noted.**

**CARRIED**

**6.6 Annual Report 2006/2007**

**a) Annual Report**

A copy of the Report has been sent out to Board members. A copy was forwarded to the Minister, Department for Victorian Communities by 30 September 2007 in compliance with the Local Government Act 1989.

Notices were placed advertising the availability of the Annual Report for public inspection at branch libraries and on the website.

This meeting provides an opportunity for the Board to discuss the Report

**Moved Mr Lineham seconded Mr Hayman that the Annual Report 2006/2007 be received and noted.**

**CARRIED**

**b) Audit Report**

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 2007.

The Auditor-General has also submitted the annual Management Letter which brings to the Corporation's attention observations arising as a consequence the audit.

This report highlights the deterioration in the financial performance. A report is being prepared on the Library Service and this will review the financial position.

Attachment

- Auditor-General Management Letter

**Moved Mr Lineham seconded Mr Hayman that the Board notes the Audit Opinion of the Auditor General in respect of the 2006/2007 Financial Statements.**

**CARRIED**

**7. Members Notices of Motion**

No motions received

**8. General Business**

a) Meeting Procedure Local Law.

A draft of the new Meeting Procedure Local Law was circulated. Members were requested to submit comments back to the staff. The Local Law will be listed for formal consideration at the next Board Meeting.

**9. Urgent Business**

**Moved Mr Lineham seconded Mr Hayman that the meeting be closed to the public to consider Urgent Business in committee.**

**CARRIED**

**Resumption of Meeting**

**Moved Mr Hayman seconded Mr Lineham that the open meeting be resumed.**

**CARRIED**

There being no further business the Meeting closed at 5.25pm.

**CONFIRMATION OF THE MINUTES**

**It is hereby certified that the above minutes of the Ordinary Meeting held 8th November 2007 are those confirmed by the Corangamite Regional Library Board at the Ordinary Meeting held at Terang Library.**

**Chairman**

**Date**

**In Committee (at 4.35pm)**

**1. Future of the Regional Library Corporation**

The Board's attention was drawn to the provisions of the current Regional Agreement which require that the Member Councils must decide by February 2008 if they want to continue to be part of a regional service.

Discussion ensued.

**Moved Mr Hayman seconded Cr Clanchy that the Corporation seek the support of the Member Councils to extend the Regional Library Agreement to June 2011.**

**CARRIED**

**2. Pecuniary Interest Returns**

The Board's attention was drawn to the need for Members to complete new returns using the current form prescribed by the Regulations.