

# **MINUTES**

## **Meeting Corangamite Regional Library Corporation**

**Thursday 9 February 2006 at 5:00p.m.  
Terang Library**

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**Minutes**  
**Ordinary Meeting CRLC Board**  
**9 February 2006 5:00 p.m.**

Meeting opened at 5 minutes past 5:00 p.m.

**Attendance**

**Board Members**

Cr. Peter Mercer	Colac Otway Shire
Mr Colin Hayman	Colac Otway Shire
Cr. Dianne Clanchy	Moyne Shire
Mr. Trevor Greenberger	Corangamite Shire

**Officers**

Margaret Smith	Chief Executive Officer
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**1. Apologies**

Ms. Lyndall Osborne	Moyne Shire
Cr. Adrian Jacobs	City of Warrnambool
Mr. Paul O'Brien	City of Warrnambool

**2. Confirmation of Minutes 24 November 2005**

*Moved Cr Clanchy seconded Mr Hayman that the minutes of the meeting 24 November 2005 be confirmed.*

**CARRIED**

**3. Business arising from the Minutes**

3.1 Risk management strategy

The Risk Management Strategy draft is to be circulated to the Board by the end of February 2006.

3.2 Colac Otway Library Service Review

Colin Hayman reported that copies of the recommendations passed at Colac Otway Council meeting had been sent to all member Councils. To date there had been limited response.

**4. Use of Corporation Seal**

Nil

**5. Inwards Correspondence**

1. 28/11/05 State Library of Victoria LBC Demonstration Project grants
2. 9/12/05 Colac Otway Shire Council's representative
3. 19/12/05 State library of Victoria Commonwealth Writers' Prize
4. 23/12/05 Corangamite Shire Council's representative

**6. Financial Report**

The Operating Statement for January 2006 was discussed. Areas to note:

- Branch services overrun – detailed budget shows overrun for casual staff component
- Materials expenditure (YTD \$118, 345 comprising \$91,548 + \$26, 797 Book Bonanza) still showing under expended, but commitments and standing orders indicate expenditure is still on track.

- Maintenance of book mobile higher than budget (YDT \$8,142 Annual Budget \$5,000)

**Recommendation(s):**

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

**7. Services and Operations Report**

**7.1 Activity Statistics**

Attached are regional summaries and individual branch activity reports for the quarter ending December 31 2005. Overall the half yearly statistics show the service has experienced a severe decline in circulation and visits.

Factors which account for the decrease include:

- the closure of the Colac Library for 3 weeks (31 October – 20 November) for regional work room renovations,
- Christmas/New Year holidays and closure of the small branches between Christmas and New Year
- the weather conditions (users do not come to non air conditioned facilities.)

The key performance indicators show the following trends:

- Circulation is showing a dramatic decrease for the quarter compared with previous quarter
- Visits also show a decrease
- Information enquiries down
- New memberships declined
- Overall Internet PC uses show an increase.

The summary also shows:

- Slight decrease in acquisitions and processing of new materials
- Withdrawals steady
- Over the quarter decrease in requests for reservations

The individual branch activity reports for the quarter show considerable variations:

- Camperdown, Cobden, Port Fairy, Terang and Timboon continued to hold fairly steady with circulation and visits
- Colac and Warrnambool circulation and visits were down

**7.2 Library Management System (Spydus)**

It is anticipated that the next upgrade to version 8 will be December 2006.

**7.3 Network upgrade**

Koroit branch is scheduled for ADSL installation. Apart from Derrinallum this is the last branch to be converted to broadband.

**7.4 Summer Reading Club**

Branches again ran the Summer Reading Club for primary school-aged children. The theme was Read Around Oz. Terang, Colac, Camperdown Timboon and Warrnambool reported a successful program.

**7.5 Staff representatives on state-wide committees 2005-06**

The CEO is chairperson for the Collections Audit & Blueprint Workgroup. The Workgroup has appointed JLMS to conduct an audit survey of Victorian public

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libraries collections. Planning is underway for an expert group summit to develop the vision to underpin the Blueprint for public libraries.

Sally Armistead is a member of the Statewide Training Consortium Committee which is looking at options to ensure access to quality training for public library staff in 2006/07.

**7.6 Colac work room and regional accommodation upgrade**

Staff are enjoying the work room refurbishment. The work teams are now able to organise their workflow. There are some further items to be purchased for staff desks such as tower boards and monitor stands.

**7.7 Application for Libraries Building Communities Demonstration project**

An application was lodged by 25 January 2006 for funding for a program in partnership with Colac Area health, Neighbourhood Renewal and the Colac neighbourhood House – Start Now: Lifelong Learning. The program is to develop and outreach program based at the Colac Library.

**7.8 Commonwealth Writers Visit**

The Commonwealth Prize winning authors and past Australian winners of the prize will be on the road for a series of free public readings at Bendigo, Ballarat, Geelong and Warrnambool libraries.

**7.9 Hot weather**

The burst of very hot weather in January has highlighted the issue of staff working in non-air conditioned buildings which have reached temperatures 36 degrees C and above. The staff has been advised if heat is causing discomfort to close the library, report to the Branch Services Coordinator and the appropriate council office. Notices are to be placed at the library explaining closure.

**Recommendation(s)**

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

**8. Draft Budget 2006- 07**

As agreed at the last Board meeting, the CEO, Chairman, Colin Hayman and Brendon Kane (Finance Manager COS) met 19/1/06 to commence drafting the budget for 2006/07. This was to give more lead time for member council's consideration. The meeting discussed the need for staff costs to be re-worked to have more accurate costs for each council. As well the need to plan for increasing collection investment was discussed. An overall draft budget with an incorporating an additional expenditure for staffing, collections and processing was circulated for the meeting. The need to build contingencies into the staff budget was noted

**Recommendation(s)**

- 1. That the Draft Budget 2006/07 be considered.***

**9. Service Level Agreements**

In line with budget preparation, Service Level Agreements for 2006/07 will require updating. The CEO is to work with officer members.

**Recommendation(s)**

1. ***That the Board notes the need to update Service Level Agreements 2006/07***

## **9. CEO's 2005 review report**

The CEO spoke to a report summarising the achievements, unfinished projects and major challenges ahead.

The CEO's report is attached to the Minutes.

### **Recommendation(s)**

1. ***That the Board notes the CEO's report for 2005.***

## **Urgent Business**

### **Next Meeting**

The members discussed the date of the next meeting scheduled for Thursday 13 April 2006 at 5:00 p.m. It was agreed that this was too close to the Easter week end.

The CEO is to check members' availability for Thursday 6 April 2006. The meeting is to be held at Colac Library to show Board members the work room upgrade.

An expert in OH&S and Risk management is to be invited to the meeting.

Meeting closed at 6:00 p.m.

***CONFIRMATION OF THE MINUTES***

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

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***Chairman***

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***Date***