

MINUTES

Meeting Corangamite Regional Library Corporation

**Thursday May 11 2006
5:00 pm
Terang Library**

Minutes
Ordinary Meeting CRLC Board
11 May 2006 Terang Library 5:00 pm

Meeting commenced 5:10 pm

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. Dianne Clanchy	Moyne Shire
Cr. Adrian Jacobs	City of Warrnambool
Mr. Russell Lineham	City of Warrnambool

Officers

Margaret Smith	Chief Executive Officer
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1. Apologies

Ms. Lyndall Osborne	Moyne Shire
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Disclosure of Conflict of Interest

No member declared a conflict of interest

2. Confirmation of Minutes 6 April 2006

Moved Mr Greenberger seconded Mr Hayman that the minutes of the meeting 6 April 2006 be confirmed.

CARRIED

3. Business arising from the Minutes

3.1 OH&S and Risk Management

The CEO reported on the draft Risk Management Strategy tabled at the last meeting. Advice received from VECCI noted the strategy is on track but more work is needed to identify the high-risk areas and how these will be managed. The Strategy is to be re-worked and circulated to members.

Moved Cr Jacobs seconded Cr O'Brien that the CEO reworks the Risk Management Strategy.

CARRIED

3.2 Colac Otway Shire Library Service Review

Colin Hayman reported on the public meetings held during April.

At each COS mobile library site public meetings were held to consider alternative options for the Mobile Service.

2 public meetings were held at Colac Library to consider services, opening hours and collections. Cr Mercer and Mr Hayman met with Colac Library staff to discuss feedback and options.

A report with recommendations for future services will be presented to Colac Otway Council in June.

The Board considered the implications of the changes proposed by COS to the Mobile Library Service upon member councils. It was agreed that the four officer members and the CEO meet before the next Board meeting to discuss the options.

Moved Cr Clanchy seconded Mr Hayman that the CEO and four Officers meet to consider the Mobile Library Service.

CARRIED

4. Use of Corporation Seal

Nil

5. Inwards Correspondence

1. MAV SWIFT Project Update and invitation (tabled)

6. Financial Report

The Operating Statement for April 2006 was tabled. The following was noted:

- Generally, little variation in trends from the previous month
- Staff Travel costs are high
- Casual staff budget over run
- Materials expenditure being addressed – Book Bonanza funds committed
- Mobile Library maintenance costs increase

Recommendation(s):

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

7. Services and Operations Report

7.1 Activity Statistics

The April 2006 circulation and visits statistics were tabled. The regional downward trend for April was noted: the decrease can be attributed to the number of public holidays during April.

7.2 Branch Library Officer Camperdown

Andrea Moloney has been appointed as Branch Library Officer at Camperdown Library. Andrea commenced her appointment 20 April 2006. Angela previously worked at Glenormiston Campus Library.

Angela Coughlan commenced as a casual assistant to work at Terang and Camperdown libraries. Angela is currently working at Terang whilst the Branch Library Officer is on annual leave.

7.3 CRLC Web redesign

As the Board is aware, the current website urgently needs redesign and upgrading. The specification for redesigning the CRLC website was sent to four organisations. The Vicnet Web Development Team was selected, providing a response that met the selection criteria, budget and time frame. A meeting to finalise the brief with the Vicnet Team, led by Richard Hayward, is scheduled for Monday 15 May.

7.4 Memory Victoria - Collection Assessment

The statewide Memory Victoria project aims to identify and conserve local history materials in public libraries. Stage 1 is a collection assessment. Warrnambool, Port Fairy and Colac libraries were selected for collection assessments. Tsari Anderson, a professional historian, will undertake the assessments the week beginning 15 May.

7.5 Libraries Building Communities - Online survey

During April all libraries participated in a statewide Library Census. Following the census an online survey is being conducted during May to provide more

detailed information about the use of Victorian libraries. The survey will assist future planning on a statewide basis. The LBC survey complements the Nexus regional libraries telephone survey.

Recommendation(s)

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

8 Budget 2006/ 07

The reworked budget for 2006/07 incorporating increases for Branch Services, Staff Development, Materials and Processing was sent to all members.

Branch Services costs for each municipality need to be re-considered and more transparent. With the current format, it is difficult to track accurately the real costs for salaries, casual staff and regional support. Members require easy identification of the staff costs to plan and make decisions on service delivery.

Members discussed the need to identify and report staff costs for each municipality. Any adjustment made by a council needs to be based on real costs. Members agreed to work with the current budget with the proviso to review and adjust staff costs as required.

The Board recommended that the Budget be set out showing the breakdown of Branch Services, Casual and Regional costs for each council.

Recommendation(s)

- 1. That the 2006/07 Budget is ratified.***
- 2. That staff costs for each member council are identified.***

9 Service Level Agreements

In line with the finalisation of the Budget, Service Level Agreements will be signed off with member councils. Agreements will incorporate specific council initiatives for service levels, such as an increase in contributions for longer opening hours, services or collections.

The CEO will meet with officer members to finalise the agreements in line with the 2006/07 budget allocations.

Recommendation(s)

- 1. That Service Level Agreements 2006/07 are signed off with member councils.***

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

CARRIED

10 Chief Executive Officer's Annual Performance Review

The CEO left the meeting whilst the Board considered the CEO's performance review and matters raised. The Board agreed that the salary package increase in line with the contract be paid.

Urgent Business

Meeting closed 6:25 p.m.

Next Meeting

The next meeting is scheduled for **Thursday 15 June 2006 at Terang Library.**