



Minutes

Library Board Meeting

Thursday 11th September 2008

Terang Library

**Minutes of the Ordinary Meeting of the Corangamite Regional
Library Corporation Board held on Thursday 11th September
2008 at the Terang Library, commenced at 4.15 p.m.**

BOARD MEMBERS

Member	Council
Cr. Peter Mercer (Chair)	Colac Otway Shire
Cr. Ruth Gstrein (substitute)	Corangamite Shire
Mr. Trev Greenberger	Corangamite Shire
Cr. Adrian Jacobs	Warrnambool City
Mr. Paul O'Brien	Warrnambool City
Cr. Di Clanchy	Moyne Shire
Mr. Stephen Dawkins	Moyne Shire

Quorum in the draft new Meeting Procedure Local Law is “***at least one Member from three of the Party Councils***”.

A substitute member (or Deputy Member) can be appointed by a Party Council to act as deputy in place of one of its appointed Members. This appointment must be made by resolution of the Council (or a Council authorized delegate) for it to be valid.

Officers

Name	Position
Mr. James Purcell	Chief Executive Officer
Miss Sally Armistead	Branch Services Co-ordinator

NB. The Chairman formally welcomed Mr. Purcell, newly appointed CEO.

Guest

Mr. Ashley Roberts, Senior Accountant, Colac Otway Shire

The Chairman welcomed Mr. Roberts.

AGENDA

APOLOGIES

Mr. Colin Hayman	Colac Otway Shire
Cr. Jim O'Brien	Corangamite Shire

1. DECLARATIONS OF INTEREST

Nil.

2. CONFIRMATION OF MINUTES

Minutes of the Board meetings listed below were attached:

- 12th June 2008
- 10th July 2008

Moved Mr. O'Brien seconded Mr. Greenberger that the Minutes of the Meetings held on 12th June, and 10th July, 2008 be confirmed.

CARRIED

3. BUSINESS ARISING FROM MINUTES

Meeting	Item	Action	
12 June 08	CEO recruitment	Refer report - 6.1.1	
	Regional Agreement	Refer report – 6.1.2	
	Enterprise Bargaining Agreement	Refer report - 6.2.1	
	Apollo Bay Library	Refer report – 6.2.2	
	Moyne Outreach Service	Refer report – 6.2.3	
	Colac Library Relocation	Refer report – 6.2.7	
	Budget 2008/2009	Refer report -6.3	
	Meeting Procedure Local Law	Refer report -6.4.1	
	Library Services Local Law	Refer report - 6.4.2	
	Branch Library Design Guidelines	Report to next meeting	
	Relocation of Regional Library Headquarters	Report to next meeting	
	10 July 08	Budget 2008/2009	Refer report – 6.3
		Library Services Local Law	Refer report - 6.4.2
CEO recruitment		Refer report – 6.1.1	
Marketing Plan implementation		Refer report - 6.2.4	

4. CORPORATION SEAL

No items for sealing.

5. INWARDS CORRESPONDENCE

Items of interest received since the previous Ordinary Meeting.

Corr. No.	Date	Origin	Subject	Report
9-02	2 Jul	Local Gov. Victoria	Acknowledging receipt of letter re adj. to CRLC Corporate Plan 2008-2009	Info
9-03	3 Jul	Auditor General office	CRLC – 2008 financial audit	6.6
9-05	7 Jul	Moyne Shire	CRLC Local Law No 2, Agreement	6.4.2
9-07	9 Jul	Warrnambool City Council	Branch City Library Design Principles & intent to undertake review of library services	Info
9-08	11 Jul	Dept of Planning & Comm. Dev.	Annual Public Libraries Grant Program 2007/2011	6.2.10
9-09	18 Jul	CEO - MAV	Fidelity Guarantee 2008/2009 renewal	Info
9-14	25 Jul	Local Gov. Victoria	CRLC Budget 2008/2009 – Receipt of Letter	Info
9-15	25 Jul	Aust Gov. Workplace Auth.	Collective agreement passes the no-disadvantage test	6.2.1
	31 Jul	Australian Services Union	Seeking urgent meeting regarding Joint Use Library	6.2.7
	6 Aug	Warrnambool City Council	CRLC – resolved to enter agreement	6.1.2
	14 Aug	MAV	Certificate of Currency – Officers Fidelity Guarantee	Info
	14 Aug	Baker & Taylor	Signed License Agreement	Info
	8 Sep	Dept of Planning & Comm. Dev.	Public Library Grants Program: 2008-09 Allocations	6.2.10

6. REPORTS

6.1 GOVERNANCE REPORT

6.1.1 CEO Recruitment

Complete

6.1.2 Regional Agreement

The Board at its meeting on 24 April 2008 resolved:

“That the draft new Corangamite Regional Library Corporation Agreement 2008 be approved”

and

“That the Corangamite Regional Library Corporation party councils, Colac-Otway Shire, Corangamite Shire, Moyne Shire and Warrnambool City, be requested to formally agree to enter into the new Corangamite Regional Library Corporation Agreement 2008.”

Colac-Otway, Moyne and Corangamite Shires & Warrnambool City have all advised that they have advertised and resolved to enter into the new agreement.

Moved Cr. Clanchy seconded Cr. Gstrein that the Corangamite Regional Library Agreement approved in April 2008 formally be agreed to by all party councils.

CARRIED

6.1.3 Compliance Register

The Schedule was attached.

Moved Cr. Clanchy seconded Cr. Jacobs that Mr. Purcell explore other more simplified models of compliance to assist meet necessary compliance requirements of CRLC.

CARRIED

6.2 SERVICE AND OPERATIONS REPORT

6.2.1 Enterprise Bargaining Agreement Negotiations

Declaration Receipt – Union collective agreement notice was received by the region and distributed to all staff 19 May 2008.

The new agreement was lodged with the Workplace Authority 29.04.08.

Notice under Section 346M of the Workplace Regulations Act 1996 was received on 25 July 2008 that the collective agreement passed the no-disadvantage test.

Staff were immediately notified of this and have recently received back payment to 1 July 2008 as per the rates of pay specified within CRLC EBA No.4, 2008.

6.2.2 Apollo Bay Library

Colac-Otway Shire to provide a verbal report to Board meeting – Note: Mr. Hayman an apology. Brief report provided on his behalf by Mr. Purcell.

6.2.3 Outreach – Nullawarre, Peterborough & Macarthur

Moyne Shire are currently in the process of reviewing library service to Nullawarre and Peterborough. Discussions have been taking place between Moyne Shire and CRLC staff to ascertain how we can further increase access to library service at these sites.

CRLC together with Moyne Shire are working toward getting Macarthur Primary School online. The Technical Services Coordinator has been working with the Port Fairy Library Officer to improve regional access to items housed at Macarthur. Upon going live library service to Macarthur will improve. Moyne Shire Council to provide a verbal report to the Board meeting.

6.2.4 Marketing

While the GenR8 Business & Marketing plan includes some actions that can be actioned immediately at branch level. The CEO requests the opportunity to discuss desired outcomes with Board members prior to undertaking recommendations from the marketing plan.

6.2.5 Statistics

Our current membership is at 30,459 with 513 new members having joined over July / August this year. Circulation has fluctuated with a peak in July at 48,643 issues then dropped by 1,000 to 46,797 in August. A total of 3,220 items have been added to the database to date this year.

6.2.6 2008 Small Grants Program for Public Libraries

Correspondence was received 26 June 2008 stating that Mr. Greenberger's application on behalf of CRLC had been successful. \$5,000 has been allocated toward collections. This money has been received by Corangamite Shire and is in the process of being transferred into CRLC's budget for expenditure.

6.2.7 Colac Library Relocation

Barry Miller, ASU Organiser. initiated a meeting on 30th April with CRLC representatives, Colac Branch Librarian, CEO and our Consultant.

On 31 July 2008 he requested a further meeting to consider implications to union members.

A meeting with Barry Miller is to be organised.

6.2.8 Warrnambool Library service options

Warrnambool to provide a verbal report to Board meeting

6.2.9 Victorian Auditor-General Office

On July 4 2008, the VAGO advised that Marti Thompson of WHK Horwath will undertake the annual financial audit as VAGO service provider.

The estimated audit fee is \$3,900 plus GST – this is within budget.

6.2.10 Public Libraries Grant Program: Allocation 2008-09

On 4 September 2008 notification was received from the Department of Planning and Community Development that funding for the Library Grants Program was to increase by 4.9%.

The Grant for the Corangamite Regional Library Corporation will increase to \$599,763 plus GST.

6.2.11 Staff Annual Appraisals

Staff Annual Appraisals are currently being conducted to be finalised by 30 September 2008.

6.2.12 ICT Training

Regional and Colac Branch staff are currently undertaking training in Office 2007 ~ New Features Training conducted by Training IT. This includes an overview of GUI together with training in Word, Excel and Outlook. ICT Coordinator will then train staff across the region in train the trainer fashion.

6.2.13 Storytelling Training / Parent Groups

Staff are looking forward to Storytelling training soon to be provided by Richard Nash, University of Ballarat. This training consists three consecutive sessions where participants will gain knowledge in the area of literacy specific to preschool age children and have further opportunity to expand upon their current storytelling abilities. On the 30th September the above training will be combined with an afternoon session specifically for parents. Further parent sessions may be able to be arranged for future dates but will be dependent on interest. This training is being funded through Local Priorities.

Report was for information

6.3 BUDGET 2008/2009

The Board at its meeting on 8th May 2008 resolved:

“That the Draft Budget 2008/2009 be approved for advertising for public submissions, in accordance with section 129 of the Local Government Act 1989”.

The draft Budget was subsequently advertised in the Colac Herald and the Warrnambool Standard, with submissions closing on 2 June. No submissions were received.

The requirements of the Local government Act for the preparation of the Budget have been met.

The Regional Library Agreement also provides some additional requirements for the preparation of the Budget:

- the draft must be provided to the councils
- the Budget must not be adopted unless approved in writing by each council

Draft budgets were provided to councils and all councils approved the budget in writing.

The Board adopted the budget at the 10 July 2008 Special Board meeting.

Following adoption of the Budget 2008/2009, at the 10 July 2008 Board meeting:

- a) public notice of the decision has been given; and
- b) a copy of the Budget has been submitted to the Minister for Local Government.

Report was for information.

6.4 LOCAL LAWS

6.4.1 Meeting Procedure

The Board at its meeting on 13th March 2008 resolved to agree, in principle, to a draft Meeting Procedure Local Law 2008 (Local Law No. 1 of 2008) and an associated Question Time Procedure.

Prior to the Board formally considering its intention to make a local law it is required by the Local Government Act 1989 (section 197F) to obtain the ratification of the Law by all the member councils.

Letters requesting the Councils to ratify the law were sent in March.

Prior to the 12 June 2008 meeting of the CRLC Board all councils had passed resolutions ratifying the proposed law.

The Board resolved to proceed with making the law, in accordance with the procedure set out in the Act.

- 1) The Board formally resolved to give notice of its intention to make the Local Law.
- 2) Notice of intention to make the Local Law was advertised in the Victoria Government Gazette, the Colac Herald and the Warrnambool Standard.
- 3) Public submissions were invited on the proposed Local Law.
- 4) There were no public submissions.
- 5) The Board now needs to adopt or amend the Local Law.
- 6) Following adoption of the Local Law it is to be advertised in the Victoria Government Gazette, the Colac Herald and the Warrnambool Standard.

Moved Mr. O'Brien seconded Mr. Greenberger that:

- 1. The Meeting Procedure Local Law (Local Law No. 1 of 2008) be adopted; and**
- 2. The Meeting Procedure Local Law (Local Law No. 1 of 2008) be advertised in the Victoria Government Gazette, the Colac Herald and the Warrnambool Standard.**

CARRIED

6.4.2 Library Services

The Board at its meeting on 24th April 2008 agreed, in principle, to a draft Library Services Local Law 2008 (Local Law No. 2 of 2008).

Prior to the 10 July 2008 meeting of the CRLC Board all councils had passed resolutions ratifying the proposed law.

The Board resolved to proceed with making the law, in accordance with the procedure set out in the Act.

1. The Board formally resolved to give notice of its intention to make the Local Law.
2. Notice of intention to make the Local Law was advertised in the Victoria Government Gazette, the Colac Herald and the Warrnambool Standard.
3. Public submissions were invited on the proposed Local Law.
4. There were no public submissions.
5. The Board now need to adopt or amend the Local Law.
6. Following adoption of the Local Law it is to be advertised in the Victoria Government Gazette, the Colac Herald and the Warrnambool Standard.

Moved Mr. Dawkins seconded Cr. Jacobs that:

1. **The Library Services Local Law (Local Law No. 2 of 2008) be adopted; and**
2. **The Library Services Local Law (Local Law No. 2 of 2008) be advertised in the Victoria Government Gazette, the Colac Herald and the Warrnambool Standard.**

CARRIED

6.5 Audited Financial Report for the year ended 30 June 2008

The Audited Financial Report for the year ended 30 June 2008 that was attached provided a detailed report on the financial position of the Corangamite Regional Library.

Mr Ashley Roberts, Accountant COS was in attendance and provided a detailed explanation of the financial report for the year ended 30 June 2008.

Moved Mr. Greenberger seconded Cr. Clanchy that:

1. **The 2007/08 Financial Statements be adopted in Principle, subject to any further adjustments required by the audit, in accordance with Section 131(7) Local Government Act 1989;**

2. **The 2007/08 Standard Statements be adopted in Principle, subject to further adjustments required by the audit, in accordance with Section 131(7) Local Government Act 1989;**
3. **The Board nominate the Chairman Cr Peter Mercer and Mr Colin Hayman to sign the 2007/08 Financial Statements;**
4. **The Board nominate the Chairman Cr Peter Mercer and Mr Colin Hayman to sign the 2007/08 Standard Statements; and**
5. **Proviso be made that the 2007/08 Financial Statements and Standard Statements be referred back the Board if there are significant changes prior to signing.**

CARRIED

6.6 Financial Report for the year to date – July/August 2008

6.6.1 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”.

6.6.2 Financial Report

The cash operating statement for the first months (to 31st August 2008) was attached. It provided the actual income and expenditure for the year to 31st August 2008 and compared the Budget for the year to the Forecast year-end result.

Mr Ashley Roberts, Accountant COS was in attendance and provided a detailed explanation of the financial report for the year ended 30 June 2008 & year to August 2008.

- Operating Statement Report was attached

Moved Mr. P. O'Brien seconded Cr. Jacobs that the Performance Report for July/August 2008 be noted.

CARRIED

6.7 REGIONAL HEADQUARTERS

Report to be prepared & submitted to the December Board meeting.

6.8 ANNUAL REPORT 2007/2008

A copy of the draft Annual Report was provided to Board members at the meeting on 11 September 2008. A copy will be forwarded to the Minister, Department for Victorian Communities by 30 September 2008 in compliance with the Local Government Act 1989.

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

The meeting provided an opportunity for the Board to discuss the Report and forward comments and feedback to Miss Armistead by 19th September.

7. MEMBERS NOTICES OF MOTION

Nil.

8. PUBLIC PARTICIPATION

The new Meeting Procedure Local Law provides that at every Ordinary meeting of the Board time may be allocated to enable any member of the community to address the Board and/or ask questions.

Item to be included earlier in proceedings in future meetings.

9. GENERAL BUSINESS

Nil.

10. URGENT BUSINESS

Nil.

11. NEXT MEETING

Ordinary (Quarterly) Meeting Thursday 11th December 2008.

There being no further business the Meeting closed at 5.00pm.

CONFIRMATION OF THE MINUTES

It is hereby certified that the above minutes of the Ordinary Meeting held 12th June 2008 are those confirmed by the Corangamite Regional Library Board at the Ordinary Meeting held at Terang Library on 11th September 2008.

Chairman

Date

Subject to Confirmation