

MINUTES

Meeting Corangamite Regional Library Corporation

**Thursday 13 October 2005 at 5:00p.m.
Warrnambool Library
25 Liebig Street Warrnambool**

Minutes

Ordinary Meeting CRLC Board

13 October 2005 5:00 p.m.

Meeting opened at 5:05 p.m.

Section A

- **Attendance**

Board Members

Cr. Peter Mercer Chairman

Colac Otway Shire

Mr Colin Hayman

Colac Otway Shire

Mr. Trevor Greenberger

Corangamite Shire

Cr. Neale Gleeson

Corangamite Shire

Cr. Dianne Clanchy

Moyne Shire

Cr. Adrian Jacobs

City of Warrnambool

Mr. Paul O'Brien

City of Warrnambool

Officers

Margaret Smith

Chief Executive Officer

1. Apologies

The Chairman noted the requirement under section 79 of the Local Government Act 1989 that members are required to disclose a conflict of interest in any matter likely to be considered or discussed by the Board. No member disclosed a conflict of interest.

2. Confirmation of Minutes 18 August 2005

Moved Mr Greenberger seconded Cr Gleeson that the minutes of the meeting 18 August 2005 were confirmed

CARRIED

3. Business arising from the Minutes

3.1 Fees and Charges

The CEO reported the implementation of the new fee schedule on 1 October 2005. So far members have generally accepted the change. Staff will continue to monitor the \$1 reservation charge particularly for children and older persons. Staff reported that the changes are easier to explain and for the members to understand.

3.2 Nexus Regional Library Survey

The survey report is expected to be sent out to participating library services by the end of the month.

3.3 Occupational Health and Safety responsibilities

The CEO tabled a paper setting out the responsibilities of the Corporation and member councils under the Occupational Health and Safety Act 2004 and the Dangerous Goods Act 1985.

Mr Greenberger noted the Corporation should check insurance and liability is adequately covered. Cr Jacobs noted the importance of regularly checking all furniture and equipment is maintained and safe. All staff should undertake manual handling training. Cr Clanchy questioned if insurance for public liability was adequate. OH&S responsibilities set out in the Service Level Agreements need to be checked.

The Board agreed that a person with expertise in OH&S and risk management be invited to attend a Board meeting.

Recommendation(s)

1. That the Board note the report.

2. That the Board invites an appropriate person with expertise in Occupational Health and Safety and liability to a meeting.

Moved Cr Clanchy seconded Mr Greenberger.

CARRIED

4. Use of Corporation Seal

Nil

5. Inwards Correspondence

1. Auditor General Victoria 29/9/05
2. Auditor General Victoria 29/9/05
3. Department for Victorian Communities Section 79 Local Government Act 1989 8/9/05
4. Department for Victorian Communities Receipt of CRLC Budget 2005/06 5/9/05
5. Department for Victorian Communities – Whole of Government Telecommunications Purchasing and management Strategy 24/8/05

Moved Mr Hayman seconded Cr Gleeson that the inward correspondence be received.

CARRIED

6. Financial Report

The Operating Statement as at 30 September 2005 was considered.

Matters noted were:

- Generally the budget is within forecast
- Plant is higher than forecast with trade in and purchase of a new vehicle for CEO.
- Overall Branch Services expenditure is on target but travel and casual staff budget are over for the quarter
- Mobile Library Service within allocation

Recommendation(s):

1. That the Financial Report be noted.

7. Services and Operations Report

7.1 Activity Statistics

The regional summaries and individual branch activity reports for the quarter ended September 30 2005 were reported. Overall the first 3 months statistics show the library service is performing well.

The key performance indicators show the following trends:

- Circulation is showing an increase over the quarter
- Visits also showing an increase
- Information enquiries slight decrease
- New memberships growing
- Internet PC uses show slight decrease. Computer down time and network upgrades at several branches can explain this.

The summary also shows:

- Acquisitions and processing new materials fell behind in July as staff implemented the library management system upgrade

The individual branch activity reports for the quarter show:

- A noticeable increase in circulation at Colac, Koroit, Mortlake, Port Fairy, Terang and Timboon with other branches holding steady
- An increase in visits at Colac, Mortlake, Port Fairy, Terang and Warrnambool

The Board considered the results for the quarter. In relation to circulation Cr Clanchy enquired about tracking the performance of new stock particularly Fiction. The CEO undertook to provide a report on the performance of the collection categories for the next quarter.

7.2 Library Management System (Spydus)

The Spydus upgrade continues. Further training and procedure manuals have been provided for all branch staff. The Technical Services Coordinator is now concentrating on implementing the acquisitions module, which will provide improvements in ordering, tracking items and reporting.

7.3 Network upgrade

Mortlake library has now moved to ADSL, which is working well. Staff and users appreciate the improved speed and reliability. Both Terang and Cobden are in the process of converting to ADSL. Koroit is the next branch scheduled to move to ADSL.

As reported at the last Board meeting the smaller branches with dial up ISDN were having network problems such as dropping out and very slow Internet access. Vicnet working with Telstra has solved the problem. The smaller branches are reporting improvements in speed and reliability.

7.4 National Simultaneous Storytime

National Simultaneous Storytime was held across Australia at 11 a.m. Friday 2 September 2005. The story for 2005 was *Wombat Stew* by Marcia Vaughan and Pamela Lofts. All branches participated. A great time was had by children, parents and child carers as Dingo threatened to put Wombat into his strange stew.

7.5 Staff representatives on state-wide committees 2005-06

The CEO is a member of the Collections Audit & Blueprint Workgroup a major project of the Statewide Public Library Development Projects. The Group's task is to develop a vision for Victorian public library collections in 2020; convene an Expert Group/summit to assist in developing the Blueprint and to conduct an audit of current public library collections. An outcome is a five-year plan of collaborative initiatives linked to the Blueprint.

Sally Armistead is a member of the Statewide Training Consortium Committee

7.6 Colac work room and regional accommodation upgrade

Colac Otway Shire has accepted the plans and quotation for the fit out by Designer Commercial Furniture (Wendouree). The CEO, staff and COS have developed a project brief. Currently quotations are being sought for the work to clear and prepare the site for the new workstations and furniture. It is anticipated that the installation will be early November.

Recommendation(s)

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

8. Enterprise Agreement No 3 – 2005

The Enterprise Agreement No 3 -2005 was lodged with the Australian Industrial Relations Commission 1 September 2005. On 27 September 2005 Commissioner Grainger granted certification. The payroll authority has now been advised to implement payments in accordance with new Agreement. The new pay schedule commences next pay, the fortnight ending 14 October 2005 with back pay dated to July 2005.

Recommendation(s)

1. ***That the Board notes the certification of the Enterprise Agreement No- 3 2005.***

9. CRLC Annual Report 2004-05

The CEO reported the Annual Report had been forwarded to the Minister, Department for Victorian Communities by 30 September 2005. The Report was now available for public inspection at all branch libraries.

The CEO tabled the Management Letter from the Auditors for the year ended 30 June 2005 with the CRLC response. The letter noted:

1. The financial viability of the Corporation
2. Bank reconciliations
3. Risk management strategy - the lack of a formal risk management strategy.

The responses to these notes were discussed. Points 1 has been an ongoing note. Point 2 has been covered. In relation to Point 3 the CEO will report back to the Board on progress towards developing a risk management strategy.

The CEO proposed a shortened financial report (Standard Statements) for the final printed copy of the Annual Report: a copy of the full financial report can be made available on request.

Members discussed the purpose of printing the Annual Report, the format and the number of copies required. It was agreed that the CEO would seek the most cost effective option.

Recommendation(s)

1. ***That the Board adopts the contents of the Annual Report 2004-05 forwarded to the Department for Victorian Communities.***
2. ***That the Board notes the Audit opinion of the Auditor General in respect of the 2004-05 Financial Statements.***

Moved Cr Jacobs seconded Cr Clanchy that Items 6,7,8,9 be approved.

CARRIED

10. Colac and regional staff workroom upgrade

Mr Hayman reported that quotations to complete the workroom upgrade would exceed the amount allocated in the 2005/06 CRLC and Colac Otway Shire Budgets. (CRLC had allocated \$25,000 and COS \$25,000.) The cost to clear out the old fittings, move walls

to create two offices, build new work stations, paint, carpet plus cabling and installation of power points would be over \$60,000. Mr Hayman noted initially it was planned to stage the upgrade over several years. However it was cost effective to complete the upgrade now.

Whilst acknowledging a budget over run, members agreed it was more efficient in relation to time and costs to complete the work in the 2005/06 budget.

Recommendation (s)

- 1. That the Board approves the increased costs for the completion of the Colac workroom upgrade in the 2005/06.***

Moved Mr Hayman seconded Mr Greenberger

CARRIED

11. Marketing Plan

Mr Greenberger enquired on the progress of the CRLC Marketing Plan. The CEO reported that some work had been done but it was behind schedule. An outline of the plan would be available for the next meeting.

12. Service Level Agreements

The status of the Service Level Agreements was raised. The CEO undertook to circulate the SLAs to the officer members.

13. Colac Otway Library Service Review

Mr Hayman reported on the preparation of the paper on the COS library service review for the November Council meeting. The review is to be completed by June 2006

14. Local Law November 2006

The chairman noted that the new local law is to be in place by November 2006. Work will need to commence early 2006.

15. CRLC Budget 2006/07 preparation

The CEO proposed commencing preparation for the 2006/07 budget at the next meeting.

Next Meeting

The next meeting will be held at Terang Library Thursday 24 November 2005 at 5:00p.m.

Meeting closed 6:00 p.m.

CONFIRMATION OF MINUTES

It is hereby certified that the above minutes of the ordinary Meeting held 13 October 2005 are those confirmed by the Corangamite Regional Library Board at theMeeting held at

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Chairman

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Date