



MINUTES

Library Board Meeting

**Thursday 14 June 2007
5:00 pm
Terang Library**

Ordinary Meeting CRLC Board
14 June 2007 Terang Library at 5:00 p.m.
Meeting opened at 5:05pm

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
Ms. Lyndall Osborne	Moyne Shire

Officers

Margaret Smith	Chief Executive Officer
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1. Apologies

Cr. Adrian Jacobs	City of Warrnambool
Mr. Paul O'Brien	City of Warrnambool

Disclosure of Conflict of Interest

No member disclosed a conflict of interest.

2. Confirmation of Minutes of Meeting 19 April 2007

Moved Councillor Clanchy seconded Mr Greenberger that the minutes of the Ordinary Meeting 19 April 2007 be confirmed.

CARRIED

3. Business arising from the Minutes

3.1 Mobile Library Closure

The CEO reported the Mobile Library Officer's resignation effective from 31 May 2007. The Mobile Library Coordinator is now responsible for all site visits.

Colac Otway Shire reported preparations for the new service at Apollo Bay Library are progressing. The building fit out and staff appointment has taken longer than anticipated.

The Library Outreach Van to serve the small town communities in Colac Otway and Corangamite is Shire is being fitted out. The Library Outreach Coordinator's position has been advertised and interviews held. An appointment is anticipated next week.

Moyne Shire reported that service to the communities at Hawkesdale and Macarthur will be provided through the schools. The P-12 Hawkesdale College will provide collections and access for the community during school hours until 4:30 pm and will open during school holidays. At Macarthur the primary school will house a small collection for the community in conjunction with Port Fairy Library branch staff. Moyne will provide ICT for access to the CRLC catalogue and circulation module at the respective sites.

Moyne Shire reported that discussions had been held with Warrnambool Library in relation to servicing Nullawarre and Peterborough through the Warrnambool Home Library Van service. At this stage the proposed service costs are beyond budget. Mr Hayman and Mr Greenberger agreed to review the timetable for the Library Outreach Service van and provide Moyne Shire with a proposal for servicing both sites.

Transitional arrangements for the Mobile Service closure were discussed: members agreed to extend the current service to 13 July 2007.

3.2 Regional Library Agreement

Members from Colac Otway, Corangamite and Moyne reported that the revised Regional Library Agreement has been presented to their respective councils. The Agreement now needs to be formatted and the final copy circulated to member council for sign off.

3.3 CRLC Draft Budget 2007- 08

Members present reported that councils have considered the Draft Budget. The CRLC Draft Budget must now be finalised and advertised in accordance with the Local Government Act 1989.

3.4 Service Level Agreements

The Service Level Agreements require reworking in relation to the Regional Library Agreement and the new Public Library Grants - Funding Agreements.

3.5 Closure over Christmas and New Year

As agreed at the last meeting the CEO provided more information on loans and visits activity at Colac and Warrnambool libraries (smaller libraries are closed) during the week between Christmas New Year. Generally the usage is lower than other periods: the first day after the holiday closure is very busy with returns, issues and visitors whilst the second day is much quieter.

Members discussed the matter and agreed that it is an individual council decision as part of the Service Level Agreement.

4. Use of Corporation Seal

Nil

5. Inwards Correspondence

1. 17 May 2007 State Library of Victoria Libraries Building Communities Demonstration Grant Application
2. 21 May 2007 State Library of Victoria - Victorian Public Library Building Audit
3. 22 May 2007 Minister for Local Government - Public Library Grants Program: 2007 – 08 Allocations
4. 22 May 2007 Regional Parenting Service - Contribution Parenting Resources
5. 22 May 2007 Victorian Auditor-General's Office –Audit Arrangement Letter
6. 24 May 2007 Colac Otway Shire - Draft Budget and Regional Agreement
7. 28 May 2007 Department for Victorian Communities – Funding Agreement for Corangamite Regional Library Corporation
8. 14 June 2007 Margaret Smith – CEO's Resignation

6. Financial Report

The Operating Statement for May 2007 was circulated.
Areas noted are:

Income

- All grants etc paid in full
- Income for photocopying, donations etc lower than forecast

Expenditure

- Branch Services over run
- Mobile Library Service ongoing expenses for repairs and maintenance to remain roadworthy
- Materials expenditure forecast
- BHP Billiton grant fully expended

Recommendation(s):

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

7. Service and Operations Report**7.1 Activity Statistics**

The annual summary for the final quarter will be available and reported at the next meeting. The CEO reported that statistics for April and May Circulation and Visits show a slight decrease. This is explained by the number of public holidays in April.

Ms Osborne requested a report on individual libraries performance for issues per visit, turnover rates and trends in relation to visits.

Website Usage

Website usage has steadied. Usage in April and May were well above 2006 figures but below the record spike in January 2007:

	Visits	Daily average	Monthly total
• April 2007		300	9,021
• May 2007		284	8,819

7.2 LibraryLink Victoria

4 May 2007 the CEO attended a meeting to work through issues in establishing policies and protocols in relation to the operation of *LibraryLink Victoria*. By June 30 it is anticipated that nearly all Victorian public libraries will have staff trained in using *LibraryLink* for processing Inter Library Loans.

7.3 Spydus Upgrade

On 28 May the senior staff held a teleconference with Civica to discuss the project plan for the forthcoming upgrade to Spydus Version 8. The upgrade will be staged over June, July and August 2007. The 'go live' date is planned for September. Staff training will be conducted at Colac (CCDA training rooms). The upgrade is included in the Managed Services contract

7.4 Koroit Library Upgrade

Work on relocating the desk, moving the collection, installing blinds, building a new returns book chute, lowering lighting and installation of air conditioning has been undertaken by Moyne Shire.

7.5 Memory Victoria Workgroup

The CEO is chairperson of the Memory Victoria Workgroup. Currently the Workgroup is planning for the 2007/08 Roadshow, very similar in format to the popular Travelling Treasures program conducted by the State Library. Six items from Victorian public libraries local history collections have been selected to travel to four regions in Victoria during 2007/08. The Roadshow is scheduled to travel for a year. An item from the Port Fairy Library Collection is one of the selected items – *Babes in the Bush* by Rolf Boldrewood.

7.6 Collaborative Materials Purchasing Project

The CEO attended a focus group meeting with the Whitehorse Strategic Group to examine issues around purchasing materials for libraries – issues such as library suppliers' discounts, service, turn around times time and reporting were covered. Types of material suitable for consortium purchase were proposed. Libraries will be surveyed about purchasing practices and preferences.

Recommendation(s):

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

8. Funding Agreement

(A copy of the new Public Library Grants Program Funding Agreement was circulated with the Agenda papers)

The Department of Victorian Communities has streamlined its Funding Agreements. The Corporation is required to sign off and return the Agreement within 20 business days from the date on the letter – Friday 22 June 2007.

The Agreement runs for four years from 2007/08 to 2010/11. It includes a Purpose of Funding, which is linked to the document Strengthening Victorian Communities – Standard Terms and Conditions.

The conditions for funding include reciprocal borrowing arrangements and no charges for basic library services. The reporting conditions are essentially the same: that is providing the required data for the Annual Survey of Victorian Public Library Services by 31 October each year.

Recurrent funding comprises two components:

- Core funding (2007/08 \$551,885)
- Local priorities funding (2007/08 \$29,047)

CRLC is required to determine local priorities projects. Local priorities projects are expected to have a strong community focus and be in broad agreement with the Department's goals.

Proposed projects for 2007/08 are:

- Regional signage audit \$10,000
- Regional Book talks, author visits for older persons \$ 4,500
- Let's Read/Parenting support for reading to children \$4,500
- Staff training and development, particularly in relation to program delivery \$10,000

Recommendation(s):

- 1. That the CEO sign and return the Funding Agreement within the due date.***
- 2. That the Board approves the Local Priorities projects for 2007-08.***

9. Library Managed Services Contract renewal

The current contract with Civica for the library management system (Spydus) ends August 2007. Civica provides Managed Services for CRLC for Spydus the Library Management System).

Civica has provided two options for renewal:

- Managed Service Costs 3 year contract term
- Managed Service Consortium Costs 5 year contract

There is a price differential – the Consortia solution providing greater annual cost savings. (The costs were tabled at the meeting)

The CRLC 2007/08 budget has allowed for the 3-year contract term annual costs. As the area of library management systems is rapidly developing, particularly with the implementation of the SWIFT consortium project for Victorian public libraries, a longer contract is not recommended.

Members discussed the options. The members requested the CEO to seek further information and clarification about the options to assist in making a final decision.

Recommendation(s):

- 1. That CEO immediately seeks more detailed information from Civica for the Board in relation to the options before renewing the Civica Managed Services contract.***
- 2. That CRLC consider new developments and monitor future options in relation to library management systems.***

10. 2007 Victorian Public Library Building Audit

As part of a Statewide Public Library Development Project, CRLC has been requested to participate in the 2007 Victorian Public Library Building Audit. Completing the audit survey will require a significant effort from each library service as well as input from each Council's building or asset manager.

Every local government Chief Executive Officer has been advised about the audit by letter and in the *MAV Bulletin*.

Completion of the audit will enable identification of the current state of Victorian public libraries. This will provide a tool for all Library Service Managers and CEOs to assess their buildings to meet community needs now and in the future.

BBC Consulting Planners and public library managers have developed the audit. The audit commenced Monday 28 May and completion date is due 26 June 2007. Whilst this audit will require time and coordination, I recommend that CRLC participate. The end report will provide valuable data, the capital investment in library facilities and assist with future planning.

Recommendation(s)

- 1. That the Board supports CRLC's participation in the 2007 Victorian Public Library Building Audit.***

11. Colac Recreation Education and Community Precinct

As reported at the last meeting, planning for the amalgamation of the Colac High School and College is underway.

On Wednesday 2 May 2007 the State Government announced in the 2007/08 budget the allocation of \$5 million for the development of the merged secondary college on the Hearn Street Department of Education land site.

This funding allocation is to fund Stage1 which comprises the year 7 and 8 classrooms, the school component of the Global Connector and the school administration wing.

The Global Connector includes the library, business incubator, information technology resources, seminar room, meeting and reading rooms. The Global Connector is considered as an "all of community facility" with the capacity to cater for school, community, local business, adult education providers and other stakeholders' needs.

Only the school component has received funding so far. At the Colac Otway Shire Council meeting on 23 May 2007 Council approved the allocation of \$80,000 to progress delivered design of the community component of the Global Connector.

It is anticipated that the community component will not include the regional library headquarters. Consideration needs to be given to the long-term location of the CRLC regional headquarters.

- Mr Hayman provided an update on the funding and planning for the Precinct: Stage 1 \$5 000,000 to be spent on facilities for years 9, 10, 11, &12.
- Stage 2 \$17, 000,000
- Detailed plans for 2008/09 are to be drawn up by November 2007.

Mr Hayman asked whether the members want Colac Otway Shire to pursue locating the regional library headquarters in the precinct and noted that the Board needs to know a lot more about the options and costs.

Ms Osborne noted a new facility would require considerable capital investment and a cost benefit analysis is needed. The question of how important is it for the regional headquarters to be attached to a library needs to be examined. There are numerous examples in Victoria and other states where the regional library headquarters are located in separate buildings from the library service. Members agreed that more information and cost benefit analysis is needed. The CEO will discuss options for conducting the analysis with Mr Hayman.

Recommendation(s)

- 1. That the Board considers long term planning for the future location of regional headquarters.***

Moved Cr O'Brien seconded Cr Clanchy that motions 6,7,8,9,10, 11 be adopted.

CARRIED

12. Staffing matters

12.1 Chief Executive Officer

The Board members considered the CEO's letter of resignation effective from 30 September 2007.

It was agreed that Mr Hayman would circulate the CEO's Position Description to members for revision and input.

It is planned to advertise the position widely on 30 June 2007. The members nominated the Chairman, Mr Greenberger and Ms Osborne to form the selection panel.

Moved Mr Hayman seconded Cr O'Brien that the Board accepts with regret the CEO's resignation.

CARRIED

13 Meeting times

Cr Clanchy informed the Board that she has retired from her position at the school and is now available to attend meetings during the day. It was suggested the next meeting be held at 12 noon. The CEO will follow up with Cr Jacobs.

Members suggested meetings be held at different libraries if held earlier in the day. A regional library tour was also proposed.

Next Meeting

The next meeting is scheduled for Thursday August 16 2007. Venue and time to be confirmed

CONFIRMATION OF THE MINUTES

It is hereby certified that the above minutes of the Ordinary Meeting held 14 June 2007 are those confirmed by the Corangamite Regional Library Board at the Ordinary Meeting held at Terang Library.

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Chairman

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Date