



# **Minutes**

## **Library Board Meeting (Special Meeting)**

**Thursday 14<sup>th</sup> May 2009  
4pm  
Terang Library**

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**Notice is hereby given that an Ordinary Meeting of the Corangamite Regional Library Corporation Board will be held on Thursday 14<sup>th</sup> May 2009 at the Terang Library, commencing at 4p.m.**

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### **BOARD MEMBERS**

<b>Member</b>	<b>Council</b>
Cr Stephen Hart	Colac Otway Shire
Mr Colin Hayman	Colac Otway Shire
Cr Helen Worland (Chair)	Corangamite Shire
Mr Trev Greenberger	Corangamite Shire
Cr Andrew Fawcett	Warrnambool City
Mr Paul O'Brien	Warrnambool City
Cr Jill Parker	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**

<b>Name</b>	<b>Position</b>
James Purcell	Chief Executive Officer
Pepita Marshall	Acting Branch Services Co-coordinator

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## **MINUTES**

### **1. APOLOGIES**

Andrew Fawcett

Warrnambool City Council

**Moved Mr. O'Brien seconded Mr. Hayman that the apologies be accepted**

### **2. DECLARATIONS OF INTEREST**

#### **Local Government Act 1989 Section 79(2)**

A Councillor or member of a special committee who has a conflict of interest and is attending the meeting of the Council or special committee must make a full disclosure of that interest:

- a) By either:
  - i. Advising the Council or special committee at the meeting of the details required under paragraph (b) and (c) immediately before the matter is considered at the meeting; or
  - ii. Advising the Chief Executive Officer in writing of the details required under paragraph (d) and (c) before the meeting; and
- b) Classifying the type of interest that has given rise to the conflict as either:
  - i. A direct interest, or
  - ii. An indirect interest and specifying the particular kind of indirect interest under section 78, 78A, 78B, 78C or 78D and
- c) Describing the nature of the interest, and
- d) If the Councillor or member advised the Chief Executive Officer of the details under paragraph (a) (ii), the Councillor or member must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.

No declaration of interest.

### **3. CONFIRMATION OF MINUTES**

Minutes of the Board meetings listed below are attached:

- 12<sup>th</sup> March 2009

Moved Mr. Greenberger seconded Cr. Parker that the minutes of the meeting held on 12<sup>th</sup> March 2009 with amendments as stated be confirmed.

4. **REPORTS**

- 4.1 Financial Report – Year to date
- 4.2 Library Plan
- 4.3 Draft Budget 2009/2010

**4.1 Financial Report for the year to date – July to April 2009**

**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”.*

4.1 **Financial Report**

The cash operating statement for the first 10 months (to 30 April 2009) were provided at CRLC Board meeting and included the actual income and expenditure for the year to 30 April 2009 and compared the Budget for the year to the Forecast year-end result.

**The Cash Operating Statement and Performance Report for Year-to-date, 30 April 2009 were received and noted by the Corangamite Regional Library Board.**

## **4.2 LIBRARY PLAN**

Section 125 of the Local Government Act 1989 requires the Corporation to have prepared and approved a Library Plan.

The plan must include:

- (a) the strategic objectives of the Corporation;
- (b) strategies for achieving the objectives for at least the next 4 years;
- (c) strategic indicators for monitoring the achievement of the objectives; and
- (d) a Strategic Resource Plan.

The current Plan is valid to the end of the 2008/09 year. The new Plan provided at meeting is required to be prepared following the November 2008 council general elections. This plan will cover the period 2009/10 – 2012/13.

The Act requires that at least once in each financial year, the Corporation must consider whether the current Library Plan requires any adjustment in respect of the remaining period of the Plan.

As this is a new plan for the period 2009/10 – 2012/13 it needs to be considered and if necessary adjusted then approved.

### **Review Comments**

- This plan 2009/10 – 2012/13 has been developed using the previous plan as the structural basis
- This plan will need to be continually reviewed during the 2009/10 financial year to reflect the changes in operating requirements, including:
  - Beechy joint –use library in Colac,
  - Timboon Library relocation, and,
  - Warrnambool library service review.

**Moved Cr. Hart seconded Mr. Dawkins that in accordance with Section 125 & 126 of the Local Government Act 1989 (the Act), that**

- i. The Library Plan 2009/10 – 2012/13 be approved for advertising and public submissions invited, and,**
- ii. The Strategic Resource Plan be approved for advertising and public submissions invited, and**
- iii. Consider submissions at the Ordinary meeting on the 18<sup>th</sup> June**

### **4.3 DRAFT BUDGET 2009/2010 & CONTRIBUTIONS FORMULA**

#### **4.3.1 Budget -2009/2010**

At or prior to the Board meeting a copy of the draft budget, library plan and the strategic resource plan will be circulated to the Board for comment, all contributions prior to the Board meeting will be included in the latest report.

The Board at the March 2009 meeting resolved on several matters related to the financial strategy and the 2009/2010 Budget.

Since the Board meeting the draft Budget and the Financial Plan has been circulated to all councils.

The Board at the March 2009 Ordinary Meeting resolved to precede with the following formal budget process, per the Local Government Act requirements.

The following timeline was agreed:

#### **The 2009/2010 budget timelines:**

<b>Date</b>	<b>Activity</b>	<b>Action</b>
14 May	Board Meeting	Consider formal Budget documents (standard statements). Resolve to prepare Budget and Strategic Resources Plan (SRP).
16 May	Advertise	Invite public submissions on Budget & SRP.
18 June	Board Meeting	Consider submissions. Adopt Budget &SRP.

**Moved Mr. O'Brien seconded Mr. Hayman that the Board undertake the following actions for the draft 2009/10 budget:**

- 1. Accept the formal budget documents as presented**
- 2. Advertise and invite public submissions, and**

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### **3. Consider submissions at the Ordinary meeting on the 18<sup>th</sup> June**

#### **4.3.2 Council Contributions Formula**

#### **4.3.2 Contributions Formulae**

The Regional Agreement provides that “each Council will contribute to the operating budget of the Corporation via a formula to be agreed by the Board on an annual basis”.

This report is submitted in order that the Board meets its obligation.

The funding formula applied in the previous financial review reflected a continuation of the operating structure most recently supported by the Board. However, 2009/2010 will be a significant year of change for the CRLC and it is recommended that the funding formulae be regularly refined during 2009/2010 to more accurately reflect benefit received and cost incurred by all funding bodies.

Thus, it is proposed to limit the increase of funding to 4.5% per municipality. This is in line with the 2008/09 Library Plan which indicated a 4.5% increase in funding by each municipality.

**Moved Cr. Hart seconded Mr. Dawkins that the Council Contributions funding increase of 4.5% be approved and applied to the 2009/10 budget.**

## **5. SERVICE AND OPERATIONS REPORT**

#### **5.1 Apollo Bay Library**

A draft commercial plan to be considered early in the next calendar year

#### **5.2 Beechy Precinct – Joint Use Library**

Council resolved to proceed with the proposed Joint Use Library in the Beechy Precinct. As a result of the delay in the decision building for stage two of the development has only just begun and it is anticipated the opening of the library to be in May 2010. Operations for the JUL need to be worked through There is \$30,000 from the State Government allocated to look into library services for Colac.

### **5.3 Corangamite Shire Libraries**

Grant money has already been allocated to a proposed new library to be sited at Timboon P-12 school. Community consultation into the concept of creating a Joint Use Library raised a number of issues however it appeared the benefits outweighed the concerns. An excursion to Ballarat by library staff to see a similarly designed building is to take place. The proposal will go before Council on 26<sup>th</sup> May.

### **5.4 Moyne Library**

No recent changes

### **5.5 Warrnambool Library**

The draft 2009/10 budget includes \$26,000 to be put towards an internal upgrade of staff working facilities. A library service review be undertaken during 2009/10.

## **6. BUSINESS ARISING FROM MINUTES**

<b>Meeting</b>	<b>Item</b>	<b>Action</b>
10 July 08	Meeting Procedure Local Law	Complete
	Library Services Local Law	Complete
	Marketing Plan implementation	Refer report –June meeting
11 Sept 08	Compliance structure – simplified	Refer report –June meeting
	Enterprise Bargaining Agreement	Refer report – verbal
	Apollo Bay Library	Refer report – 5.1
	Colac Library Relocation	Refer report – 5.2
	Branch Library Design Guidelines	Refer report – June Meeting
	Relocation of Regional Library Headquarters	Refer report – Verbal

## **7. CORPORATION SEAL**

No items for sealing.

**8. INWARDS CORRESPONDENCE**

This Special Meeting is to be held to consider the budget prior to advertising and all inward correspondence will be provide to the Board to the June 2009 Ordinary Meeting.

**9. REPORTS**

- 9.1 Governance Report - no report**
- 9.2 Service and Operations – no report**
- 9.3 Budget 2009/2010 – previous report 4.3.1**
- 9.4 Financial Report – July 2008 to April 2009**
- 9.5 Regional Headquarters – no report**
- 9.6 Other Reports**

**Confidential business**

**Moved Cr. Parker seconded Cr. Hart that meeting be ‘in committee’  
(at 5.08pm)**

Outline of report was distributed and discussed...

**Moved Mr. Dawkins seconded Cr. Hart that open meeting be  
resumed (at 5.19)**

**10. MEMBERS NOTICES OF MOTION**

No motions received.

**11. 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.

None present

**12. GENERAL BUSINESS**

Item of interest; that Cobden Primary School also received a government grant to upgrade their library facilities but was not interested in making it a joint use proposition.

### 13. URGENT BUSINESS

No items listed.

### 14. NEXT MEETINGS

Ordinary (Quarterly) Meeting      Thursday 18<sup>th</sup> June 2009  
Terang Library – 4 pm

Special Meeting                      as required (called by Chair)

**Meeting closed 5.33pm**

### ATTACHMENTS

Item/Report	Attachment
2	Minutes of meetings • 12 March 2009
4.3	Draft Budget – (provided at meeting)
4.1	Year to date financials (provided at meeting)

### CONFIRMATION OF MINUTES

**It is hereby certified that the above minutes of the Special Meeting held 14<sup>th</sup> May 2009 are those confirmed by the Corangamite Regional Library Board at the Ordinary Meeting held on 18<sup>th</sup> June.**

**Chairman**

**Date**