



MINUTES

Library Board Meeting

**Thursday 16 August 2007
5:00 pm
Terang Library**

**Minutes: Ordinary Meeting CRLC Board
16 August 2007 Terang Library at 5:00 p.m.**

Section A

• **Attendance**

Board Members

Cr. Peter Mercer	Colac Otway Shire
Cr Jim O'Brien	Corangamite Shire
Mr. Trevor Greenberger	Corangamite Shire
Cr. Dianne Clanchy	Moyne Shire
Mr Russell Lineham	City of Warrnambool

Officers

Margaret Smith	Chief Executive Officer
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1. Apologies

Mr Colin Hayman	Colac Otway Shire
Ms. Lyndall Osborne	Moyne Shire
Cr. Adrian Jacobs	City of Warrnambool
Mr. Paul O'Brien	City of Warrnambool (Long service leave)

Disclosure of Conflict of Interest

No member disclosed a conflict of interest.

2. Confirmation of Minutes of Meeting 14 June 2007

Moved Cr Clanchy seconded Mr Greenberger that the minutes of the Ordinary Meeting 14 June 2007 be accepted.

3. Business arising from the Minutes

3.1 Mobile Library Closure

The CEO reported that the Mobile Library Service closed Friday 13 July 2007. The Mobile Library Coordinator Duncan McKinley worked the following week clearing out the books and preparing the vehicle for sale. The collection was temporarily stored in the regional work room and Colac library. On his last day 20 July Duncan delivered the bookmobile to Fowles Auctions and collected the new van for the Library Outreach Service.

The CEO noted Duncan's hard work, service and positive attitude: people and communities always came first.

• **Apollo Bay** abaylib@corangamitelibrary.vic.gov.au

Cathy and Bob Moody were the first members through the door on opening day Wednesday 18 July. It was a very "soft" opening as there is still much to finish off. Building up the collection is the major priority.

Carolyn Lalor, the newly appointed Branch Library Officer undertook training at Colac Library and is supported by the Branch Services Coordinator, the Colac Librarian and staff.

Friday afternoons are proving to be the busier time. Generally positive feedback has been received about the location and hours.

Opening hours are:
Wednesday 10am – 1:00 pm
Friday 1:30 – 5:00 pm

- **Library Outreach Service** outreach@corangamitelibrary.vic.gov.au
Mary Eaton commenced Monday 9 July and has been on the move ever since. The Outreach Service which combines the majority of mobile sites in small towns (fortnightly) and the Home Library Service (monthly) is a big undertaking.

Mary has now taken the van to all the mobile sites and is working with volunteers to streamline the Home Library Service timetable at Camperdown and Colac.

The Outreach Service visits the following sites

Colac Otway

Beeac

Birregurra

Coragulac

Forrest

Gellibrand

Laver's Hill

(Discussions with Cressy and Beech Forest are yet to be undertaken)

Corangamite

Lismore

Skipton

Moynes

Nullawarre

Peterborough

- **Hawkesdale and Macarthur Schools Library Services**
Library service for Hawkesdale and Macarthur townships is now provided at the Hawkesdale College P–12 and Macarthur Primary School.

Port Fairy Library staff selects materials for Macarthur and visit monthly to rotate the stock. Moynes Shire has provided shelving, a laptop, slip printer and barcode reader to run circulation. Currently there are problems with logging onto the CRLC library system. The school provides staff time to operate the service. Opening times are:

- Monday 3:30 – 5:00 pm
- Wednesday 1:30 – 4:00 pm

Hawkesdale College Library is providing a Large Print and Adult Fiction collection and a terminal to access the CRLC catalogue. Reservations will be sent to Warrnambool and collected by school staff. Opening times for community use are:

- Monday and Thursday 9:00am – 4:30 pm
- Tuesday, Wednesday, Friday 9:00am – 3:30 pm

The closure of the Mobile Library Service and the establishment of new services within the time frame has required a great effort from staff, particularly at Port Fairy, Colac and regional headquarters. To meet the priorities has meant other tasks have fallen behind. As well as setting up the new services, training and preparation for the Spydus upgrade, installing new equipment and networks and preparing collections were undertaken.

Moved xxx seconded xxx that the Chairman write to Duncan McKinley to thank him for his service and assistance in the closure of the Mobile Library Service.

3.2 Funding Agreement (Copy with agenda papers)

The Funding Agreement has been signed, sealed and returned to DVC. A copy has been provided to all members. Conditions for funding, the definition of free and value added are included in Annexure A and B.

3.3 Managed Services Contract renewal

At the last meeting the Board members requested the CEO to provide further information about the consortium option (B). The CEO circulated the information for consideration. The CEO advised against taking up the Consortium option giving the following reasons:

3.4 Future location regional library headquarters

4. Use of Corporation Seal

On 25 June 2007 the CEO signed and sealed the 4-year Funding Agreement for Public Libraries Grants Programs as ratified by the Board at its meeting 14 June 2007.

5. Inwards Correspondence

1. 28 June 2007 DVC Funding Agreement for Public Libraries Grants Programs
2. 29 June 2007 Colac Otway Shire resolution to sign CRLC Agreement
3. 1 July 2007 DVC Tax Invoice
4. 3 August 2007 State Library of Victoria Memory Victoria Roadshow

6. Financial Report

The Operating Statement at July 31 2007 is attached. Apart from salaries, the first month of the financial year shows limited expenditure in all areas. The following are noted:

Income: First instalment of Public Libraries Grant program received

Expenditure: Staff salaries include the final EA payment of 4% dated from 1 July 2007

Recommendation(s):

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

7. Service and Operations Report

7.1 Activity Statistics

The regional summary for 2006/07 has been distributed. The overall result is little change from the previous year. The regional summary indicates a very slight drop in Circulation and Visits with a small increase in Information Enquiries and Internet PC usage. Acquisitions showed a marked increase on the previous year and preschool story time attendances were good.

Looking at the performance of individual branches, the larger branches, Colac and Warrnambool, have showed improvements on last year performance in relation to Circulation, Visits, Information Enquiries and Internet PC Usage. Port Fairy, Koroit, Terang and Camperdown show steady performances. Visits and Circulation at Port Fairy and Koroit can be attributed to longer opening hours.

One area to note is that whilst the overall Internet PC usage increased some of the smaller branches are showing very poor use of the Internet PCs – Derrinallum, Cobden and Mortlake report very low use. Reasons may be the opening hours, more members having Internet access at home or competition from other providers such as Derrinallum’s Rural Transaction Centre. The busier and larger branches require more PCs to meet increase demand.

More analysis will be provided at the meeting.

Website Usage

The use of the CRLC website has shown a dramatic increase during 2006/07 since the launch last October. The major visits to the site are to use the catalogue. To maintain interest in the website quicker responses to showing and reporting activities, creating more local content, and providing more services on books and reading as well as library promotion are needed.

7.2 Spydus Upgrade

Currently Leanne Bridgeman (Technical Services Coordinator) is managing and implementing the Spydus Library Management System upgrade from version 6.5.3 to version 8. Civica commenced training key staff July 16. Training for all branch staff was held during 6 - 9 August at Colac. (The CCDA training facilities at Colac were used. This was more convenient for staff and the service rather than using Civica training facilities in Melbourne.) The upgrade is taking up considerable staff time to carry out the commissioning and testing required. It is anticipated the go live date will be in September when there will be some disruption to the system during the changeover.

7.2 Apollo Bay Library

CRLC staff convened a meeting and information session on the 22 June to discuss the new service and answer questions. 25 people attended.

The Library opened 18 July 2007 at its “temporary” location behind the Marrar Worn Neighbourhood House.

The set up at Apollo Bay is still incomplete with more book stock and furniture to come. So far the response to the library has been positive.

7.4 Library Outreach Service

Mary Eaton commenced 9 July 2007 as Library Outreach Coordinator. Mary had a week’s cross over with the Mobile Library Coordinator at Gellibrand and Laver’s Hill. The new van was delivered July 20 and was on the road the next week.

Combining the Home Library Service at Colac and Camperdown has required changes to the schedule. Meetings with volunteers to discuss options have been held.

The van still requires further fit out and signage. The service visits 10 townships. The van provides a range of materials – Large Print, Fiction, Non Fiction, Picture books, Talking Books and DVDs. The response to the service has been good but apart from Skipton and Lismore numbers are small: members seem happy with the smaller collection claiming it is easier to find what they want!

7.5 Library service at Macarthur Primary School and Hawkesdale College P -12

Port Fairy Library staff is providing a collection of 400 items at Macarthur Primary School. The service commenced 16 July 2007. The service will require further promotion and fixing the ICT problems.

At Hawkesdale College Moyne Shire has provided a PC in the library to access the CRLC catalogue, whilst the school has purchased materials Fiction and Large Print for adults. School staff collect materials reserved for Hawkesdale members at Warrnambool Library. To date the CEO did not have a data about use.

Recommendation(s):

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

8. CRLC Budget 2007/08

In accordance with the Local Government Act 1989 the draft Budget 1 July 2007 – 30 June 2008 was advertised for community comment from 24 July to 7 August 2007. No written submissions were received.
(A copy of the 2007/08 Budget is included in the Agenda papers)

Recommendation(s)

- 1. That the Budget of Income and Expenditure for the Corangamite Regional Library Corporation for the period 1 July 2007 – 30 June 2008 is adopted.***

9. Audited Financial Report for the year ended 30 June 2007

The Audited Financial Report (Financial and Standard Statements) for the year ended 30 June 2007 has been distributed to members.
A detailed commentary will be tabled and discussed at the meeting.

Recommendation(s)

- 1. That the 2006/07 Financial Statements be adopted In Principle, subject to further adjustments required by the audit, in accordance with Section 131(7) Local Government Act 1989.***
- 2. That the 2006/07 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. That the Board nominate the Chairman Cr Peter Mercer and Mr Colin Hayman to sign the 2006/07 Financial Statements.***
- 4. That the Board nominate the Chairman Cr Peter Mercer and Mr Colin Hayman to sign the 2006/07 Standard Statements.***
- 5. That proviso be made that the 2006/07 Financial Statements and Standard Statements be referred back to the Board if there are significant changes prior to signing***

10. Nexus Customer Satisfaction Survey

The Nexus survey will be conducted during September 2007. The CEO will attend a meeting with the Regional Library Syndicate members and Nexus to consider the questionnaire and if any changes are required.

CRLC has budgeted to participate in the survey: this will provide another year of consistent data and enable benchmarking with other library services.

Board members suggested that additional questions

Recommendation(s)

- 1. That CRLC participate in the Nexus Survey 2007***

Urgent Business

Next Meeting

The next meeting is scheduled for Thursday 18 October 2007. The annual reporting meeting is to follow. Venue to be confirmed.