

Minutes

Meeting Corangamite Regional Library Corporation

**Thursday 16 June 2005
Port Fairy Library
1:00p.m.**

**Minutes
Ordinary Meeting CRLC Board
16 June 2005 1:00pm**

Meeting opened at 1:30 p.m.

Section A

• **Attendance**

Board Members

Mr Colin Hayman	Colac Otway Shire
Mr. Trevor Greenberger	Corangamite Shire
Ms. Meg Orton	Moyne Shire
Cr. Dianne Clanchy	Moyne Shire
Cr. Jacinta Ermacora	City of Warrnambool
Mr. Paul O'Brien	City of Warrnambool

Officers

Margaret Smith	Chief Executive Officer
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1. Apologies

Cr. Neale Gleeson	Corangamite Shire
Cr. Peter Mercer	Colac Otway Shire

Cr Clanchy was nominated to chair the meeting.

2. Confirmation of Minutes 12 May 2005

Cr Ermacora noted correction to figures page 4 Item 9 should read ...\$7,500 for Nexus Customer Satisfaction Survey.

Moved Mr O'Brien seconded Hr Hayman that the minutes of the Ordinary Meeting held 12 May 2005 be confirmed.

CARRIED

3. Business arising from the Minutes

3.1 Fees and Charges – Inter-branch transfers

At the last meeting the Board requested further information in relation to inter-branch charges. As the library management system (Spydus) is being upgraded (due date 20 July) it was recommended the CEO confirm with the Technical Services Officer on the system's capability for charging or not charging for inter branch transfers. (Currently CRLC does not charge for interbranch transfers: the reservation charge of \$1 per item is removed manually by staff.)

Mr Greenberger requested to know the difference financially if charges were made for inter-branch transfers.

4. Use of Corporation Seal

Nil

5. Inwards Correspondence

1. Auditor General Victoria: 2005 Audit
2. Moyne Shire: Library Plan and Annual Budget
3. DVC: Public Library Grants Program 2005/06

6. Financial Report

The Operating Statement as at 31 May 2005 was considered.

Matters to note:

- Branch Services over run
- Mobile Library Service over in salaries and maintenance
- Reimbursement from SNIP grant anticipated for network upgrade

Members noted with Service Level Agreements processes need to be in place to monitor and report for each municipality. Any variation will need to be noted and reported, particularly if specific funds are allocated – for example Moyne will increase its allocation for books. Members reiterated the importance of reliable financial data.

Mobile Library Service costs were noted.

Recommendation(s):

- 1. That the Financial Report be noted.*

Moved Mr Greenberger seconded Cr Ermacora.

CARRIED

7. Service and Operations Report

7.1 Activity Statistics

Regional summaries and individual branch activity reports for April and May 2005 were discussed.

The overall trend in April showed an increase in circulation and visits compared with the previous month. (School holidays accounted for the increase.) Camperdown Library continued to perform well along with Cobden, Derrinallum, Mortlake and Port Fairy.

May showed a slight decrease in circulation with visits up on April. Camperdown circulation and visits continued to grow.

7.2 Apollo Bay Mobile Library site now online

30 May 2005 the Apollo Bay site for the Mobile Library went online. (ADSL) This is a significant event for the service as borrowers at Apollo Bay now have immediate information about availability of items, fines and reservations. The next Mobile Library site scheduled to go online is Skipton.

7.3 Library Management System (Spydus) Upgrade

Currently the library is preparing for a major LMS upgrade. Software has been installed at all branches. Technical Services Officer, Leanne Bridgeman, has visited branches to assist and train staff. Civica is running training sessions in Melbourne for regional cataloguing and acquisitions staff.

For the public the upgrade will provide easier access to information and a more user - friendly interface.

7.4 Writers on the Road: George Negus and Ben Kozel

This program held at Warrnambool and Colac libraries proved to be a winner. Both events were booked out. 150 attended Warrnambool and 60 at Colac. Excellent press promotion for both events was provided by Writers on the Road program.

7.5 Opening of refurbished Beaumaris Library (Bayside)

The CEO reported on the informal opening for library managers and staff. This \$2 million project was funded by Bayside Council (major contributor) and Living Libraries (DVC). The library is now four times larger, incorporating a meeting room, foyer, spaces for all age groups and a courtyard. The arrangement of the collection follows a bookshop approach rather than the traditional library classification.

Members requested the CEO compile a list of good libraries to visit – particularly recently upgraded buildings and those with new/innovative services.

Ms Orton reported that Moyne Shire is seeking Living Libraries funding to upgrade disability access to Moyne libraries.

7.6 Network upgrade

Mortlake exchange is now DSL enabled. Preparation to convert to ADSL is underway. It is anticipated that Terang, Cobden and Koroit should soon follow by the end of July 2005. SNIP funding is available. Finally CRLC will have a standardised network.

Recommendation(s)

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

Moved Ms Orton seconded Mr Hayman.

CARRIED

8. Enterprise Agreement 3 – 2005

Members were briefed (memo 27 May 2005) on the outcomes of negotiations in relation to the log of claims as reported at the May Board meeting.

At its meeting 25 May the Enterprise Agreement Committee reconsidered Family and Pressing Necessity Leave, Parental Leave, End of Band Payments and the overall pay increase. As reported the changes moved to the Board's preferred position.

At the Enterprise Agreement Committee meeting 3 June 2005 recompense of 1% in the first year was discussed again. The representatives re-iterated the one off 1% for all staff (those on End of Band and staff who move to EOB in the life of the agreement) removes the EOB payments as from July 2005. No further negotiation would be considered.

Removal of EOB is the Board's priority. The pay increase over the three year Agreement will be 5% (4% + 1%), 4%, and 4%.

The draft Enterprise Agreement will be presented to staff union members for approval. Copies will then be distributed to all staff to consider. (14 days). A final ballot for all staff will be held.

Recommendation(s)

- 1. That the Board notes the report.***

Moved Mr Greenberger seconded Cr Ermacora.

CARRIED

9. Library Plan 2005/06 – 2008/09

Under section 197D (a) of the *Local Government Act* 1989, all regional library corporations must prepare and approve a Library Plan by 30 June 2005. Further, regional library corporations must submit a copy of the Library Plan to the Minister by 30 June 2005.

A copy of the draft Library Plan together with the Strategic Resource Plan was placed in all branches and Mobile Library for public comment.

The CEO did not receive any written submissions by the closing date 15 June 2005.

Recommendation(s)

- 1. That the Board endorses the Library Plan 2005/06 – 2008/09.***
- 2. That a copy of the Library Plan is submitted to the Minister for Local Government by 30 June 2005.***
- 3. That a copy of the Library Plan is sent to member Councils.***

Moved Mr O'Brien seconded Mr Hayman.

CARRIED

10. CRLC Budget 2005/06

A copy of the Annual Budget 2005/06 including an Executive Summary and Standard Statements was distributed at the meeting.

Public notice of the budget must be made as soon as practicable after its preparation and publicly displayed for 14 days. The Annual Budget is to be adopted by 31 August and public notice given of the decision.

Recommendation(s)

- 1. That the Board approve the Draft Budget for public display and comment.***

Moved Mr Greenberger seconded Ms Orton.

CARRIED

11. MAV Draft Public Library Policy

A copy of the MAV Draft Public Library Policy Strategic Priorities paper was sent to members for consideration.

This is a comprehensive draft. It has drawn out the key issues in relation to the role of public libraries, local government's responsibility as the major funding agency, resourcing, partnerships and access.

Mr O'Brien noted the Board needs to have a position on the role of public libraries.

Ms Orton questioned the shift to areas not historically the public library's role – such as the emphasis on community development.

The shift in expectations was noted. There is an assumption that local government will pick up more but does it have the capacity to do this? Partnership with the state government was discussed in relation to changing policy direction and setting standards.

Cr Ermacora noted the changed formats for collections and the need for public libraries to keep up with change.

Under Strategic Issues 3 the ageing of the library workforce was noted. The CEO noted that ABS and Department of Employment data show that currently librarians collectively are close to being the oldest of any major occupational group in Australia.

Cr Clanchy noted public libraries still have an important recreational role.

Members agreed the CEO prepare a draft a response for the MAV. The draft will be first circulated to the Board for comment.

Recommendation(s)

- 1. That the CEO draft and circulate a response to the MAV questionnaire***

Moved Cr Ermacora seconded Mr O'Brien

CARRIED

The Board considered the draft document should be used for developing policy with member councils. The Board's response to the MAV is to be circulated to member councils.

Recommendation(s)

- 1. That member councils consider the Board's response to the MAV.**

Moved Mr O'Brien seconded Ms Orton

CARRIED

11. Code of Conduct

Under section 76C (1) of the Local Government Act the Corporation must develop and approve a Code of Conduct. The Board ratified the Code of Conduct at its meeting 25 November 2004.

In compliance with section 76C (2) the Corporation is now required to review the Code of Conduct within 6 months after general election at member councils.

In absentia, Cr Mercer recommended in section **Basis for establishment of a Code of Conduct** that the relevant sections of the Acts are spelt out.

Recommendation(s)

- 1. That the Board review the Code of Conduct,**
- 2. If necessary, changes are made**
- 3. That each member be given a copy to sign and keep.**

Moved Mr Hayman seconded Ms Orton

CARRIED

12. Christmas/New Year opening hours

The Board was requested to give a direction on Christmas /New Year opening hours 2005/06. (Christmas and New Year's Day fall on a Sunday).

Proposed:

Colac and Warrnambool

Monday 26 December 2005 (Boxing Day)	Closed
Tuesday 27 December 2005 (Christmas Day Holiday)	Closed
Wednesday 28 December 2005 (in lieu of Melbourne Cup)	Closed
Thursday 29 December 2005	OPEN
Friday 30 December 2005	OPEN
Saturday 31 December 2005	OPEN
Monday 2 January 2006 (New Year's Day)	Closed
Tuesday 3 January 2006	OPEN

Other branches

Entire week 26 December – 31 December 2005	Closed
Tuesday 3 January 2006	OPEN

Recommendation(s)

- 1. That Colac and Warrnambool branches open Thursday 29-31 December 2005 re- opening Tuesday 3 January 2006.**
- 2. That other branches close Monday 26 – 31 December 2005 re-opening Tuesday 3 January 2006.**

Moved Mr Hayman seconded Ms Orton

CARRIED

13. Change of date for next meeting

The Board was requested to change the date of the August meeting (11/8/05) to accommodate the completion of the audit for the year ending 30 June 2005. The Auditor is due August 2005.

Recommendation(s)

- 1. That the next Board meeting is re -scheduled for Thursday 18 August 2005.**

Moved Mr Greenberger seconded Mr Hayman

CARRIED

14. Farewell

As this was Ms Orton’s last meeting with the Board, members recorded their appreciation for her outstanding contribution over the last 10 years. During that time Meg has maintained an enthusiasm and strong commitment to the regional service. As well Meg has supported the community service role of public libraries.

The library staff, particularly those in Moyne Shire, will miss her. Both the Board and library staff wished Meg every success and satisfaction with her post graduate studies.

Meeting closed 3:00 p.m.

Next Meeting

Thursday 18 August 2005 1:00 p.m. Camperdown Shire Offices

CONFIRMATION OF MINUTES

It is hereby certified that the above minutes of the ordinary meeting held 16 June 2005 are those confirmed by the Corangamite Regional Library Board at the.....Meeting held at.....

.....
Chairman

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Date