

# **MINUTES**

## **Meeting Corangamite Regional Library Corporation**

**Thursday August 17 2006  
5:00 pm  
Terang Library**

---

**Agenda: Ordinary Meeting CRLC Board  
17 August 2006 at Terang Library 5:00 p.m.**

Meeting opened at 5:05 pm

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

**Officers**

Margaret Smith	Chief Executive Officer
----------------	-------------------------

**1. Apologies**

**Disclosure of Conflict of Interest**

No member declared a conflict of interest

**2. Confirmation of Minutes 15 June 2006**

*Moved Mr Greenberger seconded Cr Clanchy that the minutes of meeting 15 June 2006 be confirmed.*

**CARRIED**

**3. Business arising from the Minutes**

**3.1 Mobile Library Closure**

The CEO reported that letters had been sent to member councils and schools in relation to the Board's recommendations to cease operating the Mobile Library Service from July 1 2007 and cease service to schools from January 1 2007.

Members reported councils are exploring alternative outreach services. Mr Hayman reported Colac Otway Shire had agreed to continue to serve Cororooke as a community site.

**4. Use of Corporation Seal**

19 June 2006 the CEO signed and sealed the Variation to Public Library Services Funding and Service Agreement

**5. Inwards Correspondence**

1. Colac Otway Shire: Board's Corporation Budget 2006/07 (6 July 2006)
2. Local Government Victoria & Community Information: Local Priorities Funding (18 July 2006).
3. Moyne Shire: Corporation Budget 2006/07 (26 July 2006)
4. Corangamite Shire: Corporation Budget 2006/07 (28 July 2006)
5. Local Government Victoria & Community Information: SWIFT Initiative (7 August 2006)
6. BHP Billiton: Local History Access Program (8 August 2006)

**2. Local Priorities Funding**

The Corporation was required to nominate Local Priorities programs for 2006/07 by 8 September 2008.

The CEO recommended the following allocation:

- 
- Senior Staff Training           \$8,000
  - Network Upgrade               \$12,000
  - Promotional materials         \$ 7,800

***Moved Mr Greenberger seconded Cr Jacobs the programs listed be undertaken.***

***CARRIED***

***Moved Ms Osborne seconded Cr O'Brien that the correspondence be received.***

***CARRIED***

## **6. Financial Report**

The Operating Statement for 31 July 2006 was discussed. Apart from salaries, the first month for the financial year showed limited expenditure in all areas. The following were noted

- Staff salaries include the second EA payment of 4% dated from July1 2006
- Materials expenditure carry over
- First payment of Public Library Grant includes final instalment of Book Bonanza funding

### **Recommendation(s):**

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

## **7. Services and Operations Report**

### **7.1 Activity Statistics**

A summary for the year 2005/06 was distributed.

From the regional summary, overall circulation and visits were down slightly from last year. The variation between individual branches was noted – the larger branches showing the greater decrease. Information enquiries had dropped compared with previous year. Overall Internet PC usage had increased.

### **7.2 CRLC Website redesign**

Users and staff feed back from on the test website has been provided to Vicnet Community Web Development Team. Further work is required to improve the functionality of the catalogue. It is anticipated the website will be ready within a fortnight. Overall the feedback has been positive for the simple uncluttered look, layout and improved navigation.

### **7.3 Public Internet Access Program (PIAP) Funding**

CRLC submitted an application for PIAP funding March this year. We have been notified our application has been successful and contracts will be sent out shortly. A grant of \$7,500 has been provided to provide equipment and training for 2 target groups – Older persons 60+ and new arrivals.

### **7.4 Civica Collaborative Solutions**

Currently CRLC has a 3-year contractual arrangement with CIVICA for Managed Services. (The Library System is hosted on the Civica server in Melbourne, with back up, housekeeping and security provided). This contract ends August 2007. The CEO and the Technical Services Coordinator attended a meeting along with other Victorian public libraries 4 August 2006 to discuss future collaboration working as a consortium.

Following on from this meeting Civica has provided a cost proposal for the next five years. A further meeting to discuss the proposal is planned shortly.

### **7.5 SWIFT Proposal**

A report on SWIFT library consortium was provided at the last meeting. Councils and regional library corporations can now enter into individual contracts with the MAV to participate in the SWIFT consortium without conducting a public tender. (See Inward Correspondence) For councils and regional library corporations to participate in SWIFT, they will need to enter into a back-to-back contract with the MAV.

Kevin Rusbridge, Project Officer SWIFT, visited CRLC last week to explain the structure, progress and provide information about service options. SWIFT consortium aims to give all public libraries access to a modern, well supported system that will assist the management of acquisitions, cataloguing, circulation, patron information, PC bookings, interlibrary loans, home library service, reports and financials. Kevin provided some indicative costs for CRLC's consideration.

### **7.6 Staff**

Lisa Hay resigned from the position of Branch Librarian Warrnambool from 14 June 2006. The position was advertised during July and interviews have been held.

### **7.7 Strategic Asset Audit of Victorian Public Libraries**

JL Management Services undertook the statewide Strategic Asset Audit of Victorian Public Libraries earlier this year. All library services were surveyed for information about collections, categories, age of collection, circulation, acquisitions, culling etc. The Report giving an overview of the current status of the statewide collection, with analysis and recommendations for future renewal will be released shortly for public comment.

As part of the Audit all library services have now received an individual report. The CRLC individual report is attached. The report benchmarks CRLC against the top 20 branches in Victoria. It shows CRLC is still behind in the following areas:

- Age of collection,
- Loans
- Acquisition of new items not keeping up with demand
- Collections such as Adult Fiction, Adult Paperbacks, Large Print, Audio Visual (DVDs/ CD ROM and VHS) and Picture Books are high demand and require further development, whereas Adult Non-Fiction and Junior Fiction and Non Fiction are well supplied but not in great demand.

The findings do need to be qualified, but as this is the first time such an audit has been undertaken, there are some useful findings to follow up.

Members discussed the CRLC Audit report in relation to the currency of the collection and activity. It was suggested that this report should be communicated more widely, particularly the positive results. The amount for collection revitalisation should be considered carefully as further details about the calculation will be set out in the major overall audit report to be released shortly.

### **Recommendation(s)**

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

**8 CRLC Budget 2006/ 07**

In accordance with the Local Government Act the draft Budget 1 July 2006 – 30 June 2006 was advertised for community comment from 3 July to 17 July 2006. No written submissions were received.

**Recommendation(s)**

- 1** *That the Budget of Income and Expenditure for the Corangamite Regional Library Corporation for the period 1 July 2006 – 30 June 2007 is adopted.*

**9 Audited Financial Report for the year ended 30 June 2006**

The Board considered the 2005/2006 Financial Statements and the 2005/2006 Standard Statements.

**Recommendation(s)**

- 1** *That the 2005/06 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 2005/06 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 2005/06 Financial Statements.*
- 4** *That the Board nominate the Chairman Cr Peter Mercer and Mr Colin Hayman to sign the 2005/06 Standard Statements.*
- 5** *That proviso be made that the 2005/06 Financial Statements and Standard Statements be referred back to the Board if there are significant changes prior to signing*

**10. Regional Library Agreement**

The current Regional Library Agreement was gazetted May 2003 for a period of 3 years. It is now time to renew the Agreement with member councils. The new Agreement needs to reflect compliance with the requirements of the Local Government Act 1989 as amended by the Local Government (Democratic Reform) Act 2003 – such as Library Plan and Strategic Resource Plan (no longer Corporate Plan etc). The Asset register has been updated as the replacement and purchase of new equipment has occurred.

Also the Board may wish to give consideration to

- increasing the agreement from a fixed period of 3 years to 5 years
- the contribution apportionment

To expedite the process, it was proposed a workgroup/committee meet with the CEO. The Board appointed the Chair and officer members to form a workgroup. The CEO undertook to organise the meeting and email an electronic copy of the current agreement to the group.

**Recommendation(s)**

- 1** *That the Board approve a Working Group/Committee to work with the CEO to draft a new Regional Library Agreement*

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

**CARRIED**

**Next Meeting**

Members agreed the next Board meeting be scheduled for Thursday 26 October at Camperdown. The annual reporting meeting will follow at 6:00 pm at the Camperdown Library. The library will celebrate 21 years of service at the current site on 18 December 2006.

***CONFIRMATION OF THE MINUTES***

***It is hereby certified that the above minutes of the Ordinary Meeting held 17 August 2006 are those confirmed by the Corangamite Regional Library Board at the Ordinary meeting held at Camperdown Shire Offices.***

.....  
**Chairman**

.....  
**Date**