

# **MINUTES**

## **Meeting Corangamite Regional Library Corporation**

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

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## Agenda

### Ordinary Meeting CRLC Board

18 August 2005 1:00pm

Meeting commenced 1:30 p.m.

## Attendance

### Board Members

Cr. Peter Mercer	Colac Otway Shire
Mr Colin Hayman	Colac Otway Shire
Mr. Trevor Greenberger	Corangamite Shire
Cr. Neale Gleeson	Corangamite Shire
Cr. Dianne Clanchy	Moyne Shire
Mr. Paul O'Brien	City of Warrnambool

### Officers

Margaret Smith	Chief Executive Officer
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## 1. Apologies

Cr Adrian Jacobs City of Warrnambool

## 2. Confirmation of Minutes of Meeting 16 June 2005

*Moved Mr Greenberger seconded Cr Clanchy that the minutes of the Ordinary Meeting held 16 June 2005 be confirmed.*

**CARRIED**

## 3. Business arising from the Minutes

### 3.1 Fees and Charges – Interbranch transfers

A paper (attached) was tabled at the meeting showing income generated from reservations and the amount for "waived" items, inter branch transfers. Members noted that whilst currently there is no charge to the users for interbranch transfers there is cost to the Corporation- postage for the notice sent to the borrower, courier costs and staff costs.

Three options were proposed:

- 1) No charges for either reservations or interbranch transfers
- 2) Charge for both reservation and interbranch transfers – charge either \$1 or 50 cents (cover postage)
- 3) Status quo

Members considered the second option on the grounds of consistency, system generated (saving staff time) and equity. Members examined the amount to charge. There was a concern for those members on a fixed income.

Recommendation (s)

**1 That the Board consider Option 2 for consistency and equity.**

*Moved Mr O'Brien seconded Colin Hayman that Option 2 be adopted with a \$1 charge for both reservation and interbranch transfer.*

**CARRIED**

### 3.2 Code of Conduct

A copy of the reviewed the Code of Conduct was distributed to all members to sign and keep.

### 3.3 Response to MAV Draft Policy

The CEO tabled a draft response to the MAV Draft Public Library Policy Strategic Priorities. The response is to be sent to the MAV Policy Officer and member councils.

#### **4. Use of Corporation Seal**

Nil

#### **5. Inwards Correspondence**

1. 27 June 2005 VICNET SNIP Reimbursement
2. 1 July 2005 DVC Receipt CRLC Library Plan 2005/6- 2008/9
3. 6 & 7 July 2005 DVC Tax Invoices
4. 21 July 2005 Bob and Margaret Jolly
5. 20 July 2005 Colac Otway Shire approval CRLC Budget 2005/06
6. 27 July DVC Living Libraries Program 2005

#### **6. Financial Report**

The Operating Statement as at 12 August 2005 was considered.

Matters to note are:

- Materials expenditure high for prepayments
- Overall the budget on track for early in financial year.

Mr O'Brien requested that the Municipality Operating Statement show the YTD Actuals with the YTD Forecast.

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

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

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

##### **7.1 Activity Statistics**

Members considered the regional summaries and individual branch activity reports for the year ending June 2005.

The key performance indicators show the following trends:

- Circulation slight increase on previous year
- Visits decrease 3%
- Information enquiries decrease 14.5%
- New members decrease 9%
- Internet PCs usage up 6%

The regional summary also shows:

- Interbranch request/reservations steady
- Item requests for purchase over 100% increase
- Inter- library loans no change
- Slow down in acquisitions of new materials

The overall trend shows circulation steady with a downturn in visits, information inquiries and membership. Reliable data for library members accessing the service via the Internet is not available for the whole year but reports show this is an area which is growing.

The individual branch activity reports for the year show some interesting variations:

- Camperdown, Cobden, Colac, Derrinallum, Port Fairy, Terang, Timboon and Mobile Library Service show an increase in circulation
- Cobden, Mortlake, Terang, and the Mobile library Service show an increase in visits

- Camperdown and Port Fairy show increase in new memberships

Overall the region is not performing in some areas as planned. The decline in circulation and visits at the 2 major branches, Warrnambool and Colac, which are open longer hours 6 days a week, suggests that users are coming to use the facility but are not borrowing or borrowing less; are not aware of the service or it is not relevant

The fall in the Home Library Service at Colac and Warrnambool can be attributed to the age of members and the number of volunteers.

Members considered that the overall the regional performance for the year was satisfactory. Mr Greenberger suggested that greater promotion of the service, particularly the collection should be considered for 2005/06. Book Bonanza purchases can provide promotion opportunities.

### **7.2 Spydus upgrade**

During June 14-16 and 27-28 regional staff undertook training at Civica in Melbourne to prepare for the upgrade to the library management system (Spydus). The upgrade and staff training are included in the Managed Services contract.

All branch staff have now received training conducted by Leanne Bridgeman (Technical Services Officer).

The changeover to the new version took place 21 July. Generally the changeover went smoothly but there have been problems with the ISDN dial up branches since.

VICNET has been following this up. The problems are not confined to CRLC and last week VICNET confirmed the problem is with Telstra. Branches which have had lengthy down time or very slow connections include Koroit, Derrinallum, Terang, Mortlake and Cobden

### **7.3 Miles Franklin Exhibition**

This travelling exhibition (series of panels), on loan from the State Library of New South Wales and made available through DVC, came to Colac, Mortlake and Warrnambool.

Mortlake organised a function to celebrate the exhibition and the announcement of the 2005 Miles Franklin Award.

### **7.4 Mr F. M. Kelly**

Mr Frank Kelly, the first Executive Officer for the Corangamite Regional Library Service from 1967 – 1978, has died in Melbourne. He was 87. On behalf of the Board and library staff flowers and a card were sent to the family.

Colac Otway Shire acknowledged Frank Kelly's achievements in local government, his contribution to the Shire, his commitment to the development of the regional library and establishment of the mobile service.

### **7.5 Mornington Library**

The CEO reported a visit to the new Mornington Library 8 July 2005 (it is has been operating for a year.)

This library was relocated and is now co-located with the Council offices. It has incorporated some interesting spaces with in the building and provides ideas for future planning. Information about the service is attached.

### **7.6 21 July 2005 Statewide Information Library Management System Workshop**

This workshop organised by DVC followed on the workshop in May for library managers and ICT staff. This workshop focussed on developing the business case for a state-wide library management system for the public library sector.

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### **7.7 25 July 2005 Minister for Local Government visits Port Fairy Library**

As part of the State Cabinet visit to the south west region, the Minister for Local Government made a short visit to the Port Fairy Library. The Minister announced the 2005 Book Bonanza grant and a special grant of \$20,000 to support the move to Managed Services.

The Chairman welcomed the Minister on behalf of the Board. Councillors, library staff, members and Friends of the Library enjoyed morning tea with the Minister and Prue Digby, Executive Director, Local Government Victoria and Community Information.

### **7.8 Nestle Write Around Australia**

Marian Chivers, Warrnambool Library, organised the judging panel for the students writing. Over a thousand entries were received.

Writing workshops were hosted by Warrnambool and Colac libraries for the first round winners. Author Michael Pryor conducted both workshops.

### **7.9 Staffing**

Judy Donnelly has resigned from the position of Assistant Branch Library Officer at the Camperdown Library. Judy has worked at Camperdown for over 8 years. Judy will finish Saturday 27 August 2005. Her contribution to the library service is noted.

### **Recommendation(s)**

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

## **8. Draft Enterprise Agreement No 3 – 2005**

The Draft Enterprise Agreement No 3 -2005 as agreed at the last Board meeting has now completed the following stages:

- A final copy distributed to all CRLC staff for consideration
- Staff vote on the Agreement. A vote took place at 3 meetings: Colac, Camperdown and Warrnambool with 40 staff eligible to vote. Staff unable to attend meetings voted by mail.
- Vote counted 15 August 2005 – 35 forms received - Results 35 Yes

The next stage is for the parties to sign off and apply to the Industrial Relations Commission to certify the Agreement.

### **Recommendation(s)**

- 1. That the Board authorises signing of the Enterprise Agreement No- 3 2005.***

## **9. CRLC Budget 2005/06**

In accordance with the Local Government Act the draft Budget 1 July 2005 – 30 June 2006 was advertised for community comment from 27 June -11 July 2005. The CEO reported that 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 2005 to 30 June 2006 is adopted.***

## **10. Audited Financial report for the year ended 30 June 2005**

The Board considered the 2004/2005 Financial Statements and the 2004/2005 Standard Statements.

### **Recommendation(s)**

- 1. That the 2004/05 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 2004/05 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 2004/05 Financial Statements.***
- 4. That the Board nominate the Chairman Cr Peter Mercer and Mr Colin Hayman to sign the 2004/05 Standard Statements.***
- 5. That proviso be made that the 2004/05 Financial Statements and Standard Statements be referred back to the Board if there are significant changes prior to signing.***

## **11. Annual Operating Plan 2005/06**

The annual operating plan for the regional library service July 1 2005 – 30 June 2006 was tabled. The annual plan details the activities as set out in the Library Plan for 2005/06.

### **Recommendation(s)**

- 1. That the Board approves the Annual Operating Plan 2005/06***

## **12. Nexus Regional Libraries Survey**

In this year's budget the Board allocated funds for CRLC to participate in the Nexus Regional Libraries Survey. The questionnaire will provide member councils with information on satisfaction in the areas of

- Services
- Collections –range and quality
- Availability of computers for public access
- Staff courtesy and helpfulness
- Staff knowledge,
- Events and activities
- Presentation of the library building
- Opening hours
- Ease of locating a book or information
- Ease of using the library catalogue

Other questions in relation to time it takes for new books to be available are included. As well the questionnaire will ask interviewees to suggest one improvement and to give the main reasons for not using a public library over the last 12 months. The results will provide member councils with useful data for compliance with Best Value and provide planning data for the Board.

Nexus Research will be conducting the survey over the period from 1 -10 September 2005 - the same time as last year. (The dates are selected to avoid school holidays).

As more regional libraries are participating in the survey the costs for 2006 are \$6,350 + GST for a 300 sample.

Mr Hayman wished to know when the survey reports would be available for member council use. The CEO undertook to check with Nexus Research.

**Recommendation(s):**

***1. That the Board note the report on the conduct and timing of the Regional Libraries survey***

***Moved Cr Gleeson seconded Cr Clanchy Items 6, 7, 8, 9, 10, 11, 12 are approved.***

***CARRIED***

**13 Annual Reporting Meeting**

The Board considered holding an annual public reporting meeting with a guest speaker. Members agreed the next meeting scheduled for October 13 2005 is appropriate. The Board meeting at 5:00 p.m will be followed by a public meeting with guest speaker at 6:00 p.m. The Warrnambool Library is a suitable venue.

Suggestions for speakers included Victorian writers such as Shane Moloney, Barry Dickens or a well known personality/speaker. CEO will follow up availability of speakers and consult with the Chairman.

**14 OH&S Compliance**

Mr O'Brien raised the matter of OH&S compliance in relation to the Corporation's responsibilities as an employer. The CEO will seek advice and report back.

**15 Meeting Times**

Mr O'Brien requested meeting times be moved to later in the day to accommodate new Board member's availability. Cr Clanchy noted that in 2006 she will also be unavailable for meetings during day. Members agreed that future meetings be held at 5 p.m.

**Next Meeting**

**The next meeting is scheduled for Thursday 13 October at 5:00 p.m. followed by the public meeting at 6:00 p.m.  
Venue Warrnambool City Library, 25 Liebig Street, Warrnambool**

***CONFIRMATION OF MINUTES***

***It is hereby certified that the above minutes of the Ordinary Meeting held 18 August***

***2005 are those confirmed by the Corangamite Regional Library Board at the***

***.....Meeting held at .....***

***.....  
Chairman***

***.....  
Date***