

MINUTES

Meeting Corangamite Regional Library Corporation

**Thursday 24 November 2005 at 5:00p.m.
Terang Library**

Agenda
Ordinary Meeting CRLC Board
24 November 2005 5:00pm

Meeting opened at 5:05 p.m.

The Chairman welcomed members to the meeting, noting this was the last meeting for Cr Gleeson who is transferring to Melbourne.

The Moyne officer representative is still to be appointed.

Section A

• **Attendance**

Board Members

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

Officers

Margaret Smith	Chief Executive Officer
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1. Apologies

2. Disclosure of conflict of interest

No member disclosed a conflict of interest

3. Confirmation of Minutes 13 October 2005

Moved Mr Greenberger seconded Mr O'Brien that the minutes of the meeting 13 October 2005 be confirmed.

CARRIED

4. Business arising from the Minutes

3.1 OH&S responsibilities

Members discussed further the issue of where the responsibilities between council and the corporation lay in relation to OH&S and risk management. It was agreed that a meeting be organised in 2006 with an expert from VECCI or another appropriate organisation.

3.2 Risk management strategy

The CEO tabled a draft for preparation of the CRLC Risk Management Strategy. The Board approved the contents and template. The CEO will work with the officer members to draft the strategy.

5. Use of Corporation Seal

Nil

6. Inwards Correspondence

1. CRLC Annual Report: Department for Victorian Communities
2. Integrated Library Management System: MAV
3. Invitation to the Library of the 21st Century Symposium – State Library of Victoria

The CEO informed the Board that a letter had been sent to the Department for Victorian Communities in regard to the Annual Report being late for a second time. Again this was due to the Auditor's failure to send the report to the Corporation before the 30th September for lodgement with the Annual Report. The Corporation received the Auditor's report 4 October 2005 and was unable to include it with the Annual Report. The CEO is to send a letter to the Auditor indicating the Board's dissatisfaction.

Moved Mr Hayman seconded Mr Greenberger that a letter be sent to the Auditor indicating the Board's dissatisfaction with receiving the report too late for lodgement of the Annual Report by 30th September.

CARRIED

7. Financial Report

Members discussed the Operating Statement as at 31 October 2005.

Matters to note include:

- Salaries includes implementation of the Enterprise Agreement No 3 – 2005 back payment to July 1 2005
- ICT includes equipment (PCs, printers and licensed software) replacement according in line with a systematic replacement plan
- Spending on new materials is under budget – this should be rectified in this quarter

Recommendation(s):

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

8. Services and Operations Report

8.1 Activity Statistics

The statistics for October show that Circulation is continuing to show an upward trend on previous years. The detailed quarterly reports which provide detailed information will be available for the half year by the next meeting.

8.2 Colac work room renovations

The Colac Library closed from 31 October - 21 November to enable the workroom renovations to take place. The workroom has had old fixtures removed, offices created for the CEO and the branch librarian and all staff provided with OH&S compliant workstations. The workroom has been painted, re-cabled and carpet installed. The new layout provides for better workflow and separation of regional staff. Photos of the renovations were tabled.

8.3 Withdrawal from Murraylink

CRLC has now formally withdrawn from Murraylink. Whilst Murraylink membership initially made sense in terms of networking and the Joint Materials Agreement, circumstances have now changed. CRLC has moved to Spydus Managed Services so we have more in common with other libraries using Civica Spydus library management

systems. When the contract for the purchase of new materials was not renewed in 2004 CRLC was able to establish competitive discounts with several library suppliers. Also reviewing standing orders has provided discounts. Another factor was the time and distance to travel to meetings.

8.4 Viclink Planning Day

The CEO attended the Viclink Planning Day (Viclink is the peak body for Victorian public libraries) held at Ballarat Thursday 4 – Friday 5 November 2005. The program covered governance management and the structure of Viclink, the draft strategic plan and planning workshops. Greg Cook facilitated the program.

8.5 Nestle Write Around Australia

On 18 October the regional zone final was held at Colac library. Across Australia 31,000 students participated – 10,000 in Victoria with 1,000 in the SW region. In 2005 Nestle contributed approx \$1, 000,000 to this national program.

Library staff Deirdre Hill, Vicki Brook and Pepita Marshall coordinated the finale for the finalists and their parents. Colac Otway Shire Councillors and Board members Cr Mercer and Colin Hayman attended. The Colac Otway Shire Mayor Councillor Riches and CRLC Chairman presented prizes and certificates. The Zone winners also received a box of books for their respective schools. Anne Stewart a professional storyteller entertained the young writers and parents with stories and reading the winning stories. Afternoon tea rounded off a very happy finale.

CRLC has since been informed that after 11 years Nestle is no longer sponsoring this program.

8.6 Staff resignation

Marian Chivers is resigning on 6 January 2006. Marian has been branch librarian at Warrnambool Library for four years. In that time Marian has made an outstanding contribution to the service. Marian has led the busiest branch through a period of change, edited the Staff Bulletin and encouraged and supported local authors work. Also Marian has represented the region on the statewide Marketing and popular Writers on the Road committees. Marian is moving to Creswick and plans to continue her studies at the University of Ballarat.

The board moved that the CEO send a letter of appreciation to Marian for her contribution to CRLC service.

Recommendation(s)

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

9. Nexus Regional Libraries Satisfaction Survey Report

This is the first year in which CRLC has participated. The survey was conducted during the first weeks of September 2005. A sample of 300 telephone surveys was conducted across the region for persons above the age of 14.

Section 3 examines Overall Library Usage whilst section 4 examines the Importance of a Library Service. Section 5 covers the Users' Satisfaction with Library Services and ranks the overall level: the overall level of satisfaction on a scale of 1 to 10 where 1 stands for "Not at All Satisfied" to 10 standing for "Very Satisfied" the benchmark across the whole Syndicated Area is 8.3. The overall satisfaction defined by regional library shows CRLC is 8.2. The report notes a difference between satisfaction with rural and metropolitan services.

In section 6, Focus on Corangamite Branches, reporting of the usage and individual satisfaction with the individual CRLC libraries should be treated with caution due to the sample size. Further surveys are needed. The variation between the branches is noted and requires further examination.

The Board considered the variation in satisfaction with the branches but considered the sample size was too small. However ongoing monitoring of branch performance should be undertaken. A full report was provided to all Board members.

Recommendation(s)

- 1. That the Board notes the Report**
- 2. That a copy of the Report is provided to member councils**

10. CRLC Budget 2006/07

In previous years, budget planning has not been timed to feed into member councils' budget process. At the last meeting the Board noted the need to identify long term projects and set priorities in relation to OH&S compliance. Also preparation of the 2006/07 Service Level Agreements will require more time for consultation.

The budget should be re-examined in terms of the Corporation's viability and the 4 Year Library Plan. Generally for the last two budgets there has been limited time to look at the structure of the budget, consider new initiatives and to examine ways of building up reserves.

It is proposed a subcommittee of the Board be established to work with the CEO to prepare a draft budget for the first meeting 2006.

The Board appointed Cr Mercer and Mr Hayman to work with the CEO.

Recommendation(s)

- 1. That the Board approves setting up a subcommittee to prepare a Budget draft for next meeting.**

11. Meeting dates 2006

The following dates were proposed for meetings next year:

Thursdays	February 9	Draft Budget
	April 13	Finalise Budget
	May 11	
	June 15	Library Plan
	August 17	Audited Statements
	October 12	Annual reporting meeting
	November 23	

The meeting commencement time is 5:00 p.m.

Recommendation(s):

- 1. That the Board sets the meeting schedule for 2006**

***Moved Mr O'Brien seconded Cr Clanchy that items 7, 8, 9, 10 and 11 be adopted.
CARRIED***

12. Colac Otway Library Service Review

Mr Hayman reported that an options paper for future library services will be presented to the Colac Otway Shire Council meeting 14 December 2005.

13. Farewell to Cr Gleeson

On behalf of the Board the Chairman congratulated Cr Gleeson on his transfer and thanked him for his service to the Board over the last three years. Cr Gleeson explained that he was transferring to a new position in Melbourne in the new year. Cr Gleeson considered his time with the Board had been an interesting period and had helped develop his understanding of the important role public libraries can have in the community.

Next Meeting

The next meeting is scheduled for Thursday 9 February 2006 at 5:00 p.m. Venue to be confirmed.

Meeting closed at 6:00 p.m.

CONFIRMATION OF MINUTES

It is hereby certified that the above minutes of the Ordinary Meeting held 24 November 2005 are those confirmed by the Corangamite Regional Library Board at the Ordinary Meeting held at Terang Library.

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Chairman

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Date