



MINUTES

Library Board Meeting

**Thursday 10th September 2009
4pm
Terang Library**

Minutes of the Ordinary Meeting of the Corangamite Regional Library Corporation Board held on Thursday 10th September 2009 at Terang Library – commenced at 4 p.m.

BOARD MEMBERS

Member	Council
Cr Stephen Hart	Colac Otway Shire
Mr Colin Hayman	Colac Otway Shire
Cr Helen Worland (Chair)	Corangamite Shire
Mr Trev Greenberger	Corangamite Shire
Cr John Harris	Warrnambool City
Mr Paul O'Brien	Warrnambool City
Cr Jill Parker	Moyne Shire
Mr Stephen Dawkins	Moyne Shire

Quorum in the draft new Meeting Procedure Local Law is “***at least one Member from three of the Party Councils***”.

A substitute member (or Deputy Member) can be appointed by a Party Council to act as deputy in place of one of its appointed Members. This appointment must be made by resolution of the Council (or a Council authorized delegate) for it to be valid.

Local Government Act

91(3A) A quorum at a meeting of the Council or a special committee must be at least a majority of the members of the Council or the special committee.

Officers

Name	Position
James Purcell	Chief Executive Officer
Sally Armistead	Operations Manager

Guest

Mr. Exelby Manager Finance and Customer Service Colac Otway Shire

AGENDA**1. APOLOGIES**

Moved Mr. Greenberger seconded Mr. Hayman that apologies from Cr. Harris, Cr. Parker and Mr. O'Brien be received.

CARRIED

2. DECLARATIONS OF INTEREST

Nil.

3. CONFIRMATION OF MINUTES

Moved Mr. Greenberger seconded Mr. Dawkins that the minutes of the Ordinary Meeting of the Board held on 25th June 2009 be confirmed.

CARRIED

4. BUSINESS ARISING FROM MINUTES

Meeting	Item	Action
10 July 08	Marketing Plan presented	Refer report – 4.1
11 Sept 08	Enterprise Bargaining Agreement	Complete
	Branch Library Design Guidelines	Refer report – 4.2
14 May 09	Compliance & Regional Library Structure	Refer report –4.3

4.1 Marketing Plan implementation

A significant amount of work has been undertaken in regard to marketing, including naming, logos and strategic analysis. The Board has previously approved the marketing plan. The Staff Consultative Committee at their meeting on 25 August 2009 requested to review the priorities and make recommendations regarding marketing initiatives. The 2009/10 budget has an allocation of \$30,000 for marketing and it is expected that this will be expended in the 2nd half of the financial year.

4.2 Branch Library Design Guidelines

The “Library Building – Principles” and the “Library Building – Maintenance” guidelines were prepared for the previous CRLC Board. Letters requesting comments and input were sent to all municipalities.

For discussion purposes the following documents will be circulated to the Board:

- Extract from Library Service Level Agreement (Part E)
- Branch library design principles
- CRLC library maintenance checklist

Moved Mr. Greenberger seconded Cr. Worland that the Board confirm the 2008 Board decisions to:

- a) Circulate to member councils for comment the proposed Branch Library Design Principles, and**
- b) Request advice on plans for addressing the maintenance issues identified in the current facilities review checklist.**

CARRIED

4.3 Regional Library Structure

At the direction of the Board at the June 2009 meeting a letter was sent to all funding municipalities (copy provided to all Board members) in regard to a proposed change in operating structure of the Library Corporation. The proposal recommended a more even split of activities of cataloguing and computer support between Colac and Warrnambool.

The Board decided that that no further action to be taken in regard to this item until the Warrnambool and Colac service reviews are complete.

5. CORPORATE SEAL

Nil.

6. REPORTS

6.1 Audited Financial Report for the year ended 30 June 2009

The attached Audited Financial Report for the year ended 30 June 2009 provides a detailed report on the financial position of the Corangamite Regional Library.

Mr Brett Exelby, Manager Finance and Customer Service COS will be in attendance to provide a detailed explanation of the financial report for the year ended 30 June 2009.

Moved Mr. Dawkins seconded Mr. Greenberger:

- 1. That the 2008/09 Financial Statements be adopted in principle, subject to any further adjustments required by the audit, in accordance with Section 131(7) Local Government Act 1989,**
- 2. That the 2008/09 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 Chairperson Cr Helen Worland and Mr Colin Hayman to sign the 2008/09 Financial Statements,**
- 4. That the Board nominate the Chairperson Cr Helen Worland and Mr Colin Hayman to sign the 2008/09 Standard Statements, and**
- 5. That proviso be made that the 2008/09 Financial Statements and Standard Statements be referred back the Board if there are significant changes prior to signing.**

CARRIED

6.2 Financial Report for the year to date – July & August 2009

Report not available.

6.3. Service and Operations Report

Staff Appraisals

Annual Staff Appraisals are currently in progress across the region; to be finalised end of September 2009. From this point forward staff to be appraised on the anniversary of their start date commencing 1 January 2010.

LMS Upgrade Spydus 8.4.6

In June / July our Library Management System (LMS) Spydus underwent an upgrade to version 8.4.6 with new features across various functionalities including circulation, acquisitions & cataloguing programs. A number of staff underwent training in these areas at CIVICA's central office in Melbourne.

Programs

Tina Van Rijthoven from Cobden Technical College chose to do her work experience at our Cobden & Camperdown Libraries in June.

Cartoonist Richard Galbraith hosted workshops in our Colac, Terang, Warrnambool & Port Fairy Libraries in July

Children's Book Week 22/8/09 – 28/08/09 ~ Theme : Book Safari; shortlisted titles available across the region, displays at Colac & Warrnambool Libraries; School & Kindergarten visits arranged at Warrnambool, Colac & Terang Libraries.

Training

2007 Microsoft Office Training – Outlook & Word (July)

Business Writing Skills Workshop – Leanne Bridgeman & Nicole Thompson (August)

OH&S 1 day refresher training – Pepita Marshall & Sally Wade (August)

Colac Joint Use Library Update

Communications Reference Group representative – Sally Wade;

Operations Reference Group representatives – James Purcell, Sally Wade, Pepita Marshall & Nicole Thompson;

Enhanced delivery of library services in Colac, project working group representatives – Sally Wade & Pepita Marshall;

Photograph of stakeholders on the slab taken 27/08/09 for Colac Herald.

Timboon Joint Use Library

Update Corangamite Shire

Christmas Hours – New Year Library Hours

Library services open as usual on Christmas Eve, 24th December 2009; closing at 4pm.

All services closed from 25th December to 2nd January, inclusive.

Library services resume, as usual, on 4th January.

6.3.1 Colac Otway Shire

- Apollo Bay Library
- Beechy Precinct – Joint Use Library
- Other issues

6.3.2 Corangamite Shire Libraries

- Timboon joint-use library proposal
- Other issues

6.3.3 Moyne Library

- Update of any recent changes or service review

6.3.4 Warrnambool Library

- Service Review update
- Other issues

Moved Mr. Dawkins seconded Mr. Greenberger that reports be received.
CARRIED

7. INWARDS CORRESPONDENCE

	Date	Origin	Subject	Report
9-102	16 June	State Library Victoria	2009-10 Shared Leadership Program	Info
9-103	22 June	CEO – MAV	Fidelity Insurance Guarantee Cover	Info
9-104	22 June	MCDC	Local Telephone Directory - MCDC	Info
9-105	29 June	State Library Victoria	Barrett Reid Scholarship 2009	Info
9-106	20 June	Minister Local Government	Local Government Act 1989 Section 80 Exemption – Staff for Budget	Info
9-107	30 June	Coffey Hunt Accountants	2009 Year End Audit Requirements	Info
0-01	3 July	State Library Victoria	Statewide Library Development Projects (2008-2011)	Info
0-02	6 July	Manager Public Libraries	Computer Management Wireless Funding agreement	Info
0-03	7 July	Colin Hayman	Register of Interest return	Info
0-04	7 July	Local Government Minister	Public Libraries Grant program allocation	Info
0-05	9 July	Steve Dawkins	Register of Interest return	Info
0-06	9 July	Accountant COS	Letter to ATO –change of details	Info
0-07	10 July	DPCD	Receipt Tax Invoice – Grant Program 2007-2011	Info
0-08	16 July	Trev Greenberger	Register of Interest return	Info
0-09	16 July	CEO MAV	Appointment of MAV as procurement agent	Info
0-10	20 July	CEO MAV	Fidelity Guarantee 2009-10 renewal	Info
0-11	16	Cr S Hart	Register of Interest return	Info

	July			
0-12	21 July	State Library of Victoria	Young Readers Program – On-line survey	Info
0-13	21 July	State Library of Victoria	Young Readers Program – Printed Survey	Info
0-14	22 July	Director - LGV	Acknowledge receipt – CRLC Library Plan and Resource Plan 2009 – 2013	Info
0-15	23 July	Lorraine Biddle	Customer Service Request – use of memory sticks	Info
0-16	24 July	CEO – Victorian Workcover Auth.	Workcover update	Info
0-17	3 Aug	Gunners Office Supplies	Maintenance contract Warrnambool Library copier	Info
0-18	3 Aug	Cr J Parker	Register of Interest primary return	Info
0-19	15 July	ED - LGV	Insurance compliance – Section 186	Info
0-20	28 July	Cr J Parker	Register of Interest Ordinary return	Info
0-21	30 July	Dir – Comm. & Corp. support – Moyne Shire	Maintenance contract Warrnambool Library copier	Info
0-22	18 Aug	Paul O'Brien	Register of Interest return	Info
0-23	24 Aug	A Johannesen	Customer Service Request – replacement book charge	Info
0-24	25 Aug	Cr H Worland	Register of Interest Ordinary return	Info

Moved Cr. Worland seconded Mr. Hayman that incoming correspondence be received.

CARRIED

8. MEMBERS NOTICES OF MOTION

Nil.

9. PUBLIC PARTICIPATION

Nil.

10. GENERAL BUSINESS

Question raised Mr. Purcell seeking clarification for future re-location of Regional Headquarters, as recently raised by regional staff.

Process to be held off until Colac and Warrnambool Library Service Reviews are finalised.

11. URGENT BUSINESS

Nil.

12. NEXT MEETING/S

Ordinary (Quarterly) Meeting Thursday 17th December 2009
Terang Library – 4 pm

Special Meeting as required (called by Chair)

There being no further business the Meeting closed at 5.23 pm.

CONFIRMATION OF THE MINUTES

It is hereby certified that the above minutes of the Ordinary Meeting held Thursday 10th September 2009 are those confirmed by the Corangamite Regional Library Board held at Terang Library on 17th December 2009.

Chairman

Date

TO BE CONFIRMED