



MINUTES

Library Board Meeting

Thursday 12th March 2009

4pm

Terang Library

Minutes of the Ordinary Meeting of the Corangamite Regional Library Corporation Board held on Thursday 12th March 2009 at the Terang Library, commenced at 4p.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 Andrew Fawcett | 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.

Officers

| Name | Position |
|-----------------|-----------------------------|
| James Purcell | Chief Executive Officer |
| Sally Armistead | Branch Services Coordinator |

Guests

Mr. Ashley Roberts, Senior Accountant, Colac Otway Shire
Miss Hannah White, Cadet Accountant, Colac Otway Shire

AGENDA

APOLOGIES

| | |
|-------------|--------------------------|
| Mr. Hayman | Colac Otway Shire |
| Cr. Fawcett | Warrnambool City Council |
| Mr. O'Brien | Warrnambool City Council |

1. DECLARATIONS OF INTEREST

Nil.

2. CONFIRMATION OF MINUTES

Minutes of the Board meetings listed below are attached:

- 15th January 2009

Moved Mr. Dawkins seconded Cr Worland that the minutes of the Meeting held on 15th January 2009 be confirmed.

CARRIED

3. BUSINESS ARISING FROM MINUTES

| Meeting | Item | Action |
|----------------|---|-----------------------------|
| 10 July 08 | Meeting Procedure Local Law | Complete |
| | Library Services Local Law | Complete |
| | Marketing Plan implementation | Refer report –June meeting |
| 11 Sept 08 | Compliance structure – simplified | Refer report –June meeting |
| | Enterprise Bargaining Agreement | Refer report –6.1.3 |
| | Apollo Bay Library | Refer report – 6.2.1 |
| | Moyne Outreach Service | Complete |
| | Colac Library Relocation | Refer report – 6.2.2 |
| | Branch Library Design Guidelines | Refer report – June Meeting |
| | Relocation of Regional Library Headquarters | Refer report 6.7 |

4. CORPORATION SEAL

Nil.

5. INWARDS CORRESPONDENCE

| Corr. No. | Date | Origin | Subject | Report |
|------------------|-------------|----------------------------|--|---------------------|
| 9-59 | 21 Nov | Geordie Allardice | Previous casual employee querying lack of work | Info |
| 9-61 | 25 Nov | VICNET | Notification of completion of Public Internet Access Program | Info |
| 9-63 | 8 Dec | State Library of Victoria | Notification via State Library of Victoria of study tour – Great Public Libraries of the World | Info |
| 9-64 | 11 Dec | State Library of Victoria | Conservation Assessment Report for CRLC local history collection | Info |
| 9-65 | 12 Dec | COS | Notification from COS CEO of Beechy precinct council resolution | Refer report 6.2.2 |
| 9-66 | 12 Dec | Vision Super | 2007-2008 Financial Statements | Refer report - June |
| 9-67 | 23 Dec | Geordie Allardice | Acknowledging receipt of explanation regarding employment and offering services if required | Info |
| 9-68 | 22 Dec | Ken Riches | Request to use photo in book publication | Info |
| 9-71 | 19 Dec | Regional Parenting Service | Donation of \$1,000 to be used for parenting recourses for children aged 0 to 18. | Info |
| 9-74 | 12 Jan | University of Melbourne | Acknowledgement of assistance during Memory Victoria Conservation Assessment | Info |
| 9-75 | 16 Jan | State Library of Victoria | Digitizing Victorian Newspaper Project | Info |
| 9-76 | 21 Jan | RD Telford | Incident of borrower purchasing old book & it not being removed from circulation | Info |
| 9-77 | 29 Jan | D&J Laidlaw | Quote for \$576.14 for damage to vehicle by Council vehicle | Info |
| 9-79 | 12 Feb | COS –Risk Officer | Workstation assessment – Warrnambool Library | Refer report 6.2.4 |
| 9-80 | 12 Feb | Andrea Moloney | Resignation – Camperdown Library | Info |
| | 15 Feb | Emily Dart | Resignation | Info |

**Items received since previous Ordinary Meeting.
Report was for information.**

6. REPORTS

6.1 GOVERNANCE REPORT

6.1.1 Local Government Councillor - Induction

All four Local Government funding municipalities conducted elections on 30 November 2008. It was decided at the January meeting of the CRLC Board that induction meetings should be undertaken for all Councillors from the municipalities of Colac Otway, Warrnambool, Moyne and Corangamite.

A very successful introduction for Corangamite Councillors was conducted at Terang to celebrate their 40th Anniversary on 11 February. Moyne Shire Councillors induction will be held during March/April (dates to be confirmed by Moyne) at the Koroit Library. Warrnambool dates will be confirmed at conclusion of library review process and Colac Otway dates to be confirmed following finalisation of Beechy agreement.

6.1.2 Compliance Register

The Schedule is attached, for information.

A motion was passed at the 11 September 2008 meeting for a report to be prepared for the Board to explore a more simplified model to meet the compliance requirements of the CRLC. It was anticipated that this report would be available for this meeting. Unfortunately, budget commitments have delayed the analysis and preparation of this report.

Action: A simplified compliance structure report will now be prepared for the June Board meeting of the CRLC.

6.1.3 Enterprise Bargaining Agreement

The pay rates for 2009/2010 as attached to the EBA have been found to be incorrect. A discussion has been held with Mr Barry Miller regarding these incorrect rates and it is intended to meet with Mr Miller during April to discuss the need to resubmit the EBA as well as other staffing issues.

Action: Meet with Mr Barry Miller ASU in April regarding EBA & staffing issues for Beechy.

6.1.4 Budget -2009/2010

A copy of the draft budget, library plan and the strategic resource plan have been circulated to the Board for comment, all contributions to date have been included in the latest report.

Refer report to this meeting

Attachment 1 - Copy of draft Budget 2009-2010

Action: The *Strategic Resource Plan* & the *Library Plan* will be circulated to all Board members on the completion and inclusion of the 2009-2010 budget.

Report was for Information.

6.2 SERVICE AND OPERATIONS REPORT

6.2.1 Apollo Bay Library

Mr. Hayman provided a written progress report in his absence.

6.2.2 Beechy Precinct – Joint Use Library

Mr. Hayman provided a written progress report in his absence.

6.2.3 Corangamite Shire Libraries

Renovations to take place at Timboon and Cobden libraries ~ a progress report was provided by Mr. Greenberger

6.2.4 Warrnambool Library

- Workroom Assessment / Renovations
- Service Review update unable to be provided due to member absence.

6.2.5 Travelling Treasures

Camperdown and Warrnambool Libraries have hosted this year's State Library of Victoria's Travelling Treasures Program: Tuesday 3rd March and Wednesday 4th March respectively.

Each year the State Library of Victoria's collection experts take to the road with a selection of the Library's treasures. The Travelling Treasures program offers audiences the chance to see some of the State Library's most precious collection items and ask questions about them.

What's on tour?

This selection of treasures from the Library features classic Charles Darwin books and priceless historic items used by Captain James Cook on his voyages.

Books by Charles Darwin

- [Origin of Species, 3rd edition, 1861](#)
An early edition of the famous book on Darwin's theory of evolution.
- [Zoology of the Voyage of HMS Beagle, part 3, 1840-43](#)
The beautifully illustrated 'Birds' is one of five volumes documenting Darwin's animal studies during his five-year voyage.

Items used by Captain Cook

- [Atlas Coelestis by John Flamsteed, 1729](#)
The great astronomer's detailed compilation of celestial charts.
- [Miniature celestial globe, c1765-70](#)
This antique globe was one of Cook's navigation tools.
- [James Cook's waistcoat, c1750-79](#)
An original garment worn by the celebrated explorer.

When and where?

The treasures will be displayed at free evening talks given by the State Library's heritage collection experts at public libraries. During the day, Library education staff will present the treasures to Year 7 and 8 students at local secondary schools.

- March - Werribee, Camperdown, Warrnambool and Portland
- June - Sunshine, Horsham, Warracknabeal and St Arnaud
- August - Preston, Wodonga, Beechworth and Bright

From October and November, Travelling Treasures will feature new items relating to Victoria's literary history. This tour will take in Lakes Entrance, Bairnsdale, Traralgon and Frankston. Details will be available on this website in August.

6.2.6 Memory Victoria Conservation and Assessment Reports

As a result of Memory Victoria – A Statewide Public Library Development Project; Conservation Assessment Reports have been provided to CRLC by Kate Shepherdson and Jude Fraser, Conservators for our Colac, Port Fairy and Warrnambool local history collections.

In 2005/06, a team of freelance historians conducted 58 Significance assessments of local history collections held by 34 participating public library services. The Significance Assessments were undertaken according to the standardised approach fostered by the Heritage Collections Council in the Department of Communications, Information, Technology and the Arts. This formed part of a coordinated national approach to assessing the significance of the estimated 41 million objects and collections in Australian museums, galleries and historical collections – Australia's moveable cultural heritage.

In 2007/08, The University of Melbourne's Centre for Cultural Materials Conservation has been commissioned to conduct Conservation Assessments of the Victorian public library local history collections that participated in Stage 1: Significance Assessments. The Conservation Assessments will identify the condition of the local history collection and provide recommendations for ongoing maintenance and development.

The Memory Victoria project has three components that will together assist public libraries to better manage their local history collections in the future. The three components are: Significance Assessments, Conservation Workshops (Caring for your Collection) and Conservation Assessments. The report in these pages is for the third component of the project – the Conservation Assessments.

Reports to be emailed to members.

6.2.7 Digitising Victorian Newspapers Project

Digitalising Victorian Newspapers is an \$800,000 initiative of the State Library of Victoria and Public Libraries Victoria under the banner of the Statewide Public Library Development Projects. It aims to digitise a minimum of ten Victorian newspapers over the next three years.

The project builds on a significant body of work already undertaken by the State Library and Victorian Public Libraries, including the microfilming of newspapers during the 1980s and the more recent Local History Digitalisation Project, which established PictureVictoria <http://www.picturevictoria.vic.gov.au/>

Each Victorian library service has been asked to nominate three newspaper titles from their local area for digitalisation. Our preference for digitisation includes the:

1. Warrnambool Standard (including former title Warrnambool Examiner)
2. Colac Herald
3. Moyne Gazette (including former titles Port Fairy Gazette & Belfast Gazette)

In conjunction with the Memory Victoria Project it would be most advantageous to have newspapers from Colac, Port Fairy, and Warrnambool digitised for our region longer term. The people within our local communities, visitors – interstate and international, and researchers alike place high demand on the microfilms currently located at our Warrnambool and Port Fairy Branches and the Colac Historical Society for both historical and genealogical research requests. To meet future demand and ensure we can continue to provide such services digitalisation is our preferred method of conservation.

6.2.8 Technical Services & Statistics

Total circulation across the region is showing an increase with over 14,000 more loans for the July – February period than last year. Renewals by members using the web continue to average close to 800 per month. 1918 new members joined the library in the July – February period.

Collection

The collection has been enhanced by the acquisition and cataloguing of 14,783 items and the removal of 10,361 items. A valuation of the collection will be undertaken at the end of the this financial year. This will involve an examination of the age of the many categories within the collection and current replacement prices.

Library Management System

A scheduled upgrade of our library management system Spydus, will commence in late April, with training to be provided by the LMS vendor Civica in May. We expect to be live on the new version in late June. Our web OPAC (Online public access catalogue) will be superseded by the new version and customisation will be required to fit in with our web site.

Report was for Information.

6.3 BUDGET 2009/2010

The Board adopted the 2008/09 budget in accordance with section 129 of the Local Government Act 1989 at the 10 July 2008 Special Board meeting.

The forecast year end financial position for 2008/2009 has been updated & this information has been used to prepare the draft budget and (if necessary) will be used to report to funding bodies for the full acquittal per CRLC policy that states:

That the Board adopt a policy of undertaking, annually, a full acquittal of council contributions required to meet the budgeted cash flow outcome and that such acquittals be based on actual results and be in accordance with the standard council contributions formula;

The 2009/2010 budget timelines:

| Date | Activity | Action |
|-------------|-----------------|--|
| 14 May | Board Meeting | Consider formal Budget documents (standard statements). Resolve to prepare Budget and Strategic Resources Plan (SRP). |
| 16 May | Advertise | Invite public submissions on Budget & SRP. |
| 11 June | Board Meeting | Consider submissions. Adopt Budget & SRP. |

Moved Cr Hart seconded Cr Parker that a Special Meeting of the Board be held on 14 May 2009 to consider:

- a) the formal Budget documents (standard statements) for 2009/2010; and
- b) any changes required in the Strategic Resource Plan

CARRIED

6.4 Financial Report for the year to date – July to February 2009

Performance Report

The Regional Agreement provides that:

“The CEO shall provide the Board and Councils with quarterly financial reports which include an operating statement reporting the regional library service performance to Budget and other performance indicators in the Library and Strategic Resource Plan”.

The cash operating statement for the first 8 months (to 28 February 2009) will be provided at CRLC Board meeting. It will provide the actual income and expenditure for the year to 28 February 2009 and will compare the Budget for the year to the Forecast year-end result.

Mr Ashley Roberts, Accountant COS will be in attendance to provide a detailed explanation of the financial report for the year-to-date.

Provided at CRLC Board meeting:

- Operating Statement Report

Moved Cr Parker seconded Cr Hart that the Performance Report for Year-to-date, 28 February 2009 be noted.

CARRIED

6.5 REGIONAL HEADQUARTERS

Resulting from the uncertainty regarding the Beechy Precinct and the subsequent implications for the Regional Headquarters this report has been delayed & will be submitted to the June Board meeting.

7. MEMBERS NOTICES OF MOTION

Nil

8. PUBLIC PARTICIPATION

Nil

9. GENERAL BUSINESS

Nil

10. URGENT BUSINESS

Nil

11. NEXT MEETINGS

Special Meeting Thursday 14th May 2009

Ordinary (Quarterly) Meeting Thursday 11th June 2009

There being no further business the Meeting closed at 5.25pm.

CONFIRMATION OF THE MINUTES

It is hereby certified that the above minutes of the Ordinary Meeting held 12th March 2009 are those confirmed by the Corangamite Regional Library Board at the Special Meeting held at Terang Library on 14th May 2009.

Chairman

Date