



MINUTES

Library Board Meeting

**Thursday 15th January 2009
4pm
Terang Library**

**Minutes of the Ordinary & Annual Reporting Meeting of the
Corangamite Regional Library Corporation Board held on
Thursday 15th January 2009 at the Terang Library, commenced
at 4p.m.**

BOARD MEMBERS

Member	Council
Cr Stephen Hart	Colac Otway Shire
Mr. Colin Hayman (Apology)	Colac Otway Shire
Ms. Margaret Scanlon (Substitute)	Colac Otway Shire
Cr Helen Worland	Corangamite Shire
Mr. Trevor Greenberger (Apology)	Corangamite Shire
Cr Andrew Fawcett	Warrnambool City
Mr Paul O'Brien	Warrnambool City
Cr Jill Parker (Apology)	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 Co-coordinator

Guests

Mr. Ashley Roberts, Senior Accountant, Colac Otway Shire

Ms. Tanya Waterson, Wordwiz: Journalism, Copywriting & Communications, Koroit.

AGENDA

APPOINTMENT OF CHAIRMAN

A new chair was required to be appointed as the previous Chair Peter Mercer is no longer a Colac Otway Councilor.

The CEO assumed the chair while the new Chair Cr Helen Worland was appointed.

The CEO acknowledged the former Library Board Member's contributions.

Moved Cr Worland and seconded Cr Hart that the CEO write to Peter Mercer thanking him for his long term commitment and contribution to the Board and Library Service.

CARRIED

APOLOGIES

Cr. Jill Parker	Moyne Shire
Mr. Colin Hayman	Colac Otway Shire
Mr. Trev Greenberger	Corangamite Shire

1. DECLARATIONS OF INTEREST

The CEO noted a possible conflict of interest with his recent appointment to Councilor of Moyne Shire.

2. CONFIRMATION OF MINUTES

Minutes of the Board meetings listed below are attached:

- 11th September 2008

Moved Mr. O'Brien seconded Mr. Dawkins that the minutes of the Meeting held on 11th September 2008 be confirmed.

CARRIED

3. BUSINESS ARISING FROM MINUTES

Meeting	Item	Action
10 July 08	CEO recruitment	Complete
	Budget 2008/2009	Complete
	Meeting Procedure Local Law	Refer report - 6.4.1
	Library Services Local Law	Refer report - 6.4.1
	Marketing Plan implementation	Refer report - 6.2.11
11 Sept 08	Compliance structure – simplified	Refer report - 6.1.2
	Regional Agreement	Complete
	Enterprise Bargaining Agreement	Complete
	Apollo Bay Library	Refer report - 6.2.1
	Moyne Outreach Service	Refer report - 6.2.4
	Colac Library Relocation	Refer report - 6.2.2
	Branch Library Design Guidelines	Report to next meeting
	Relocation of Regional Library Headquarters	Refer report 6.7

4. CORPORATION SEAL

No items for sealing.

5. INWARDS CORRESPONDENCE

Items of interest received since the previous Ordinary Meeting.

Corr. No.	Date	Origin	Subject	Report
9-28	4 Sep	Department of Environment, Water, Heritage & Arts	Issues relating to Taxation incentives for the Arts	Info
9-33	16 Sep	Auditor General Office	CRLC – Audited Financial Reports	6.6
9-34	16 Sep	Auditor General Office	Financial Audit arrangements to appoint auditor	Info
9-35	17 Sep	VECCI	Superannuation guide for employers	Info
9-36	15 Sep	Ian Dyson - Warrnambool	Customer Service Request – Lighting at Warrnambool Library	Info

9-37	7 Oct	LGV	CRLC Annual Report 2007-2008 received	Info
9-39	7 Oct	Auditor General Office	Audit report scorecard – Local Government: Results for the 2007-2008 audits	6.1.3
9-40	7 Oct	Dept. of Premier & Cabinet	Events Calendar – now available on-line at www.vic.gov.au	Info
9-41	8 Oct	Kay Steffensen	Resignation	Info
9-50	16 Oct	MAV	Collaborative procurement of Library Materials -	6.2.5
9-39	21 Nov	Auditor General Office	Audit arrangement letter – appointment of Coffey Hunt to conduct audit for current financial year.	Info
9-65	12 Dec	Colac Otway Shire	Beechy Precinct Council Resolution	Info & 6.2.2

Moved Cr Fawcett seconded Mr. O'Brien that the above correspondence be noted with inclusion of correspondence received from Colac Otway Shire: Beechy Precinct Council Resolution, 12th December 2008.

CARRIED

6. REPORTS

6.1 GOVERNANCE REPORT

6.1.1 Local Government Elections

All four Local Government funding municipalities conducted elections on 30 November 2008.

Welcome to new CRLC Board members. Determine induction requirements for all new Councillors and other implications of results of Local Government Election.

CEO to arrange induction procedures / kits / tours.

6.1.2 Compliance Register

The Schedule is attached, for information.

In accordance with the motion passed at the 11 September 2008 meeting a report will be prepared for the 12 March 2009 meeting to explore a more simplified model to meet the compliance requirements of the CRLC.

6.1.3 Victorian Auditor-General Office Scorecard

In 2006/07 the Auditor-General provided a report on the detailed analysis of the regional library corporations. The 3 measures used to assess financial viability are:

Underlying result ratio

Liquidity ratio (working capital)

Investment gap ratio

Unfortunately in 2006/07, CRLC scored as a “High” **risk** on all 3 indicators – high risk of short term and immediate viability concerns.

In 2007/08, CRLC scored as a “High” risk on the Investment Gap Ratio, “Medium” on the Liquidity Ratio and “Low” on the Underlying Result ratio.

While this is a much improved situation it is not acceptable until all ratios are in the “Low” risk category.

Attachment 1 - Copy of the Auditor-General report card was attached.

Report was for Information.

6.2 SERVICE AND OPERATIONS REPORT

6.2.1 Apollo Bay Library

Meeting held Monday 27th October 2008 at Otway Health & Community Services. Andrew Crowley (Consultant) briefed the committee on all progress to date and then proceeded to present plans. Draft plans to be displayed ‘In the Community Day’ at the Apollo Bay Market.

A final report is then to be presented to Colac Otway Shire; Otway Health and Community Services together with the Corangamite Regional Library Corporation.

6.2.2 Colac Library Relocation

On 31 July 2008 Mr Barry Miller, ASU Organiser requested a meeting to consider implications of the Colac Library Relocation on union members.

A preliminary meeting was held with Barry Miller on the 11th November. A further meeting between the CRLC CEO and Barry Miller is to take place in mid December 2008.

Verbal report on Colac Library Relocation progress and timelines was provided by Colac-Otway representatives.

6.2.3 Corangamite Shire Libraries

Trev Greenberger was successful in achieving a funding grant of \$107,000 though Living Libraries Projects for upgrades to the Corangamite Libraries.

6.2.4 Outreach

Outreach Van now is now online

Nullawarre / Peterborough Promotion - Attachment 2 - Flyer was prepared by Steve Dawkins

Macarthur Primary School – modem and firewall has been installed to provide online service for Macarthur.

6.2.5 Warrnambool Library

James Purcell, Sally Armistead and Lisa McDonald met with Bruce Anson (CEO – Warrnambool City Council) and Paul O'Brien 4th November to discuss Warrnambool Library Building future developments to address some outstanding OH&S issues.

6.2.6 Collection Collaboration

MAV have been assigned to be our agent with regard to future collaborative collection development and cataloguing processes.

6.2.7 Living Libraries Program

The Living Libraries Program is designed to assist Victorian councils and regional libraries in the provision of high quality and accessible public library facilities that support the role of public libraries in strengthening communities. All Councils and Regional Library Corporations in Victoria are able to apply from May 2009 for up to \$500,000 per council.

6.2.8 State wide Library Membership

Consideration is currently being given by the MAV in conjunction with SLV and Public Libraries Victoria (formerly Viclink Inc.) with regard to implementation of a Library SMART card. Consultants "Libraries Alive" have conducted research and presented a workshop to Victorian Public Library Managers 21st October 2008, with a further more detailed report to be available 28th November.

6.2.9 Technical Services & Statistics

Total circulation remains steady across the region with over 8,000 more items borrowed for the July – October period than last year. Renewals by members using the web have averaged at close to 800 per month. 974 new members joined the in the July – October period.

The collection size reached 120,159 items at the end of October, with a total of 7617 new items added and 4793 items withdrawn from the collection.

Acquisitions: The Premier's Reading Challenge grant has increased acquisitions and staff are very busy cataloguing and processing new materials. Since July over 7500 new items have been made available for circulation.

Stock Rotation: The library management system has functionality that enables the collection to be rotated from branch to branch. This movement allows for a change in materials available, which library members appreciate. This is being used for some of the popular collections and work is continuing to extend it to other collections.

Reservations: To improve our reservation service the period we will hold items for members will be reduced to one week. We will be able to extend the holding period on an as needs basis. This will speed up the delivery of high demand items and reduce time lost in-transit.

6.2.10 Training

Staff have completed Storytelling training sessions provided by the University of Ballarat. Participants thoroughly enjoyed the three sessions and have furthered both their skill and knowledge base in the area of literacy specific to preschool age children. Unfortunately the Parent sessions were not taken up on this occasion.

6.2.11 Marketing

Tanya Waterson of Wordwiz Journalism, Copywriting & Communications presented a brief outline on marketing initiatives as identified in the GenR8 Business & Marketing plan inclusive of tasks that can be actioned immediately. GenR8 plan to be re-distributed to members.

The Board agreed that initially marketing should be directed to funding bodies.

6.2.12 PC Replacement

As part of the four year replacement plan each year we budget to replace machines around the region that are over four years old. 13 new PCs have been ordered and are waiting to be configured and setup with relevant software before sending to Branches. 11 of these machines are public, 2 are staff.

6.2.13 Network/LMS

As an improvement to the network we will be splitting the networks at Colac and Warrnambool. At both of these branches there will be 2 completely separate networks with the public PCs being on one and the staff PCs on another. We are currently investigating the option of going with another ISP for the 2 staff networks due to packet loss issues on our current network. Packet loss slows down our Library Management system software (Spydus). This problem has most impact on Regional Administration and our larger branches (Warrnambool

and Colac). Our Internet Service Provider (ISP) has been contacted in regards to this problem and are working to resolve it.

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.

Work has commenced on preparing the forecast year end financial position for 2008/2009 & this result 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 th 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.
1 st June	Board Meeting	Consider submissions. Adopt Budget & SRP.

Report was for Information.

6.4 LOCAL LAWS

6.4.1 Meeting Procedure & Library Services Local Law

Meeting Procedure Local Law (Local Law No. 1 of 2008):

Following the adoption at the September meeting of the CRLC the Meeting Procedure Local Law (Local Law No. 1 of 2008) was advertised in the Victoria Government Gazette, the Colac Herald and the Warrnambool Standard.

Library Services Local Law (Local Law No. 2 of 2008):

Following the adoption at the September meeting of the CRLC the Library Services Local Law (Local Law No. 2 of 2008) was advertised in the Victoria Government Gazette, the Colac Herald and the Warrnambool Standard.

Report was for Information

6.5 Annual Report for the year ended 30 June 2008

6.5.1 Annual Report

The Audited Financial Report for the year ended 30 June 2008 was provided to the CRLC Board at the 11 September 2008 meeting.

Mr Ashley Roberts, Accountant COS was in attendance and provided a detailed explanation of the financial report for the year ended 30 June 2008.

A final copy of the Report has been sent out to Board members. A copy was forwarded to the Minister, Department for Victorian Communities by 30 September 2007 in compliance with the Local Government Act 1989.

Notices were placed advertising the availability of the Annual Report for public inspection at branch libraries and on the website.

This meeting provides an opportunity for the Board to discuss the Report.

Moved Mr. Dawkins seconded Mr. O'Brien that the 2007/08 Annual Report be received and noted.

CARRIED

6.5.2 Audit Report

The Auditor-General has provided a report indicating that in his opinion the Financial Statements within the report present fairly the financial position of the Corporation as at 30 June 2008.

The Auditor-General has also submitted the annual Management Letter which brings to the Corporation's attention observations arising as a consequence the audit.

Attachment 3 was the Auditor-General Management Letter

Moved Cr Worland seconded Cr Hart that the Board notes the Audit Opinion of the Auditor General in respect of the 2007/2008 Financial Statements.

CARRIED

6.6 Financial Report for the year to date – July to December 2008

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”.

6.6.1 Financial Report

The cash operating statement for the first 6 months (to 31st December 2008) will be provided at CRLC Board meeting. It will provide the actual income and expenditure for the year to 31st December 2008 and will compare the Budget for the year to the Forecast year-end result.

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

The Operating Statement Report was provided.

Moved Cr Fawcett seconded Cr Worland that the Performance Report for Year-to-date, 31 December 2008 be noted.

CARRIED

6.7 REGIONAL HEADQUARTERS

Report to be prepared & submitted to the March Board meeting.

7. MEMBERS NOTICES OF MOTION

Nil

8. PUBLIC PARTICIPATION

Nil

9. GENERAL BUSINESS

Mr. O'Brien alerted the Board of Warrnambool City Council's intent to proceed with a review of library service specific to Warrnambool Branch.

10. URGENT BUSINESS

Nil

11. NEXT MEETINGS

Ordinary (Quarterly) Meeting Thursday 12th March 2009

Special Meeting as required (called by Chair)

There being no further business the Meeting closed at 6.55pm.

CONFIRMATION OF THE MINUTES

It is hereby certified that the above minutes of the Ordinary Meeting held 15th January 2009 are those confirmed by the Corangamite Regional Library Board at the Ordinary Meeting held at Terang Library on 12th March 2009.

Chairman

Date