



MINUTES

Library Board Meeting

**Thursday 25th June 2009
4pm
Terang Library**

Minutes of the Ordinary Meeting of the Corangamite Regional Library Corporation Board held on Thursday 25th June 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 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	Branch Services Co-coordinator

1. APOLOGIES

Moved Mr. O'Brien seconded Mr. Dawkins that apologies from Cr Parker and Cr Worland be received.

CARRIED

2. DECLARATIONS OF INTEREST

Mr. Dawkins, Mr. Greenberger, Mr. Hayman, and Mr. O'Brien declared a conflict of interest with regard to The Library Plan and Draft Budget 2009/2010.

It should be noted that an exemption has been sought by Mr. Purcell and approved by Richard Wynne MP for the above stated Officers from the provisions of section 79 of the Local Government Act 1989 for a Regional Library Corporation; specific to meeting items: CRLC Library Plan until 12:00pm on June 30th and 2009 - 2010 Library Budget until 12:00pm on August 30th, dated June 20th 2009.

3. CONFIRMATION OF MINUTES

Moved Mr. Greenberger seconded Mr. O'Brien that the minutes of the Meeting held on 14th May 2009 be confirmed.

CARRIED

4. BUSINESS ARISING FROM MINUTES

Meeting	Item	Action
10 July 08	Marketing Plan implementation	Refer report – 4.1
11 Sept 08	Enterprise Bargaining Agreement	Refer report – 4.2
	Branch Library Design Guidelines	Refer report – Sep. meeting
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. This work has been delayed until a full report is presented to the Board on future direction of CRLC.

4.2 Enterprise Bargaining Agreement – from March 09 minutes

The 5B Band/Level of pay rates for 2009/2010 as attached to the EBA needed correction to comply with Section 33 of Enterprise Agreement No 4 (2008). A discussion had been held with Mr Barry Miller –ASU regarding these incorrect rates and it was intended to meet with Mr Miller during April to discuss the need to resubmit the EBA as well as other staffing issues relating to Beechy. Mr Miller has been replaced by Nicoletta Vasilakis as ASU Organiser. A meeting was held with Ms Vasilakis and Mr King – ASU Lead organiser on 20 May 2009. It was resolved that the EB did not need to be renegotiated as the EB is set as a minimum standard and any improvements in employee conditions do not need ratification.

4.3 Compliance and Regional Library Structure

Verbal report

Report was for Information

5. CORPORATE SEAL

Nil

6. REPORTS

6.1 Financial Report for the year to date – July to May 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 11 months (to 31 May 2009) will be provided at CRLC Board meeting. It will provide the actual income and expenditure for the year to 31 May 2009 and will compare the Budget for the year to the Forecast year-end result.

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 Mr. Hayman seconded Mr. O’Brien that the Performance Report for Year-to-date, 31 May 2009 be noted.

CARRIED

6.2 LIBRARY PLAN

Section 125 of the Local Government Act 1989 requires the Corporation to have prepared and approved a Library Plan.

The plan must include:

- (a) the strategic objectives of the Corporation;
- (b) strategies for achieving the objectives for at least the next 4 years;
- (c) strategic indicators for monitoring the achievement of the objectives; and
- (d) a Strategic Resource Plan.

The current Plan is valid to the end of the 2009/10 year. The Plan provided at the 14 May (special) meeting was required to be prepared following the November 2008 council general elections. This plan will cover the period 2009/10 – 2012/13.

The Act requires that at least once in each financial year, the Corporation must consider whether the current Library Plan requires any adjustment in respect of the remaining period of the Plan.

As this is a new plan for the period 2009/10 – 2012/13 it needs to be considered and if necessary adjusted then approved.

Review Comments

- This plan 2009/10 – 2012/13 has been developed using the previous plan as the structural basis
- This plan will need to be continually reviewed during the 2009/10 financial year to reflect the changes in operating requirements, including:
 - Beechy joint –use library in Colac,
 - Timboon Library relocation, and,
 - Warrnambool library service review.

Following consideration by the CRLC Board at the 14 May meeting the Library Plan was advertised and submissions were sought.

No submissions were received.

Moved Mr. Greenberger seconded Cr Harris that the Library Plan 2009/10 – 2012/13 (incorporating the Strategic Resource Plan) as approved by the Board at the 14 May 2009 meeting be adopted and that:

- a) Public notice of the decision be given, and**
- b) A copy of the Library Plan be submitted to the Minister for Local Government.**

CARRIED

6.3 DRAFT BUDGET 2009/2010

The Board at the 14 May 2009 meeting resolved:

“That the following actions be taken for the 2009/2010 budget:

1. Accept the formal budget documents as presented
2. Advertise and invite public submissions, and
3. Consider submissions at the ordinary meeting on 25 June 2009.”

Following consideration by the CRLC Board at the 14 May meeting the 2009/2010 budget was advertised and submissions were sought.

No submissions were received.

Moved Mr. O’Brien seconded Mr. Hayman that the Budget 2009/2010, as approved on 14 May 2009, be adopted and that:

1. **Public notice of the decision be given;**
2. **A copy of the Budget be submitted to the Minister for Local Government;**
3. **Member Councils to advise CRLC upon receiving Council approval;**

CARRIED

6.4. SERVICE AND OPERATIONS REPORT

6.4.1 Colac Otway Shire – report prepared by Mr. Hayman

Apollo Bay Library

Beechy Precinct – Joint Use Library

6.4.2 Corangamite Shire Libraries – report prepared by Mr. Greenberger

Timboon joint-use library proposal

6.4.3 Moyne Library – nothing to report

Update of any recent changes or service review

6.4.4 Warrnambool Library – report prepared by Mr. O’Brien

Service Review update

Report was for Information

7. INWARDS CORRESPONDENCE

	Date	Origin	Subject	Report
9-82	19 Feb	Committee U3A	Letter of gratitude	Info
9-83	24 Mar	Auditor General Office	CRLC – 2008 Financial Audit Arrangements	Info
9-84	30 Mar	AEC group	Library Research and Strategic Planning Services	Info
9-85	1 Apr	Sewells Larkins McCarthy	Estate Maurice Andrew Gay	Info
9-86	3 Apr	Vision Super	LASF Defined Benefit Plan	Info
9-87	13 Apr	State Library Victoria	Building Knowledge for Library Advocacy	Info
9-88	17 Apr	Director - DPCD	Funding Agreement for Computer Management & Wireless Internet	Prov. May Board
9-89	23 Apr	CEO - COS	Copy of Letter to Minister Pike – Beechy Precinct	Info
9-90		DPCD	Public Library Grants Program - 2008/09	Info
9-91	08/09	CEO, Vision Super	LAS Defined Benefit Plan	Info
9-92	10/11	T Tyacke	New Borrower - gratitude	Info
9-93	23/03	S Hart	Register of Interest – Primary Return	Info
9-94	20 May	C Hayman - COS	Conflict of interest – Colac Otway Shire	Info
9-95	20 May	S Dawkins - MSC	Conflict of Interest – Moyne Shire	Info
9-96	22 May	T Greenberger - CSS	Conflict of Interest – Corangamite Shire	Info
9.97	2 June	P O'Brien - WCC	Conflict of Interest – Warrnambool City Council	Info
9.98	4 June	FOI Solutions	Hourly rate & announcements	Info
9.99	10 June	Risk Officer - COS	WorkCover Medical Expenses	Info
9.100	11 June	ASU Secretary	Valuer General – control of property valuations	Info
9.101	11 June	Deputy -ATO	Income Tax withholding rates - CRLC	Info

Moved Mr. Greenberger seconded Cr Harris that all incoming correspondence be adopted.

CARRIED

8. CODE OF CONDUCT REPORT

Moved Mr. Hayman seconded Mr. O'Brien that the Code of Conduct dated 25 June 2009 as reviewed be adopted by the Board of the Corangamite Regional Library Corporation.

CARRIED

9. MEMBERS NOTICES OF MOTION

Nil

10. PUBLIC PARTICIPATION

Nil

11. GENERAL BUSINESS

Moved Mr. Greenberger seconded Cr Harris that the meeting be closed to the public to consider a report prepared by Mr. Purcell 'in committee' at 4:48pm.

Moved Mr. Greenberger seconded Cr Harris that the open meeting be resumed at 5:14pm.

12. URGENT BUSINESS

Nil

13. NEXT MEETING

Ordinary (Quarterly) Meeting Thursday 10th September 2009
Terang Library – 4 pm

Special Meeting as required (called by Chair)

There being no further business the Meeting closed at 5:15pm.

CONFIRMATION OF THE MINUTES

It is hereby certified that the above minutes of the Ordinary Meeting held 25th June 2009 are those confirmed by the Corangamite Regional Library Board at the Ordinary Meeting held on 10th September.

Chairman:

Date: