

**QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC.  
MINUTES of EXECUTIVE BOARD MEETING  
Monday 27 June 2016**

**PRESENT:** Marian Morgan-Bindon (Gold Coast); Sharan Harvey (Brisbane); Rebecca Randle (Brisbane); Cheryl Haughton (Rockhampton); Tara Murphy (Moreton Bay); Esther Buys (Sunshine Coast)

**APOLOGIES:** Jo Beazley

**1. President's Welcome**

Marian opened the meeting at 0910 and welcomed all attendees. Kim Hollingworth, who will be providing administrative services to the QPLA, was introduced.

**2. Minutes of previous meeting**

The minutes of the previous executive meeting held on 18 May 2016 were confirmed and accepted as a true account.

*Moved: Rebecca Randle*

*Seconded: Sharan Harvey*

**3. President's report**

**1. Australian Public Library Standards, Guidelines and Outcomes**

The penultimate draft has been released for comment. The public launch is still planned for Parliament House Canberra in November. – See also item 8

- These are seen as a first iteration and a strong start to measure outcomes. They should be reviewed within 2 years to assess how they are operating, and the quality of the data and collection process. It was noted during the consultation process that the public libraries in other states have different legislative drivers to Queensland.
  - The standards should be updated on an annual basis
  - Any comments received on the guidelines should be forwarded to the President by 30 June 2016.
- 2. Summer Reading Club (SRC) is a national program and is widely supported by 70% of Qld public libraries. The national reach is made possible through the funds and support provided by ALIA/APLA. QPLA does not contribute cash to this campaign as SLQ, the lead agency contribute significant funding and resources.**

The 3 year ALIA/APLA funding commitment extended to State Library of Queensland to assist in delivery of the Summer Reading Club as a national program, concluded with the delivery of the 2015-16 Summer Reading Club: Lost Worlds program.

- SLQ is seeking a greater financial contribution from the other states in coming years.

- The existing \$25,000 cash allocation by State Library of Queensland is used to purchase materials and resources for Queensland libraries and is not expended towards expenses associated with the national delivery of the program. SLQ operational costs, such as the allocation of a resource to coordinate the program, internal web service support and graphic design are not included in the 2016-17 forecast expenditure. These costs equate to approximately \$86,000 annually. There are other improvements being made to the SRC that don't require additional funding.
  - A proposed increase would fund improvements to the SRC website, enhancing usability and the site's mobile responsiveness and its accessibility on smart devices such as phones and tablets. These developments would also improve user experience and accessibility in a context where young people expect a high level of functionality.
  - It maybe timely to consider sourcing a national partner who may be able to contribute financially and /or technologically...
3. Magda Szubanski is the new reading ambassador.
  4. Library Stars is proceeding as part of the ALIA 2016 National conference.
  5. IFLA Public Libraries Section (PLS) 2017 Mid term meeting will be held in Sydney. A 2-day public symposium; "STeAM into Sydney" will be delivered 18 & 19 March 2017. QPLA member local government authorities may like to consider utilising the opportunity and encourage some of the PLS to travel to Queensland to deliver a professional development or similar event.

*Action: Marian Morgan-Bindon to obtain details of the IFLA committee and their skills and provide to QPLA after August 2016*

#### **4. Treasurer's Report**

- All funds have been cleared from PayPal. There are no outstanding invoices.
- Final week of the last month of Q4. No large invoices expected in next week so financial position should not vary significantly from current position.
- Cash assets at 31 May 2016 is \$331,382.06
- Cheque for Redcliffe State high for conference has not been cashed notwithstanding a number of queries. If it is not cashed it will carry over as liability to next financial year.
- PayPal account is linked personally to Tara and cannot be transferred. The requirement is to close the PayPal account and for the next Treasurer to open a new account. The recommendation is to use PayWay.
- Payway was the previous credit card facility but was very unstable on the previous website. It should be possible to integrate the PayWay facility to the current website and

make it more secure. PayWay is a bank facility, is more efficient and responsive to enquiries.

*Motion: Tara Murphy moved that the Financial Management and Budget Report for May 2016 be accepted as true account of financial status; and the List of Payments be accepted.*

*Seconded: Marian Morgan-Bindon. All in favour*

*Motion: Tara Murphy moved that the PayPal account be closed at 30 June, 2016.*

*Seconded Marian Morgan-Bindon. All in favour*

*Motion: Tara Murphy moved that the Board investigate linking PayWay to the new website and the security measures that need to be put in place.*

*Seconded: Marian Morgan-Bindon. All in favour*

- Banking authorities must be transferred to new office holders and online banking administrator be appointed for the 3 Westpac bank accounts: Acc no: 161239, Acc no: 333061 and Acc no: 168772. The following motions ensure smooth passage of the necessary changes to the bank accounts.

*Motion:*

- *That Sharan Harvey (incoming President) be appointed as Administrator, Authority and Signatory of the 3 bank accounts Acc no: 161239, Acc no: 333061 and Acc no: 168772, providing Full Access (Value).*
- *That Rebecca Randle (Secretary) be appointed as Authority and Signatory of the 3 bank accounts Acc no: 161239, Acc no: 333061 and Acc no: 168772, providing Full Access (Value).*
- *That Cheryl Haughton and Tara Murphy retain Authority, Administration and Signatory rights to the 3 Westpac bank accounts Acc no: 161239, Acc no: 333061 and Acc no: 168772.*
- *That former members of the Executive Board, Mrs Joan Parker and Mrs Agnes Partridge be removed as Authority, Administrator and Signatory the 3 Westpac bank accounts Acc no: 161239, Acc no: 333061 and Acc no: 168772.*
- *That the contact details for the QPLA held by Westpac, including mailing address for correspondence, be updated accordingly.*

*Moved: Tara Murphy*

*Seconded Sharan Harvey*

*All in favour*

- The final bank reconciliation will be sent to the auditor on Friday 1 July 2016. The Audit report will be available at the 25 July meeting.

- Tara will oversee the final June financial reports and end of financial year report will be completed for the incoming treasurer.
- Tara Murphy offered to stay on as Treasurer until the 25 July meeting.

*Motion:*

*Marian Morgan-Bindon moved that Tara Murphy stay on as Treasurer until the 25 July 2016 Executive Meeting. Seconded: Sharan Harvey All in favour*

- The Treasurer addressed the draft budget for 2016/17.
  - Income is relatively unchanged.
  - GST – Recd has increase due to additional income from past conferences.
  - As LGAQ conference fees have not been used for the last 2 years it is proposed this line item be removed.
  - Regional info sessions has not been expended in the last 2 years however PD events have been held. It is proposed to merge this with Conference/PD.
  - PLAC, PLAG, SLQ meetings is proposed to be included in Meeting expenses rather than as a separate line item and the accountant draws from one meeting expenses account.
  - Website costs and promotions will be rolled over to next financial year to cover the redevelopment and ongoing maintenance of the website.
  - Marian suggested this be increased to \$5,000 to cover the costs of integrating PayWay and added security to the website.
  - Website Costs/Promotion to be changed to Website Costs.
  - Salaries – Admin to be changed to Admin and Communication Services and should include costs for a graphic design, social media and potential book-keeping services. The original intent of the admin position was to include support for the Treasurer’s role.
    - Admin and Communication Services and the expenditure budget be increased to \$35,000.
  - Project Sponsorship has been allocated each year however hasn’t expended.
    - It was suggested this line item remain to cover a proposed Digitisation Project to review One Drive and upload additional documents to the website.

*Motion. That Tara Murphy and Marian Morgan-Bindon prepare a scope of works for bookkeeping services to manage the QPLA’s financials. Quotes for services will be obtained.*

*Moved: Marian Morgan-Bindon Seconded: Cheryl Haughton All in favour*

*Action: Tara Murphy and Marian Morgan-Bindon to prepare a Scope of Works outlining the work to be performed in the bookkeeper role.*

## 5. Correspondence report

### *Correspondence incoming*

- Jessica Clark – Mackay Regional Council – Job Advertising for the QPLA website.
- Tara Murphy – Moreton Bay Regional Council – resignation from Treasurer’s position.
- Kim Hollingworth – QPLA Administration - signed contract

### *Correspondence Outgoing*

- Jessica Clark – Mackay Regional Council – Job Advertising for the QPLA website – Confirmation that advert was added to website
- Email from Deb Miles, SLQ to consider partnering in the 2017 Lead event.

### *Action:*

*Rebecca Randle to respond to and invite SLQ to the July QPLA meeting to meet with new committee members and discuss the involvement of SLQ in the 2016 PD event at Wynnum.*

## 6. Advancing Queensland Public Libraries Research Report for SLQ – Discussion

- Initial comment was on the diagram on p13 where local government is represented as a separate stakeholder to public libraries. QPLA considers public libraries are part of local government.
- Sharan questioned the intention of the report to assist with determining how to respond.

### *Action:*

*QPLA to write to CEO SLQ to request that the Advancing Queensland Public Libraries Research Report be added as an agenda item for discussion at the PLAG meeting to assist with understanding how findings and recommendations will be used.*

## 7. New Board Members

Marian provided details of the new Board members.

QPLA Board 2016-

President -	Sharan Harvey - Brisbane	<a href="mailto:Sharan.Harvey@brisbane.qld.gov.au">Sharan.Harvey@brisbane.qld.gov.au</a>
President Elect -	Esther Buys - Sunshine Coast	<a href="mailto:Esther.Buys@sunshinecoast.qld.gov.au">Esther.Buys@sunshinecoast.qld.gov.au</a>
Treasurer -	Casual Vacancy**	
Secretary-	Rebecca Randal - Brisbane	<a href="mailto:Rebecca.Randle@brisbane.qld.gov.au">Rebecca.Randle@brisbane.qld.gov.au</a>
Regional Representative (one year term)		
South East -	Nicole Hunt - Moreton	<a href="mailto:Nicole.Hunt@moretonbay.qld.gov.au">Nicole.Hunt@moretonbay.qld.gov.au</a>
South West -	Lisa Harth - Western Downs	<a href="mailto:Lisa.Harth@wdrc.qld.gov.au">Lisa.Harth@wdrc.qld.gov.au</a>

Central - Cheryl Haughton - Rockhampton [cheryl.haughton@rrc.qld.gov.au](mailto:cheryl.haughton@rrc.qld.gov.au)  
North - Susan Coker - Townsville [Susan.Coker@townsville.qld.gov.au](mailto:Susan.Coker@townsville.qld.gov.au)\*\* There

There is a casual vacancy for Treasurer.

## 8. Draft Guidelines, Standards and Outcomes (Canberra launch event 7 Nov 2016)

- A number of seats have been allocated to QLD to attend the launch (approx. 10)
- Nominations for people to attend to include Marian Morgan-Bindon and Sharan Harvey.
- Names are required by September to commence security checks.
- To be put on APLA agenda to discuss whom from Government to be invited to attend the launch.

### Action:

*Rebecca to forward to Marian, the email received outlining details of the Draft Guidelines launch and numbers to be invited*

## 9. PLAG Representation

- A letter to be sent to PLAG advising the changeover for the QPLA.

### Action:

*Marian Morgan-Bindon to send a letter to PLAG (Sharon Churcher) advising of new committee*

## 10. QPLA – Website Quote

- A quote of \$2,377 was received from Hyphen to provide fixes to the QPLA website.
- The quote includes:
  - Relocating the member log to the right hand corner
  - Uninstall social media plugins and reinstall
  - Design elements with font and colours in banner
  - Calendar plug in
  - Navigation fixed in top bar
- The quote was accepted.

### Action:

*Rebecca Randle to request an invoice from Hyphen for 50% deposit to commence work on QPLA website fixes. The invoice is to be sent to Treasurer.*

*Rebecca to obtain a quote to include a secure Payway module on the QPLA website.*

## 11. PD Intensive 2016 (BCC update)

Sharan Harvey tabled two documents from Neupower: - "Inspirational speaker for QPLA professional development intensive QPLA Lead Oct 2016.

- Neuroscience is an emerging area of leadership and personal development combining management and brain science
- QPLA Lead to date has focused on services such as robots and coding and tech savvy seniors. The proposed PD with Neuropower will focus on the development of members their leadership, resilience, communication and ability to speak to the services they provide with influence.
- Neuropower have provided a proposal to deliver a 1.5 program based on the RELISH methodology to be held on 24 & 25 October 2016 following the AGM. The cost to deliver the program and provide supporting activities such as materials development is \$22,000 + GST. Antonio Chevez, the Tribal Chief of the Maya Lenca from El Salvador can be engaged to provide a 45 minute keynote address for an additional \$4000 + GST.
- Marian stated her support for the RELISH program as it supports the brief of the QPLA, which is around building capacity and opportunity for members.
- The cost of attendance is expected to be kept at \$350. This may result in a event which is not cost neutral but we have the surplus from the 2015 Moreton hosted pd event.

*Action: Sharan to develop a program and budget forecast to hold the 1.5 day RELISH program including keynote address by Antonio Chevez and present to Committee for discussion and approval.*

## **12. EOI – Conference 2017**

- Expressions of interest to hold the conference close on 22 July 2016.
- Sunshine Coast have presented interest in an event at Twin Waters on the Sunshine and the proposed date is 15-18 October 2017.
- SLQ has expressed interest in partnering for a future event
- A further update will be provided at the next Executive meeting.

## **13. Working Groups**

### Development and Opportunity.

- Next Meeting in July. No further update

### Innovation

- A range of options have been developed for a Research Scholarship partnership with QUT on public library practice as discussed at the May meeting.
- An alternate suggestion was to leverage the skills of Matt Finch for training in public library skills. This would require sponsorship of Matt for 3 – 6 month period as he is a UK citizen.

- Matt Finch is the trainer in residence with SLQ. It was suggested that this would be a duplication of what State Library is investing in and potentially result in QPLA funding what SLQ might have otherwise done.

#### Collaboration

- Discussion re a potential protocol with LGAQ and QPLA be investigated.

#### Advocacy and Marketing

- No meetings held.

As the terms of reference (TORs) for the working group is a 1 year, it was recommended the TORs of the groups be discussed at the next meeting. QPLA has very much valued the contribution of the various members of the working groups.

#### *Action:*

*Rebecca Randle to send thanks to the committee members for their contribution to the working groups.*

#### **15. Any other business**

- Thanks to be sent to Jo Beasley for participation in QPLA Board
- Any outstanding claims to be sent to Treasurer for processing before 30 June 2016.

**Date of next meeting: 25 July 2016 – Brisbane Square Conference Centre, 10am – 3pm.**

**Closure – There being no further business, Marian thanked everyone for attending and closed the meeting at 1330.**