



QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC. NOTICE of EXECUTIVE BOARD MEETING

Monday 15 May 2017 1100 – 1.00pm. Teleconference

PRESENT:

Sharan Harvey, President
Sylvia Swalling, Treasurer
Astrid Hancock, Northern Qld Rep
Cheryl Haughton, Central Qld Rep

Esther Buys, Vice President
Nicole Hunt, South East Qld Rep
Lisa Harth, South West Qld Rep
Rebecca Randle, Secretary

Apologies:

Minutes

1. President's welcome

Sharan opened the meeting and welcomed all attendees.

2. Minutes of previous meeting

Motion from Sharan Harvey : That the minutes of the Executive Board meeting on 10 April 2017 were accepted as a true account of the meeting.

Seconded: Cheryl Haughton All in favour

3. Actions from previous minutes

#28 in progress. Selection criteria for 2015 bursary to be sent to regional representatives.

#34 Complete. Sylvia provided draft letter. Correspondence advising change in process and timing of membership fee payments to be sent in May as approx. 50% of member councils pay at this time.

#35. Complete. Approximately 36 early bird; 59 full conference; 82 day only.

4. President's Report

Motion from Sharan Harvey : That the President's report be accepted.

Seconded: Nicole Hunt All in favour

5. Treasurer's Report

- Sylvia referred to the Treasurer's Report dated 15 May 2017 provided with the meeting papers.

- Net financial position is \$329,694.20
- Current liabilities is \$452.16
- Current assets \$329,694.20
- Net Operating Income is \$6952.18

Action: Sylvia to prepare the draft 2017/18 budget for discussion at the June Executive meeting.

Motion from Sylvia Swalling : That the Treasurer's report be accepted.

Seconded: Rebecca Randle All in favour

6. Correspondence

Correspondence Incoming

- Noosa Library Service – Advertising for positions
- IFLA Public Library Satellite – Conference in Bergen
- Fairfax Media – Library Subscription products
- COLLEGE OF CENTRAL FLORIDA via ALIA – information for an article : are online periodical databases available for free in public libraries and awareness of website called Snopes and PolitiFact
- Request via APLA. Australian public library example of civic engagement for University of Washington Technology & Social Change Group
- Mackay Regional Council Position Vacant - Systems Support and Learning Development Librarian
- IFLA Public Libraries – Steam into Sydney Papers, and Powerpoint presentations available online

Correspondence Outgoing

- 2017 QPLA Conference Call for papers
- Nominations for Office Bearers with the QPLA Executive Board are now open.

Motion from Rebecca Randle: That the correspondence report be accepted.

Seconded: Esther Buys All in favour

Action:

7. QPLA LEaD 2017 – Sunshine Coast update

- The Call for Papers was sent as a mailchimp to QPLA members.
- Several speakers have been confirmed and travel arrangements are being finalised.
- The QPLA website has been updated to include an event landing page which currently lists the Call for Papers and Sponsorship and Trade Exhibition proposal.
- Details of the Sponsorship opportunities will be sent by Sunshine Coast Libraries to a mailing list of potential vendors.
- The next QPLA conference planning meeting will be held on Friday 19 May.
- Nicole requested confirmation on the closing date and the dollar value of the bursary.
- It was agreed that the bursary would be to the value of \$1500. This would be sent to the winners to make their own travel and conference bookings.
- Nicole requested confirmation of the number of categories for the Library awards. Previously there were four which aligned with the QPLA working groups.
- Nicole will join to the conference planning meeting to discuss timelines.

8. QPLA office bearer nomination

- Two candidates for the South East regional representatives and two candidates for the South West regional representative continued to the next round of selection and provided a brief overview of their relevant experience to the Secretary.
- A voting form was emailed via Survey Monkey to each of the member library managers within the South East and South West regions. On the basis of the votes received the successful candidates are as follows:
 - South East regional representative - Melissa Tonk,
 - South West regional representative - Lisa Harth

9. Marketing Project update – QPLA brochure.

- A draft mock-up of the brochure has been sent to Cheryl and Astrid for review and input. Placeholder images were used.
- The images require updating and feedback from a graphic designer is that the montage previously used is outdated.

- It was suggested that the wording referring to the Working Groups be amended to reflect the ability to provide input to identified Projects. Clarification on the minimum number of face to face meeting for detailing in the brochure, can be obtained from the QPLA Constitution.

Action: Images from recent QPLA events with publication permission to be sourced from OneDrive and forwarded to Nicole

10. Business arising from Minutes (not covered by other Agenda items)

Nil

11. Any Other Business

- Purchase of QPLA lanyards and signage
 - A sufficient quantity of lanyards is currently held to meet requirements for the Sunshine Coast conference.
 - It was agreed that the QPLA pullup banners need a refreshed design for use at the conference. It was recommended that the QPLA Lead logo be used and images/photos be avoided as these date the banner.

Action:

Esther to investigate development of QPLA pop up banner design with Sunshine Coast libraries team.

12. Date of next meeting : Monday 19 June, 2017 Brisbane Square. 1000 - 1300

13. Close

There being no further business, the meeting closed at 12.30

Action Items

28	Each Regional Representative is to disseminate information regarding the Conference attendance bursary to member library within their region. The criteria to be developed to assess applications and scoring criteria to be reviewed.	Reg. Reps	16/1/17	30/6/17
36	Sylvia to prepare the draft 2017/18 budget for discussion at the June Executive meeting.	SS	15/5/17	19/6/17
37	Esther to investigate development of QPLA pop up banner design with Sunshine Coast libraries team.	EB	15/5/17	19/6/17
38	Images from recent QPLA events with publication permission to be sourced from OneDrive and forwarded to Nicole	KH	15/5/17	19/6/17

Queensland Public Libraries Association Inc

BALANCE SHEET

As of April 30, 2017

	TOTAL
ASSETS	
Current Assets	
Westpac-Cheque Account	85,917.41
Westpac-Reserve Account	189,359.88
Westpac-Term Deposit	42,319.64
Prepaid Expenses	12,097.27
Undeposited Funds (Credit Card transactions etc.)	0.00
Total Current Assets	A\$329,694.20
Total Assets	A\$329,694.20
LIABILITIES AND SHAREHOLDER'S EQUITY	
Current liabilities:	
BAS Liabilities Payable	-451.98
BAS Suspense	-0.18
Total current liabilities	A\$ -452.16
Shareholders' equity:	
Net Income	6,952.18
Retained Earnings	323,194.18
Total shareholders' equity	A\$330,146.36
Total liabilities and equity	A\$329,694.20