



QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC. MINUTES of EXECUTIVE BOARD MEETING

Friday 19 September, 2016 Teleconference

PRESENT: Sharan Harvey, President
Rebecca Randle, Secretary
Nicole Hunt, South East Qld
Sylvia Swalling, Incoming Treasurer

Esther Buys, Vice President
Lisa Harth, South –West Qld Rep
Tara Murphy, Outgoing Treasurer

APOLOGIES: Sue Coker, North Qld Rep
Cheryl Haughton, Central Qld Rep

1. President's welcome

Sharan Harvey welcomed attendees and thanked Board members for their attendance at the meeting.

2. Minutes of previous meeting

The minutes of the Executive Board meeting on August 26, 2016 were reviewed. In Item 7 (Treasurer,) dotpoint 1, "for a period of 2 years" to be removed. With this amendment the minutes were accepted as a true account of the meeting.

Moved: Rebecca Randle

Seconded: Nicole Hunt

3. Actions of the last meeting.

- #1 - Action to remain open. IFLA presenters have not been finalised.
- #2 – To be closed. Refer to Treasurers Report.
- #4 – The draft letter has been prepared. To be finalised w/c 19 September, 2016
- #5 - Kim H to send Conference Hosting Agreement template to Rebecca R.
- #6 - Local Buy contract selection will not be finalised until December 2016. Due date to be revised.
- #7 - Action remains open.
- #8 - Action completed. To be closed.
- #9 - Action completed. To be closed.
- #10 – Refer to Treasurer's Report.

4. President's Report

- The President thanked Rebecca, Esther, Nicole and Lisa for progressing the August Board meeting in her absence.
- Thanks were given to Sylvia Swalling from Ipswich Libraries for her nomination for and acceptance of the position of QPLA Treasurer.
- Advice has been received from the Queensland State Librarian, Vicki McDonald, that the State Library of Queensland (SLQ) will take up the opportunity to conduct a half day event on the second day of the PD Intensive.
- It was noted that ALIA Queensland has scheduled a two day event for 26 & 27 October, 2016 to improve the feasibility of attendance at both events.

Moved: Sharan Harvey

Seconded: Rebecca Randle

5. Treasurer's Report

- The outgoing Treasurer, Tara Murphy, will meet with Sylvia Swalling on Friday, 23 September 16 to effect a handover of the financial records.
- The Financial Management and Budget Report for August, and the List of Payments for July and August 2016 were emailed to all Board members on September 19.
- The Total Bank Balance for the QPLA as at 31 August 2016 is \$312, 409.16 of which \$82,050.99 is held within the Cheque account; \$188,541.70 is held within the Cash Reserve account and \$41,816.47 is held within the Term Deposit.

Motion: That the Treasurer's Report and List of Payments as submitted, be accepted as a true account of the QPLA's financial status.

Moved: Tara Murphy

Seconded: Esther Buys

- The recommendation from the QPLA accountant is to use the services of a bookkeeper close to Sylvia, in the Ipswich area. Tara has shortlisted and requested quotes from 3 bookkeepers in Ipswich.

Action:

Sylvia to review and select a preferred bookkeeper from the quotes received and provide a recommendation to the Board at the October Executive meeting.

- Sylvia added as a signatory to the QPLA bank accounts.

The forwarding email address on the Treasurer's mailbox to be changed from Tara's to Sylvia's.

A process to be determined between Tara and Sylvia to redirect any invoices sent to the Tara's Moreton Bay library address to Sylvia's Ipswich library address.



Tara to login to PayWay to change the forwarding address from Tara's to the generic QPLA treasurer mailbox.

Motion:

Sylvia Swalling as incoming Treasurer, to be appointed as administrator of the Queensland Public Libraries Association PayWay account and Tara Murphy to be removed.

Moved: Sharan Harvey

Seconded: Lisa Harth

- Tara advised that 16 libraries have not renewed their membership for 2016.

Action:

The regional representatives are to review the membership register and confirm and/or update contact details and the email address for all libraries listed in the register by September 23, 2016.

Kim Hollingworth to send a reminder notice with a read receipt, to those libraries that have not renewed their membership.

6. Correspondence

Incoming:

- Sonia Cooper SLQ - Notified that the Advancing Queensland Public Libraries Research Report will be an agenda item for the next PLAG meeting.
- Fair Trading - Annual Return of Association received.

Outgoing

- Sylvia Swalling - Notification that nomination as new Treasurer was successful.
- Tara Murphy - Notification that Sylvia Swalling is now the Treasurer.
- Member Libraries - Mailchimp PD Intensive registrations 2016.
- Member Libraries - Notice of Annual General Meeting 2016.

Motion: That the correspondence report be accepted.

Moved: Rebecca Randle

Accepted: Lisa Harth

7. PD Intensive 2016 – BCC update

- A Mailchimp is being sent each Friday to the newsletter mailing list to market PD. Six Mailchimps have been sent to date.
- Current registrations are mainly from the larger libraries and it may be necessary to ring some of the smaller libraries to encourage their attendance.

- A shuttle bus has not been organised as it was not widely used at the last event. This will be re-evaluated at the October Executive meeting

Action:

Rebecca to get a quote for a shuttle bus to take delegates from the city to the Wynnum library.

- There was discussion on whether it was necessary for a representative from each member library, or their proxy, to attend the Annual General Meeting (AGM).
- Advice will be provided to each member library with the AGM agenda.

Action:

Rebecca to investigate the governance requirements for representation by member libraries at the Annual General Meeting, and provide the findings to the October Executive meeting.

8. Working Groups – draft action Plans

- The action plans will be reviewed by each working group and discussed at the October Executive meeting.

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

10. Any Other Business

- The possibility of a reduced registration fee for Board Members assisting at the PD Intensive was raised.

Action:

PD Intensive registration fees for QPLA Board members to be discussed as an agenda item at the October Board meeting.

10. Date of next meeting: Monday 10 October 9am – 2pm Brisbane Square.

11. Closure

There being no further business, Sharan thanked everyone for attending and closed the meeting at 12.20pm.

Next meeting Monday 10 October 2016 Brisbane Square.

Action Items

#	Item	Who	Date Raised	Due Date	Date Closed
1	Marian Morgan-Binden to obtain details of the presenters organised for the IFLA public library symposium and their topics, and to provide to QPLA after August for consideration	MMB	26/6/16	19/9/16	
4	Rebecca Randle to send a letter to the Sunshine Coast Council indicating the QPLA's venue preference and reasons.	RR	25/7/16	19/9/16	
5	Rebecca Randle to prepare a conference hosting agreement for Sunshine Cost Council and provide to Esther Buys.	RR	25/7/16	19/9/16	
6.	Esther Buys to send notice to QPLA members as a reminder to reference Local Buy providers, when making purchasing decisions. A Local Buy list of vendors to be included.	EB	25/7/16	5/12/16	
7	Working group Chairs to update action plans. (To be finalised for discussion at AGM)	All	25/7/16	23/10/16	
10	Tara Murphy to be removed from the Queensland Public Libraries Association bank accounts by the September Board meeting.	RR	19/9/16	23/9/16	
11	Sylvia to review and select a preferred bookkeeper from the quotes received and provide a recommendation to the Board at the October Executive meeting.	SS	19/9/16	23/9/16	
12	The forwarding email address on the Treasurer's mailbox to be changed from Tara's to Sylvia's.	RR	19/9/16	23/9/16	
13	A process to be determined between Tara and Sylvia to redirect any invoices sent to the Tara's Moreton Bay library address to Sylvia's Ipswich library address. Tara to login to PayWay to change the forwarding address from Tara's to	TM/SS	19/9/16	23/9/16	

#	Item	Who	Date Raised	Due Date	Date Closed
	the generic QPLA treasurer mailbox.				
14	The regional representatives are to review the membership register and confirm and/or update contact details and the email address for all libraries listed in the register by September 23, 2016.	Reg. Reps	19/9/16	23/9/16	
15	Kim Hollingworth to send a reminder notice with a read receipt, to those libraries that have not renewed their membership.	KH	19/9/16	10/10/16	

QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC.
FINANCIAL MANAGEMENT AND BUDGET REPORT 2016/17
as at 31/08/16

	2016/17 Budget	Totals to date	%	Q1	Q2	Q3	Q4
INCOME	DRAFT						
Membership	\$ 12,500.00	\$ 1,470.90	11.77%	\$ 1,470.90			
Misc income	\$ -	\$ -	0.00%	\$ -			
Conference/PD	\$ 35,000.00	\$ 818.18	2.34%	\$ 818.18			
GST - Recd	\$ 8,250.00	\$ 228.92	2.77%	\$ 228.92			
Interest	\$ 2,500.00	\$ 294.08	11.76%	\$ 294.08			
Local Buy	\$ 26,000.00	\$ -	0.00%	\$ -			
Prior Years Income	\$ -						
	\$ 84,250.00	\$ 2,812.08	3.34%	\$ 2,812.08	\$ -	\$ -	\$ -
EXPENDITURE							
National Program Sponsorship	\$ 7,500.00	\$ -	0.00%				
QPLA Awards/Bursary	\$ 5,000.00	\$ -	0.00%				
Meeting expenses	\$ 7,500.00	\$ 1,078.47	14.38%	\$ 1,078.47			
Insurance	\$ 3,000.00	\$ 2,932.61	97.75%	\$ 2,932.61			
Audit fees	\$ 3,000.00	\$ 1,640.00	54.67%	\$ 1,640.00			
GST paid	\$ 10,000.00	\$ 1,885.16	18.85%	\$ 1,885.16			
Bank charges	\$ 750.00	\$ 100.00	13.33%	\$ 100.00			
Website costs/Promotion	\$ 6,000.00	\$ 1,320.00	22.00%	\$ 1,320.00			
Conference/PD	\$ 50,000.00	\$ 5,200.00	10.40%	\$ 5,200.00			
Permits, licences and fees	\$ 250.00	\$ 20.86	8.34%	\$ 20.86			
Administration	\$ 35,000.00	\$ 1,075.00	3.07%	\$ 1,075.00			
Project Sponsorship	\$ 5,000.00	\$ -	0.00%	\$ -			
Consultation Expenses	\$ 1,000.00	\$ -	0.00%	\$ -			
	\$ 134,000.00	\$ 15,252.10	11.38%	\$ 15,252.10	\$ 0.00	\$ -	\$ -
FIGURES ARE GST EXCLUSIVE							

Bank balances as at 31/08/16

Community Solutions Cheque Account	\$ 82,050.99
Community Solutions Cash Reserve	\$ 188,541.70
Westpac Term Deposit	\$ 41,816.47
	<u>\$ 312,409.16</u>

Payments pending as at 31/08/16

Conference - Redcliffe State High School	\$250.00
	<u>\$250.00</u>

Receipts pending as at 31/08/16

\$ -

Notes