



**QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC.  
NOTICE of EXECUTIVE BOARD MEETING**

**Monday 10 October 2016  
Brisbane Square Conference Centre**

**PRESENT:** Sharan Harvey, President  
Rebecca Randle, Secretary  
Nicole Hunt, South East Qld Rep

Esther Buys, Vice President  
Sylvia Swalling, Treasurer  
Lisa Harth, South West Qld Rep

**APOLOGIES:** Cheryl Haughton, Central Qld Rep

**1. President's welcome**

The President, Sharan Harvey welcomed Board members to the meeting and Sylvia Swalling as the new Treasurer.

**2. Minutes of previous meeting**

The minutes of the Executive Board meeting on September, 2016 were accepted as a true account of the meeting.

*Moved: Sharan Harvey*

*Seconded: Lisa Harth*

**3. Actions from previous minutes**

- #1 Details of IFLA symposium will not be finalised till November.
- #4 The draft letter has been prepared. To be sent to Sunshine Coast Council by November.
- #5. To be closed
- #10 Paperwork prepared to be actioned following 10 Oct meeting
- #11 Stay Balanced bookkeeping has been engaged for the purpose of providing business services as per a Flying Minute dated 30 September 2016.
- #12 A request has been sent to Hyphen Web design to change email forwarding.
- #13 To be closed.

**4. President's Report**

- The APLA teleconference was held on 5 October 2016. There was discussion on the Guidelines, Standards and Outcome Measures for Australian Public Libraries and "where to from here".

Three projects were proposed during the teleconference:

1. A pilot on how to apply the outcomes to small libraries will be led by WA with participation by NT and Qld;

2. NSLA will engage library services to pilot elements of the outcomes
3. An early literacy project to be led by Victoria to investigate what the outcome measures mean for early literacy.

Sharan Harvey moved that the President's report be accepted.

*Seconded: Rebecca Randle*

*All in favour*

## **5. Treasurer's Report**

- The handover of bank account access between the former Treasurer and Sylvia Swalling is in progress.
- September and October financial statements to be presented together at the November Board meeting as Sylvia does not have access to generate bank reconciliations.
- Stay Balanced Bookkeeping has been engaged to provide business services. Quickbooks has been procured to manage and reconcile QPLA financial transactions. The Bookkeeper will use Quickbooks to set up payments and the Treasurer will approve the payment on a regular basis.
- Membership renewals options should be considered for the 2017/18 financial year including an Auto Renew payment to automatically charge a credit card for the applicable membership renewal fee.
- Membership renewals options to be discussed at the AGM.
- No financial statements were available at this time. These will be supplied for the November 14 Board meeting. Board members noted the Treasurer's report.

## **6. Correspondence**

### *Correspondence Incoming*

- ALIA - Library Design Awards – Nominations Open
- Sue Coker's resignation from the QPLA Executive

### *Correspondence Outgoing*

- ALIA - Library Design Awards – Nominations Open – sent to members
- State Librarian – SLQ – QPLA President has invited the State Librarian to attend the QPLA PD Intensive Cocktails on the Terrace.

- Library Vendors – Invitation has been sent to library industry vendors inviting them to attend the QPLA PD Intensive Cocktails on the Terrace.
- QLD Library Managers – Update about the PD Intensive

#### 7. **Membership renewals update**

- All Library services with outstanding membership renewals have been contacted. Many noted that the renewal invoice had not previously been seen/received.

*Action: The membership register is to be updated with recent payments and a cross reference undertaken to determine if any non-member libraries have registered for the PD Intensive at member rates.*

- It was proposed that the Membership fees for 2017/18 be increased by 1.5% in line with the QLD Treasury approved consumer price index (CPI). For small libraries the fees would increase from \$172 to \$175; for larger libraries the fees would increase from \$1072 to \$1088.

Sharan Harvey moved that QPLA membership fees for the 2017/18 financial year increase by 1.5% in line with the Queensland increase CPI.

*Seconded: Sylvia Swalling All in favour*

#### 8. **AGM requirements – proxies for non-attending libraries**

- Member libraries not attending the AGM may appoint a proxy to attend and vote on their behalf at the AGM. There is a requirement that the appointment of a proxy must be in writing.
- Clarification will be sought on whether the Regional Representatives can hold the proxy vote.

*Action:*

*RR to confirm that the Regional Representatives are eligible to hold a proxy for member libraries.*

*The AGM notification email will include the following advice – “If not attending the AGM please advise your apologies via your Regional Representative, also forward a written proxy to your Regional representative.*

*Action:*

*Rebecca Randle to request Cheryl Haughton act as Regional Representative for the North for the purpose of the AGM.*

*Action:*

*Rebecca Randle to advertise for the position of QPLA northern regional representative in the W/c 10 October.*

- There was discussion on items to be addressed at the AGM.
  - The Presidents report would include discussion on the Strategic and Operational Plans.
  - Type of content for Website and where to source it.
  - More understanding of professional placements is needed.
  - The revised operational plan (2016-17) to be tabled at AGM.
  - The proposed CPI increase in member rates will be discussed as part of the Treasurers report at the AGM

## **9. PD Intensive 2016 – BCC update**

### a. Planning – progress update

- Catering for the PD Intensive will be done by AbFab
- Registrations to close on Monday 17 October.
- Photos representing the 35 year history of the QPLA are being sourced. These will be shown at the PD and potentially uploaded to the website.

### b. Broadening Invitations to include Community Development Officers

- It was suggested that an invitation to the PD be extended to Community Development Officers who would be eligible for member rates.
- It was considered that there would likely not be much uptake due to the limited notice provided.

### c. Tasks – QPLA Board members

- Board members would assist with setup for the AGM on Sunday.
- Wynnum Library is closed on Sunday so attendees are to be directed to the lift
- Following the AGM, Board members would set the room up for the next day
- A run sheet will be provided to members detailing activities for Monday 24 October and Tuesday 25 October.

*Action:*

*Lisa to make "QPLA Board member" badges for Board members.*

**10. SLQ – Session 25 October 2-4pm**

- Because of the short timelines, SLQ will not conduct a session at Wynnum Library after the PD Intensive. A First 5 Forever session will be planned for later in the year.

**11. Eventbrite.**

- Sylvia Swalling has suggested the use of Eventbrite to manage registrations and payments for events and membership renewals.

*Action: SS to investigate Eventbrite and provide a proposal to the December Executive Board meeting. Consideration should be given to finding a solution for those agencies that pay by invoice.*

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

Nil

**13. Any Other Business**

Nil

**14. Date of next meeting : Monday 14 November 2016 11am - 1pm – Teleconference**

**15. Close**

## Action Items

#	Item	Who	Date Raised	Due Date
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	30/11/16
4	Rebecca Randle to send a letter to the Sunshine Coast Council indicating the QPLA's venue preference and reasons.	RR	25/7/16	14/11/16
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	23/9/16	10/10/16
12	The forwarding email address on the Treasurer's mailbox to be changed from Tara's to Sylvia's.	RR	23/9/16	10/10/16
14	The membership register is to be updated with recent payments and a cross reference undertaken to determine if any non-member libraries have registered for the PD Intensive at member rates.	KH/SS	10/10/16	21/10/16
15	RR to confirm that the Regional Representatives are eligible to hold a proxy for member libraries. The AGM notification email will include the following advice – "If not attending the AGM please advise your apologies via your Regional Representative, also forward a written proxy to your Regional representative.	RR	10/10/16	21/10/16
16	Rebecca Randle to request Cheryl Haughton act as Regional Representative for the North for the purpose of the AGM.	RR	10/10/16	21/10/16
17	SS to investigate Eventbrite and provide a proposal to the December Executive Board meeting. Consideration should be given to finding a solution for those agencies that pay by invoice.	SS	10/10/16	10/12/16

**QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC.**  
**FINANCIAL MANAGEMENT AND BUDGET REPORT 2016/17**  
as at 30/09/16

	2016/17 Budget	Totals to date	%	Q1	Q2	Q3	Q4
<b>INCOME</b>	<b>DRAFT</b>						
Membership	\$ 12,500.00	\$ 2,463.61	19.71%	\$ 2,463.61			
Misc income	\$ -	\$ -	0.00%	\$ -			
Conference/PD	\$ 35,000.00	\$ 7,064.92	20.19%	\$ 7,064.92			
GST - Recd	\$ 8,250.00	\$ 952.75	11.55%	\$ 952.75			
Interest	\$ 2,500.00	\$ 315.97	12.64%	\$ 315.97			
Local Buy	\$ 26,000.00	\$ -	0.00%	\$ -			
Prior Years Income	\$ -						
	<b>\$ 84,250.00</b>	<b>\$ 10,797.25</b>	<b>12.82%</b>	<b>\$ 10,797.25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURE</b>							
National Program Sponsorship	\$ 7,500.00	\$ -	0.00%				
QPLA Awards/Bursary	\$ 5,000.00	\$ -	0.00%				
Meeting expenses	\$ 7,500.00	\$ 1,241.44	16.55%	\$ 1,241.44			
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	\$ 1,178.07	11.78%	\$ 1,178.07			
Bank charges	\$ 750.00	\$ 150.50	20.07%	\$ 150.50			
Website costs/Promotion	\$ 6,000.00	\$ 1,440.00	24.00%	\$ 1,440.00			
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	\$ 1,575.00	4.50%	\$ 1,575.00			
Project Sponsorship	\$ 5,000.00	\$ -	0.00%	\$ -			
Consultation Expenses	\$ 1,000.00	\$ -	0.00%	\$ -			
	<b>\$ 134,000.00</b>	<b>\$ 15,378.48</b>	<b>11.48%</b>	<b>\$ 15,378.48</b>	<b>\$ 0.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FIGURES ARE GST EXCLUSIVE</b>							

**Bank balances as at 30/09/16**

Community Solutions Cheque Account	\$ 89,180.65
Community Solutions Cash Reserve	\$ 188,650.17
Westpac Term Deposit	\$ 41,816.47
	<u>\$ 319,647.29</u>

**Payments pending as at 30/09/16**

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

**Receipts pending as at 30/09/16**

\$ -

**Notes**