



**QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC.
Minutes of Executive Board Meeting**

**Monday 24 July 2017 at 9am – 2pm
Brisbane Square Conference Centre**

PRESENT:

Sharan Harvey, (SH) President	Esther Buys, (EB) Vice President
Cheryl Haughton, (CH) Central Qld Rep	Lisa Harth, (LH) South West Qld Rep
Rebecca Randle, (RR) Secretary	Celia Donnellan, (CD) Sunshine Coast Libraries
Naomi Brownless, (NB) Central QLD Rep	Melissa Tong ,(MT) South East Rep

Apologies:

Astrid Hancock, (AH) Northern Qld Rep Sylvia Swalling, (SS) Treasurer

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 19 June 2017 were accepted as a true account of the meeting.

Seconded: Esther Buys All in favour

3. Actions from previous minutes

#28 – “Three great opportunities” Mailchimp sent to subscriber list on 21 July introducing Bursary, Poster and Local Authority Awards. Scoring criteria to be finalised.

#36 – Closed.

4. President's Report

- The papers from the Australian Public Library Alliance (APLA) two-day workshop at Geelong Library on 6 & 7 July 2017 were provided to Board members. The workshop was attended by Sharan Harvey as representative for the QPLA.
- Day one of the workshop focused on the IFLA Global Visioning process. A draft report title “How a united library field can tackle the challenges of the

future” was produced as an outcome. The areas of focus were the core values of libraries and challenges to libraries and societies.

- Part of the process included the creation of a magazine cover of aspirations for 2022 with some of the cover lines being “Librarian wins Time Person of the Year” and Librarian negotiates World Peace”.
- ARUP provided a paper title “Future of Libraries” which was good at identifying key strategies for libraries into the future.
- A subsequent Survey Monkey was sent to attendees and the process disseminated to Brisbane libraries and completed again last week in Brisbane.
- An outcome from the Geelong meeting was an updated strategic plan for APLA including three new projects:
 1. Sustainable Development Goals (SDG) 2017 – 2018 – to encourage libraries to include the SDGs in their strategic plans;
 2. Collection of data and statistics 2017 – 2018 – to identify what data is currently collected and what is required for advocacy projects
 3. Citizenship 2017 – 18 – investigate the role of libraries in citizenship and democracy.

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

Seconded: Rebecca Randle All in favour

5. Treasurer’s Report

- The President referred attendees to the Treasurer’s Report dated 24 July 2017 provided with the meeting papers.
- Net financial position is \$327,578.20
- Current liabilities is -\$823.76 (BAS payable)
- Current assets \$327,578.20
- Net Operating Income is \$5,207.78

Motion from Sharan Harvey : That the Treasurer’s report be accepted.

Seconded: Sharan Harvey All in favour

6. Correspondence

Correspondence Incoming

- Alia request to advertise Australia reading hour

Correspondence Outgoing

- Mailchimp – Notification of 2017/18 QPLA Executive committee
- Mailchimp – QPLA Conference 2017 – 3 opportunities available

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

Seconded: Lisa Harth

All in favour

7. QPLA LEaD 2017 – Sunshine Coast.

- The Platinum, Gold and Silver sponsorship packages have been filled. There are currently 17 trade booths and a number of satchel sponsors confirmed.
- The Eventbrite registration form and invoice were reviewed and updated where required. The Conference room at the Novotel Twin Waters was confirmed as Wandiny.
- The Regional representatives are to follow up with member libraries in the regions to encourage applications for the conference bursary.
- The conference budget will be discussed at the August Executive meeting. A number of items were included in the original budget and require approval. These include the display boards for poster sessions and room hire for Annual General Meeting.
- It was decided that web casting would not be done. The option to record the conference also may not be possible due to an speaker release restriction.
- A talent release clause to be included in Poster Award applications to provide the ability to photograph, publish and promote the posters and work of the Libraries that participate in the Poster Session.
- A Photo release clause to be added to the Registration form advising attendees that photos will be taken during the conference and anyone who objects to being photographed should advise the photographer on the day. This statement will be included in the introductory comments at the beginning of each day.

- The timing of the Annual General Meeting will be revised to 3.00 – 3.30 on Sunday to provide State Library of Queensland with a longer session time.

8. QPLA marketing brochure and banner

- Initial versions of the QPLA marketing brochure has been received from the graphic designer and was provided with the meeting papers.
- It was agreed that these were unsuitable. Feedback would be provided to the designer and the revised marketing brochure provided for the August Executive teleconference.
- It was agreed the “teardrop” banner design was suitable.

9. 2017/18 draft budget

- Discussion on Draft Budget to be carried over to August meeting due to Treasurer not in attendance at the meeting.

10. Business arising from Minutes (not covered by other Agenda items) State Library of Queensland (SLQ) Grant Methodology

- It was noted that all Queensland libraries have now received letters from SLQ regarding the grant methodology
- The grant methodology was discussed and a number of potential concerns identified. It was suggested that libraries may wish to provide feedback on the proposals within the methodology which could be coordinated via the QPLA.
ACTION: Regional Representatives to contact members in their regions to provide the opportunity for de-identified feedback via the QPLA on the SLQ grant methodology.

11. Other Business

QPLA official communications

- A communication regarding the 2017/18 invoices was incorrectly sent to QPLA member libraries from the QPLA book-keeping company using the book-keepers logo. The intention was for the communication to be sent via the QPLA web mail.

- The error resulted in confusion and concern from members as to how their details had been obtained. It was confirmed that all QPLA communications should be sent using the QPLA header or via Mailchimp.

ACTION: Syliva to review and establish the process for provision of the 2017/18 invoices to ensure these are received from QPLA.

QPLA Operational Plan

- The operational plan objectives were reviewed and outcomes updated. Updates will continue at the August Executive meeting.

12. Date of next meeting:

Monday 21 August, 2017. Teleconference

13. Close

There being no further business, the meeting closed at 1.30.

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
39	Treasurer to obtain a detailed account summary of the two term accounts. If able to adjust balances the action would be to transfer a percentage of funds into the highest interest account.	SS	19/6/17	18/9/17
41	Regional Representatives to contact members in their regions to provide the opportunity for de-identified feedback via the QPLA on the SLQ grant methodology.	Reg Reps	24/7/17	18/9/17
42	Syliva to review and establish the process for provision of the 2017/18 invoices to ensure these are received from QPLA	SS	24/7/17	21/8/17

Queensland Public Libraries Association Inc

BALANCE SHEET

As of June 30, 2017

	TOTAL
ASSETS	
Current Assets	
Westpac-Cheque Account	71,567.19
Westpac-Reserve Account	189,556.03
Westpac-Term Deposit	42,783.88
Prepaid Expenses	23,671.10
Suspense Account	0.00
Undeposited Funds (Credit Card transactions etc.)	0.00
Total Current Assets	A\$327,578.20
Total Assets	A\$327,578.20
LIABILITIES AND SHAREHOLDER'S EQUITY	
Current liabilities:	
BAS Liabilities Payable	-823.58
BAS Suspense	-0.18
Total current liabilities	A\$ -823.76
Shareholders' equity:	
Net Income	5,207.78
Retained Earnings	323,194.18
Total shareholders' equity	A\$328,401.96
Total liabilities and equity	A\$327,578.20