

QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC.
Minutes of Meeting

Monday 14 Nov 2016
Teleconference

PRESENT: Sharan Harvey, President
Rebecca Randle, Secretary
Nicole Hunt, South East Qld Rep
Cheryl Haughton, Central Qld Rep
Esther Buys, Vice President
Sylvia Swalling, Treasurer
Lisa Harth, South West Qld Rep

1. President's welcome

The President, Sharan Harvey welcomed Board members to the meeting.

2. Minutes of previous meeting

Motion from Sharan Harvey : That the minutes of the Executive Board meeting on October 10 2016 were accepted as a true account of the meeting.

Seconded: Rebecca Randle All in favour

3. Actions from previous minutes

- #1 Remains open. Awaiting finalisation of IFLA speakers.
- #4 Letter to Sunshine Coast Council has been sent. To be closed.
- #6 A draft Local Buy MOU has been provided. Notice to QPLA members to be sent following final agreement on MOU.
- #7 Complete. Working Group action plans have been updated.
- #10 Complete.
- #12 Complete
- #14 Complete. Outstanding memberships have been chased and register updated.
- #15 Complete.
- #16 Complete
- #17 Ongoing. Action to be complete for next Board meeting.

4. President's Report

- The Public Libraries Advisory Group (PLAG) meeting on 28 October 2016 was attended by Sharan.
- Cr Julie Leu has been appointed as Chair of PLAG. Dave Burges, CEO of Quilpie Shire Council is a member.

- The Terms of Reference and membership of PLAG are to be reviewed. The current membership includes a representative from QPLA and the Manager Brisbane City Council Library; both roles are held by Sharan Harvey
- It was noted that the State Library are extending the service level agreement between local governments and the Library Board of Queensland for another 12 months.
- The review of the Public Library Grant methodology is to commence, which together with work on the “Guidelines, Standards and Outcome Measures for Australian Public Libraries” will require considerable time and effort.
- The Canberra Lunch of the draft Guidelines, Standards and Outcomes occurred on 7 November, 2016. Attendees were from business, education cybersafety and other industries. ALIA provided briefings to library people on “non-library” matters to facilitate understanding of issues.

Action: Sharan to provide a copy of the briefings to QPLA executive for reference purposes.

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

Seconded: Rebecca Randle

All in favour

5. Treasurer’s Report

- The financial reports for September and October were provided with the meeting papers.
- Net financial position at 31 October is \$337,187.00
- Revenue Budget for July – October was \$76,000.00; actual revenue for the period was \$31,523.36. There was a net loss from the PD intensive of \$9,845.47. The Local Buy revenue is pending.
- The 2016 September BAS was submitted electronically on 23 October, 2016.
- Five councils remain outstanding following fter a review of the membership register
- The Treasurer requested direction on the process for membership renewals. Sending a broadcast renewal invoice will allow unpaid councils to be tracked. These will appear as a liability until notice is received that the council does not wish to continue membership.

Motion from Sylvia Swalling : A broadcast renewal invoice to be auto sent to all member councils in May of each year with a due date of 30 June.

Seconded: Sharan Harvey All in favour

- Three registrations payments for the PD Intensive remain outstanding – Brisbane x 1 and Mackay x 2. Payment by Mackay is being progressed. Sharan Harvey to chase payment by Brisbane.

Motion from Sylvia Swalling : Payment approvals to occur each Friday. Any invoices/payment request received after Friday will over to the next week.

Seconded: Nicole Hunt All in favour

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

Seconded: Nicole Hunt All in favour

6. Correspondence

Correspondence Incoming

- Local Buy - Draft MOU between Local Buy and QPLA

Correspondence Outgoing

- CEO Sunshine Coast Council - Selection of venue for QPLA Conference October 2017
- Vacancy - North Regional Representative
- Stay balanced bookkeeping - Letter of Engagement BAS agent

Motion from Rebecca Randle : That the correspondence report be accepted

Seconded: Sharan Harvey All in favour

7. Regional Representative North Region – nominaton

- Two nominations have been received which will require a vote by the Executive Board.
- Rebecca will contact both nominees to determine their level of interest and whether the vote is required.

Action: Rebecca to contact two nominees for the Regional Representative North Region to determine whether both are keen to continue with their nomination and a vote is required for the position.

8. Memorandum of Understanding (MOU) – Local Buy

- A marked up version of the MOU Between Local Buy and the QPLA for the period 18 July 2016 and 17 November 2018 was provided with meeting papers.
- It was noted that references in the previous MOU did not appear in the version under considered and were not indicated with track changes as being removed. Specifically
 - 4d – “donation” rather than rebate
 - 4f – “services to library award”
 - 5c – Allocation of space in QPLA newsletter
 - 5g – has not previously been included.

Action: Rebecca to refer to

-

9. QPLA PD RELISH – wrap up

10. Conference – Sunshine Coast 2017

11. Working Groups

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

Nil

13. Any Other Business

- An invite to the 12 December Executive board meeting will be sent to State Library of Queensland

14. Date of next meeting : Monday 12 December 2016 10am - 1pm – Brisbane Square

15. Close

There being no further business, the meeting closed at 12.20pm.

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
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
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

BUDGET VS. ACTUALS: 2016V17 BUDGET - FY17 P&L

July - October, 2016

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
REVENUE			
Interest Received	1,039.76	2,500.00	-1,460.24
Local Buy		26,000.00	-26,000.00
Professional Development Event	25,154.53	35,000.00	-9,845.47
QPLA Memberships	5,329.07	12,500.00	-7,170.93
Sales of Product Income		0.00	0.00
Total Revenue	A\$31,523.36	A\$76,000.00	A\$ -44,476.64
GROSS PROFIT	A\$31,523.36	A\$76,000.00	A\$ -44,476.64
EXPENSES			
Administration	1,595.86	35,000.00	-33,404.14
AILA Sponsorship		7,500.00	-7,500.00
Audit Fees	1,640.00	3,000.00	-1,360.00
Bank Fees & Charges	226.66	750.00	-523.34
Consultation Expenses		1,000.00	-1,000.00
Insurance	2,932.61	3,000.00	-67.39
Meeting Expenses	1,463.49	7,500.00	-6,036.51
Permits, Licences & Fees		250.00	-250.00
Professional Development Event Expenses	9,832.20	50,000.00	-40,167.80
Project Sponsorship		5,000.00	-5,000.00
QPLA Awards/Bursary		5,000.00	-5,000.00
Website Costs/Promotion	1,440.00	3,000.00	-1,560.00
Total Expenses	A\$19,130.82	A\$121,000.00	A\$ -101,869.18
NET OPERATING INCOME	A\$12,392.54	A\$ -45,000.00	A\$57,392.54
NET INCOME	A\$12,392.54	A\$ -45,000.00	A\$57,392.54