



## QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC. MINUTES of EXECUTIVE BOARD MEETING

### Friday 26 August 2016, Teleconference

**PRESENT:** Esther Buys, Vice President (Chair) Lisa Harth, South –West Qld Rep  
Rebecca Randle, Secretary Nicole Hunt, South East Qld

**APOLOGIES:** Sharan Harvey, President Cheryl Haughton, Central Qld Rep  
Tara Murphy, Outgoing Treasurer Sue Coker, North Qld Rep

#### 1. President's welcome

Esther Buys welcomed the board members attending by teleconference.

#### 2. Minutes of previous meeting

The minutes of the Executive Board meeting on July 25, 2016 as previously published on the QPLA website, were accepted as a true account of the meeting.

*Moved: Nicole Hunt*

*Seconded: Rebecca Randle*

#### 3. Actions of the last meeting.

#1 - Action to remain open.

#2 – To be carried over to next meeting. Details of a bookkeeper are under consideration.

The former Treasurer will provide a handover to the incoming Treasurer following acceptance of her nomination by the Board.

#3 – Complete. Email advice of the dates of the PD have been advised to Local Buy

#4 – The draft letter to the Sunshine Coast Council will be emailed to Esther Buys to review.

#5 - To be carried over to next meeting.

#6 - Local Buy vendors are currently under review. Action to be carried over until vendor's details have been finalised.

#7 - The action plans are to be finalised and approved by the Board at the AGM. Action to remain open until Oct 24, 2016.

#### 4. Treasurer's Report

- Sylvia Swalling from Ipswich libraries has submitted a nomination for the position of Treasurer.

Lisa Harth moved that the nomination of Sylvia Swalling for the position of Treasurer be accepted and she be appointed to the position effective immediately.

*Seconded: Esther Buys                      All in favour*

Esther Buys moved that Sylvia Swalling be appointed as Administrator, Authority and Signatory of the 3 bank accounts Acc no: 161239, Acc no: 333061 and Acc no: 168772, providing Full Access (Value).

*Seconded: Lisa Harth                      All in favour*

Nicole Harth moved that former Treasurer Tara Murphy be advised of the appointment of Sylvia Swalling to the position of Treasurer for the QPLA and authorised to effect handover of the role to Sylvia Swalling.

*Seconded: Lisa Harth                      All in favour*

*Action: An email to be sent to Tara Murphy, the former Treasurer, advising that the nomination by Sylvia Swalling to the position of Treasurer has been accepted.*

*Action: An email to be sent to Sylvia Swalling, Ipswich Libraries advising that her nomination for the position of Treasurer to the Queensland Public Libraries Association has been accepted by the QPLA Board, to be effective immediately*

*Action: Tara Murphy to be removed from the Queensland Public Libraries Association bank accounts by the September Board meeting.*

#### 6. Correspondence

##### **Correspondence Incoming**

State Library of Queensland – SLQ – Call for QPLA representative to be on the OPAL Innovation Assessment Committee.

Sylvia Swalling – Nomination for Treasurer position received.

Logan City Council – job advertisement for Digital Services Librarian.

ALIA QLD Group – Save the date for the ALIA QLD mini conference and request for communication to member libraries.

APLA – Reserving a place at free research events to communicate to member libraries.

### ***Correspondence Outgoing***

Member Libraries – PD Intensive 2016 save the date.

State Library of Queensland – SLQ – Informed of QPLA representative to be on the OPAL Innovation Assessment Committee.

Sylvia Swalling – acknowledgement that nomination for the Treasurer’s position was received.

Logan City Council – job advertisement for Digital Services Librarian. Acknowledgement received.

ALIA QLD Group – Save the date for the ALIA QLD mini conference and request for communication to member libraries. Acknowledgement received and mailchimp sent out to member libraries.

APLA – Reserving a place at free research events to communicate to member libraries. Acknowledgement received and distribution to members.

## **7. Treasurer.**

- Refer to agenda item #4 Treasurers Report. - Acceptance of Sylvia Swalling, Ipswich Libraries to the position of Treasurer, Queensland Public Libraries Association (QPLA).

## **8. PD Intensive 2016.**

- A mailchimp will be sent each Friday to QPLA newsletter subscribers to advertise the PD intensive and details of the program.
- NeuroPower are providing the content for the Mailchimp. Four have been sent to date:
  1. Date claimer – October 24 & 25, 2016.
  2. Program overview
  3. Keynote Speaker Profile - Antonio Chevez
  4. Program overview
  5. Elephants!
- Registrations are being received. QPLA Executive Board members will assist with advertising details of the program.
- Catering for the program is being reviewed and finalised.

- The formal notice of the Annual General Meeting is required to be sent out 8 weeks prior to the October 23, 2016 date.

**9. Working Groups – draft action plans**

- The draft action plans will be submitted for discussion at the September Board meeting.
- Acceptance of the action plans will occur at the QPLA Annual General Meeting to be held on October 23, 2106.

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

- No further business was raised.

**11. Any other Business.**

- QPLA Board members were encouraged to promote the PD intensive within their networks.

**12. Date of next meeting: Monday 19 September 2016. 11am – 2pm. Teleconference**

There being no further business the meeting closed 8.25am.