

**QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC.
MINUTES OF EXECUTIVE BOARD MEETING**

**Monday 12 December 2016 at 10am – 2pm
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
Astrid Hancock

Minutes

1. President's welcome

The Vice President, Esther Buys welcomed Board members to the meeting.

2. Minutes of previous meeting

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

Seconded: Sylvia Swalling All in favour

3. Actions from previous minutes

- #1 Remains open. Awaiting finalisation of IFLA speakers.
- #6 The MOU negotiations are continuing. The Notice to QPLA members will be sent following signoff of the MOU
- #17. Complete. Refer to item 8.
- #19 Complete.
- #18 Remains open
- #20 Complete.
- #21 Complete.

4. President's Report

- Following discussions with the State Librarian, a proposal is to be put to the Library Board of Queensland to enable Esther Buys to be the QPLA representative on PLAQ. Sharan will continue as representative for Brisbane City Council Libraries.

- Entries for the APLA Library Design Awards 2017 closed on December 2, 2016. The shortlisted entries will be announced in May 2017.
- The document “10 ways Libraries power Smart Cities”, prepared and distributed by ALIA at the launch of the new Guidelines, Standards and Outcomes was provided to Board members.
- SLQ’s support for the Summer Reading Club is due to cease this financial year. SLQ will prepare a paper to outline the options for the future of the initiative to provide to ALIA.

The Committee thanked SLQ for supporting the Summer Reading club.

- Negotiations are continuing on the Local Buy memorandum of understanding for 2016 – 2018.

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

Seconded: Nicole Hunt

All in favour

5. Treasurer’s Report

- Net financial position at 30 November 2016 is \$341,969.90.
- Total current assets is \$41, 969.90; total current liabilities is \$645.81.
- Revenue for July – November was \$33,524.66; expenses for the period was \$46,892.31 for a net loss of \$13, 367.65.
- The PD Intensive financial reconciliation is complete. There was a net loss from the event of \$8497.58.
- There are currently four open invoices for 2016/17 membership fees. All outstanding invoices have been sent to the respective accounts units.
- Membership revenue for 2017/18 is at 54% of total budget. It is expected the remaining payments will be made in the last quarter of 2016/2017.

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

Seconded: Rebecca Randle

All in favour

6. Correspondence

Correspondence Incoming

- Public Libraries Victoria Network - Great Public Library Tour 5 promotion
- Logan City Council – Job Advertisement for Regional Librarian

- IFLA Public Libraries Section - The Systematic Joy of Reading Award
- IFLA Public Libraries Section - STEAM into Sydney call for proposals

Correspondence Outgoing

- Mailchimp to members - Public Libraries Victoria Network - Great Public Library Tour 5 promotion
- Promoted to members via website - Logan City Council – Job Advertisement for Regional Librarian
- Mailchimp to members - IFLA Public Libraries Section - The Systematic Joy of Reading Award
- Mailchimp to members - IFLA Public Libraries Section - STEAM into Sydney call for proposals

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

Seconded: Sharan Harvey All in favour

7. State Library Queensland

- The Public Libraries Advisory Queensland Board meeting was held on December 9, 2016. It was agreed that Esther Buys would represent QPLA on the Board.
- SLQ is working to incorporate the recently published Australian Public Library Standards guidelines into the Queensland Standards and Guidelines. A letter will be sent to Councils to advise a 12 month extension of the Service Level Agreements which are linked to the Queensland Standards.
- SLQ will meet with Local Government Association of Queensland and QPLA to review the Vision 2017 document. The aim is to determine the relevance and useability of the document and whether a different format should be taken for future collaborations.

8. QPLA LEaD 2017 – Sunshine Coast

- Budget and venue planning to be based on 120 guests.
- The proposed agenda will include a Trade vendor launch on Sunday night with a BBQ dinner; Gala dinner on Monday night sponsored by Local Buy and the AGM on Tuesday morning from 0830 – 0930.

Action:

Details of vendors who may be interested in exhibiting at the conference should be forwarded to Esther Buys/ The 2015 conference vendor list to be forwarded to Esther Buys.

- The Board agreed to the proposed theme of “Libraries colour my life”. The date of the conference will be 15 – 18 October which includes the optional tours.
- The timeline will be as follows:
 - Save the date – early January
 - Website information – February
 - Call for papers – February
 - Call for vendors -
- The budget and registration fee is to be set by the Sunshine Coast. A range of registration rates will be established including an (additional) vendor rate and partner rate to cover meals only.

Action:

Action plan for last conference and PD to be sent to Esther Buys.

- Sylvia provided an overview of Eventbrite, the cloud based event management platform which may assist with streamlining registrations and payments for the conference and other QPLA events.
- As everyone who uses Eventbrite to register for an event must create an account, privacy may be a concern for Councils. However, Eventbrite is used by State Library of Queensland

Motion from Sharan Harvey : Sylvia Swalling has provided a briefing on Eventbrite and proposes that QPLA adopt the system for managing events as required.

Seconded : Nicole Hunt All in favour

Action

KH to create the February 20 2017 Executive Board meeting as an event in Eventbrite and members are to register their attendance using the system.

9. Working Groups

- The proposed Operational Plan for 2016 – 17 was reviewed and the action and outcomes updated .
- It was recommended that a Local government representative should be invited to attend the Sunshine Coast conference.

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

Nil

11. Any Other Business

Nil

12. Date of next meeting : Monday 16 January 2017 11am - 1pm – Teleconference

13. Close

There being no further business, the meeting closed at 2.00pm.

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	16/1/17
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	16/1/17
22	Details of vendors who may be interested in exhibiting at the conference should be forwarded to Esther Buys/ The 2015 conference vendor list to be forwarded to Esther Buys.	KH	12/12/16	16/1/17
23	Action plan for last conference and PD to be sent to Esther Buys.	KH	12/12/16	16/1/17
24	KH to create the February 20 2017 Executive Board meeting as an event in Eventbrite and members are to register their attendance using the system.	KH	12/12/16	20/2/17

Queensland Public Libraries Association Inc

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

July - November, 2016

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
REVENUE				
Interest Received	1,148.36	2,500.00	-1,351.64	45.9344%
Local Buy		26,000.00	-26,000.00	
Professional Development Event	26,054.52	35,000.00	-8,945.48	74.44149%
QPLA Memberships	6,321.78	12,500.00	-6,178.22	50.57424%
Total Revenue	A\$33,524.66	A\$76,000.00	A\$ -42,475.34	44.11139%
GROSS PROFIT	A\$33,524.66	A\$76,000.00	A\$ -42,475.34	44.11139%
EXPENSES				
Administration	4,579.95	35,000.00	-30,420.05	13.08557%
AILA Sponsorship		7,500.00	-7,500.00	
Audit Fees	1,640.00	3,000.00	-1,360.00	54.66667%
Bank Fees & Charges	284.16	750.00	-465.84	37.888%
Consultation Expenses		1,000.00	-1,000.00	
Insurance	2,932.61	3,000.00	-67.39	97.75367%
Meeting Expenses	1,463.49	7,500.00	-6,036.51	19.5132%
Permits, Licences & Fees		250.00	-250.00	
Professional Development Event Expenses	34,552.10	50,000.00	-15,447.90	69.1042%
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	48.00%
Total Expenses	A\$46,892.31	A\$121,000.00	A\$ -74,107.69	38.75398%
NET OPERATING INCOME	A\$ -13,367.65	A\$ -45,000.00	A\$31,632.35	29.70589%
NET INCOME	A\$ -13,367.65	A\$ -45,000.00	A\$31,632.35	29.70589%