

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

### Monday 13 March, 2017 Teleconference

#### Present:

Sharan Harvey, (SH) President  
Sylvia Swalling, (SS) Treasurer  
Astrid Hancock, (AH) Northern Qld Rep  
Esther Buys, (EB) Vice President

Cheryl Haughton, (CH) Central Qld Rep  
Nicole Hunt, (NH) South East Qld Rep  
Celia Donnellan, Sunshine Coast Library

#### Apologies:

Rebecca Randle, (RR) Secretary

Lisa Harth, (LH) South West Qld Rep

#### 1. President's welcome

Sharan Harvey welcomed attendees and thanked Board members for their attendance at the meeting.

#### 2. Minutes of previous meeting

Suggested amendments were provided. The draft minutes provided with the meeting papers will be updated to reflect changes.

*Motion from Sharan Harvey : That the minutes of the Executive Board meeting on 20 February, 2017 with suggested amendments, be accepted as a true account of the meeting.*

*Seconded: Nicole Hunt*

*All in favour.*

#### 3. Actions from previous minutes

- #6 Carry over.
- #25 QPLA promotional brochure to be reviewed at April 10 meeting. .
- #27 In progress.
- #28 In progress. Criteria and wording reviewed. Awaiting details of conference timelines and registration costs to inform awards timelines and amount.
- #30 SLQ have been contacted. Awaiting response.
- #31 Closed
- #32 Closed

#### 4. President's Report

- The State Library of Queensland has distributed the First 5 Forever letters to libraries with the feedback from the QPLA incorporated. The plan to retain a portion of funding to cover the cost of kits will be transitioned in a manner that will ensure the 2016/17 full funding is available to libraries.
- The State Library of Queensland has a new Board with a diverse range of members including Professor Andrew Griffiths, Executive Dean of the UQ Business School as Chair.
- Feedback provided to ALIA on ebooks and e lending stated the issue was with the length time to expiry of the title, rather than the number of loan purchases. Libraries are not receiving the benefits from all ebooks as they expire before the ideal number of loans is achieved. The focus should be on lifting the expiry time limit.

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

*Seconded: Esther buys*

*All in favour*

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

- SS referred to the Treasurer's Report dated 13 March 2017 provided with the meeting papers.
- Net financial position YTD at end of March is \$340,452.42
- Total current assets is \$340,452.42
- The net operating income YTD is \$15, 018.19
- The percentage of expenditure against budget year to date was discussed. SS suggested from a governance perspective that expenditure forecasts may not need to be so conservative.

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

*Seconded: Nicole Hunt*

*All in favour*

## **6. Correspondence**

### *Correspondence Incoming*

- Brisbane City Council - Librarian Digital Collections position to be advertised on website.
- IFLA Public Libraries Section – Links to live streaming of STEAM into Sydney.

### *Correspondence Outgoing*

- Mailchimp to members - Links to live streaming of STEAM into Sydney.

- Promoted to members via website - Brisbane City Council - Librarian Digital Collections position.

## **7. QPLA LEaD 2017 – Sunshine Coast**

- Celia Donnellan and Esther Buys provided an update on planning for the October 2017 conference to be held at the Sunshine coast.
- A number of speaker recommendations have been received and will be forwarded to Board members for review.
- Branding for the conference is in development and will be provided to Regional Reps when finalised for use with Award and Bursary documentation.
- It was recommended that the registration fee should be based on the forecast daily cost to QPLA , (venue hire, food and speaker costs and incidentals). The 2015 conference registration fees, with a % CPI increase could be used as a guide.
- Sponsorship package inclusions and prices will be discussed at the April face to face meeting.

## **8. Conference Bursaries – Regional Reps**

- NH has reviewed the wording for the Bursary documentation. The timelines for program completion and early bird cut off is required to assist with the timing of the bursary application process.
- The QPLA promotional flyer refers to 4 x working groups and requires updating.  
*Action: The QPLA promotional flyer to be added as an agenda item for the April Executive Board meeting.*

## **9. First Five Forever Grant update**

- Refer Presidents report.

## **10. Board nominations**

- Board positions are appointed on a July – June year. A number of Board positions are due for renewal at the end of June and a call for nominations is required. This has previously closed on first week of May.  
*Action: The Board nomination form and position descriptions to be updated and emailed to Board members for discussion and finalisation at the April Board meeting.*

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

Nil

**12. Date of next meeting**

- It was agreed that the April face to face meeting be held at the new Chermide Library to enable everyone to view the new facilities.

Monday 10 April 2017. 10am - 1pm – Chermide Library.

**Close** The meeting closed at 12.15pm

## Action Items

#	Item	Who	Date Raised	Due Date
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. <i>Update:</i> <i>EB to draft letter for distribution to members</i>	EB	25/7/16	16/1/17
25	KH to prepare draft QPLA membership benefits statement for review at February 2017 teleconference. <i>Update:</i> <i>To be included on agenda at April 10 meeting</i>	KH	16/1/17	10/4/17
27	KH to send details of the Library Awards branding to LH & NH. <i>Update:</i> <i>Branding to be provided by Esther/Celia from Sunshine Coast when finalised.</i>	EB	16/1/17	13/3/17
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
30	SH to contact SLQ to determine the status of data visualisation tool in beta which was launched in April 2016. <i>Update:</i> <i>Awaiting response from SLQ</i>	SH	20/2/17	13/3/17
31	Timeline for 2015 conference to be distributed to Regional Reps.	KH	20/2/17	13/3/17
33	The Board nomination form and position descriptions to be updated and emailed to Board members for discussion and finalisation at the April Board meeting.	KH	13/3/17	10/4/17

# Queensland Public Libraries Association Inc

## BALANCE SHEET

As of February 28, 2017

	TOTAL
<b>ASSETS</b>	
Current Assets	
Westpac-Cheque Account	99,109.14
Westpac-Reserve Account	189,176.37
Westpac-Term Deposit	42,319.64
Prepaid Expenses	9,847.27
Undeposited Funds (Credit Card transactions etc.)	0.00
<b>Total Current Assets</b>	<b>A\$340,452.42</b>
<b>Total Assets</b>	<b>A\$340,452.42</b>
<b>LIABILITIES AND SHAREHOLDER'S EQUITY</b>	
Current liabilities:	
BAS Liabilities Payable	2,107.22
BAS Suspense	-785.17
<b>Total current liabilities</b>	<b>A\$1,322.05</b>
Shareholders' equity:	
Net Income	15,017.19
Retained Earnings	324,113.18
<b>Total shareholders' equity</b>	<b>A\$339,130.37</b>
<b>Total liabilities and equity</b>	<b>A\$340,452.42</b>