

**QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC.
MINUTES of EXECUTIVE BOARD MEETING
Monday 18 April 2016 via teleconference**

PRESENT: Marian Morgan-Bindon (Gold Coast); Sharan Harvey (Brisbane); Rebecca Randle (Brisbane); Cheryl Haughton (Rockhampton); Tara Murphy (Moreton Bay)

1. President's Welcome

Marian opened the meeting at 1 pm and welcomed all attendees.

2. Apologies: Esther Buys (Sunshine Coast), Jo Beazley (Toowoomba)

3. Minutes of previous meeting

The minutes of the previous executive meeting held on 14 March 2016 were confirmed and accepted as a true account.

Moved: Rebecca Randle Seconded: Tara Murphy

4. Business arising from minutes

- Esther will report back at May meeting regarding Sunshine Coast interest and capacity to host the 2017 conference.
- Board agreed to progress with the change of format for events on the front page of the website. Rebecca to action.
- Advancing Queensland discussion paper finalised and sent to State Library of Queensland. QPLA response forwarded to Paul Russell Executive Director - Digital Economy & Productivity (DSETI), at their request.
- QPLA LEAD event a huge success – wonderful attendance and great feedback.
- National Early Literacy Summit - Rebecca has distributed the summit notes
- Marian to follow up with Kat Davis re the potential for a QUT research grant. (Thanks Jo for commencing discussions.)

Actions: Rebecca to action work to be completed on the website.

Esther to report back at May meeting regarding Sunshine Coast conference.

Marian to follow up with Kate Davis re the potential for a QUT research grant

5. President's report

Lead event: Congratulations to the team for their organisation, particularly Tara and Jo. A great event to introduce the *Lead* program. Paul Russell, (DSETI) welcomed the invite to the PD event

APLA /NSLA project. Standards and Guidelines (S&G). The next APLA meeting is scheduled for 23 May 2016 in Sydney, primarily to receive and discuss the draft S&G. NSLA representative will join the meeting for this component of the meeting program. Very pleased with the consultant's progress of the project and in meeting what was an ambitious timeframe. S & G steering committee has approved the official launch at an event at Parliament House, Canberra in October in partnership with ALGA and potentially the Minister for Local Government, with a soft launch possibly at the ALIA conference in Adelaide. (PS: this was before the election was announced and this plan will need to be revisited post Federal election.) Confirming the President's attendance at the APLA meetings is funded by QPLA

Refer item 9

6. Treasurer's Report

We have just finished the third month of quarter three. Tara has prepared the Q3 BAS for ATO which is due on the 28 April. GST payment to ATO will be \$27. Outstanding conference invoices have been

paid. The board discussed the financial reports that accompany the minutes and requested that when the meeting minutes are published that the Financial Management and Budget Report should be attached as it provides an overview of the Association's finances, but that it was unnecessary to attach the working documents, which are also archived for record keeping purposes

Tara Murphy moved that the financial management and budget report be attached to the minutes and that the submitted financial management, budget report and payment summary for Q3 be accepted as true and correct as at 31 March 2016.

Moved: Marian Morgan-Bindon
All in favour

Seconded: Sharan Harvey

Action: Financial management and budget report be attached to the minutes

7. Correspondence report

Incoming

Fiona Miles - Logan City Council Libraries - thanks to Brisbane City Council for hosting the Professional Placement.

Paul Russell - acknowledgement that he received a copy of the QPLA response to Advancing Queensland Public Libraries Discussion paper

Outgoing

SLQ - QPLA response to Advancing Queensland Public Libraries Discussion paper

Paul Russell Executive Director - Digital Economy & Productivity (DSETI) - copy of QPLA response to Advancing Queensland Public Libraries Discussion paper

Member Libraries - QPLA Lead event promotion April 11

QPLA - Office Bearers nomination form 2016

Advertisement for expression of interest QPLA Administrative Assistant

8. QPLA – website (reformatting of the events section – quote \$950)

Marian moved that we progress with the reformatting of the events section.

Action: Rebecca to action work to be completed on the website.

9. QPLA LEAD event 11 April - Overview

PD event - 90 people attended with approximately 20 local governments represented. Thanks to everyone for their hard work. There was some great feedback received and all attendees valued the opportunity to take part in the review of the Public Libraries Standards, Guidelines and Outcomes project. There was feedback received to have more free events like this that are a combination of consultation and skills development.

Draft report of Public Libraries Standards, Guidelines and Outcomes project to be presented in late May in Sydney. QPLA to fund Marian's trip to Sydney for the APLA meeting.

SLQ's Day 2 program also provided the opportunity for SLQ to consult with the participants. Interesting to note while there were delegates who were able to attend both days, the different days did attract different delegates. Matt Finch's presentation was a highlight.

10. PD Intensive 2016 – application received BCC and ideas for presenters

The upcoming Professional Development event will be hosted by BCC at the new Wynnum Library in October 2016. Sharan mentioned that we need to look out for good speakers. Marian suggested given the interest from the PD, a theme around service design. If we could all consider potential presenters for the upcoming PD event so that we can have a discussion at the next meeting.

Action: everyone to consider potential presenters and theme for upcoming PD event.

11. EOI Office Bearers 2016/2017

Call for nominations for Vice President and Regional Representative's has been distributed – closing on the 5 May 2016. Several nominations have been received so far.

Action: Rebecca to distribute nominations to the board after the 5 May and for discussion at the next meeting.

12. Job advertisement – Executive Assistant

The job of QPLA Administration Assistant is still ongoing and will be re-advertised. Michelle as agreed to continue to support the board whilst we are still looking for a new assistant. Rebecca suggested that we advertise an hourly rate to make the job advertisement more appealing.

Action: Rebecca to readvertise the position and board members to promote through their professional networks.

13. EOI – Conference 2017 – (draft)

EOI for Conference in 2017 is ready to be distributed to member libraries. Look at distributing in August closing in early September. The successful applicant can be announced at the PD event in October. Rebecca advised that feedback received during consultation at the conference in 2015 was that we needed to change the wording around the use of the word conference. There was some discussion around using LEAD branding – Professional Development Conference, Professional Development Intensive, Professional Development Placement.

Action: Rebecca to have some correspondence with the Development and Opportunity working group to bring back to the next meeting.

14. Working Groups

Development and Opportunity

Participant in the last PD placement is going to write up an article for the website. Really positive feedback received from this 2 day placement. The Development and Opportunity group will meet in the next month.

Advocacy and Marketing

The Advocacy and Marketing group will meet in the next month.

15. Any other business

Date of next meeting: Monday 16 May 2016 – Teleconference 1.00 – 3.00 pm

16. Closure – There being no further business, Marian thanked everyone for attending and closed the meeting at 2:30 pm

QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC.
FINANCIAL MANAGEMENT AND BUDGET REPORT 2015/16
as at 31/03/16

	2015/16 Budget	Totals to date	%	Q1	Q2	Q3	Q4
INCOME							
	APPROVED						
Membership	\$ 13,000.00	\$ 7,062.77	54.33%	\$ 6,400.96	\$ -	\$ 661.81	\$ -
Misc Income	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Conference/PO	\$ 85,000.00	\$ 73,329.58	86.27%	\$ 31,424.51	\$ 38,414.18	\$ 3,490.90	\$ -
GST - Recd	\$ 6,500.00	\$ 12,808.85	197.06%	\$ 6,230.61	\$ 5,610.95	\$ 967.29	\$ -
Interest	\$ 4,500.00	\$ 1,921.47	42.70%	\$ 657.47	\$ 635.58	\$ 628.42	\$ -
Local Buy	\$ 25,500.00	\$ 24,600.82	92.83%	\$ 24,600.82	\$ -	\$ -	\$ -
Prior Years Income	\$ -	\$ -		\$ -	\$ 18,191.29	\$ -	\$ -
	\$ 136,600.00	\$ 137,814.79	101.78%	\$ 89,314.87	\$ 82,862.00	\$ 6,748.42	\$ -
EXPENDITURE							
National Program Sponsorship	\$ 7,500.00	\$ 15,879.00	211.72%	\$ -	\$ 15,879.00	\$ -	\$ -
LGAQ Conference Fees	\$ 4,000.00	\$ -	0.00%	\$ -	\$ 0.00	\$ -	\$ -
Regional Info sessions	\$ 2,500.00	\$ -	0.00%	\$ -	\$ 0.00	\$ -	\$ -
QPLA Awards/Bursary	\$ 5,000.00	\$ 3,189.52	63.79%	\$ 1,663.69	\$ 525.83	\$ 1,000.00	\$ -
Meeting expenses	\$ 6,250.00	\$ 6,325.91	101.21%	\$ 1,022.37	\$ 2,392.96	\$ 2,910.58	\$ -
Insurance	\$ 3,500.00	\$ 2,932.61	83.79%	\$ 2,932.61	\$ 0.00	\$ -	\$ -
Audit fees	\$ 3,500.00	\$ 265.00	7.57%	\$ -	\$ 0.00	\$ 265.00	\$ -
GST paid	\$ 8,000.00	\$ 16,484.19	206.05%	\$ 2,656.15	\$ 13,450.59	\$ 377.05	\$ -
Bank charges	\$ 1,000.00	\$ 540.00	54.00%	\$ 150.00	\$ 220.00	\$ 170.00	\$ -
PLAC, PLAG, SLD meetings	\$ 2,000.00	\$ -	0.00%	\$ -	\$ 0.00	\$ -	\$ -
Website costs/Promotion	\$ 2,250.00	\$ -	0.00%	\$ -	\$ 0.00	\$ -	\$ -
Conference/PO	\$ 85,000.00	\$ 61,441.28	72.28%	\$ 2,694.06	\$ 55,517.41	\$ 3,234.81	\$ -
Permits, licences and fees	\$ 750.00	\$ 49.95	6.66%	\$ -	\$ 49.95	\$ -	\$ -
Salaries - Admin	\$ 22,500.00	\$ 8,563.46	38.06%	\$ 2,258.43	\$ 3,025.00	\$ 3,280.03	\$ -
Project Sponsorship	\$ 5,000.00	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
Consultation Expenses	\$ 1,000.00	\$ -		\$ -	\$ -	\$ 360.00	\$ -
	\$ 168,750.00	\$ 118,880.82	72.83%	\$ 13,377.31	\$ 91,058.14	\$ 11,687.47	\$ -
FIGURES ARE GST EXCLUSIVE							

Bank balances as at 31/03/16
Community Solutions Cheque Account \$ 81,891.97
Community Solutions Cash Reserve \$ 187,692.76
Westpac Term Deposit \$ 41,401.32

Payments pending as at 31/03/16
Conference - Redcliffe State High School - Cheque 200463 \$250.00

Receipts pending as at 31/03/16
Paypal receipts 14/15 \$ 5,003.59
Paypal receipts July 2015 \$ 4,735.21
Paypal receipts August 2015 \$ 4,082.80
Paypal receipts September 2015 \$ 11,009.41
Paypal receipts October 2015 \$ 1,746.83
Outstanding conference Invoices \$ 3,215.00

Notes

\$ 310,986.06
\$ 29,792.84