

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

Monday 25 July 2016, Brisbane Square Conference Centre

PRESENT: Sharan Harvey, President
Esther Buys, Vice President
Sue Coker, North Qld Rep
Cheryl Haughton, Central Qld Rep
Tara Murphy, Outgoing Treasurer
Lisa Harth, South –West Qld Rep
Rebecca Randle, Secretary
Nicole Hunt, South East Qld

APOLOGIES: Nil

1. President's welcome

The President opened the meeting at 9.00am and gave a welcome to new and continuing members.

2. Minutes of previous meeting

The Action item listed under President's report to be amended to read:

“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.”

Motion: That the minutes of the meeting from June 8, 2016 be accepted with the amendment, as a true account.

Moved: Sharan Harvey

Seconded: Tara Murphy

3. President's Report

Updates from ALIA

- Book industry: final stages of industry agreement with Australian Publishers Assoc for use of book cover images for library posters and social media displays, with broader conversation around copyright. Next meeting September. Will give public libraries more freedom to use images.
- Australian Electoral Commission grant to run voter information sessions prior to election. AEC was pleased by level of publicity.
- ALIA National conference – good level of uptake in SA
- Education: – ALIA is undertaking review of 6 institutions for accreditation.
- Special project: a new set of library design awards will be launched at the national conference
- The celebration of ALIA's's 80th year will commence at the conference

Motion: That the Presidents report be accepted.

Moved: Sharan Harvey

Seconded: Esther Buys

4. Treasurer's Report

- Audit assessment of 2015/16 financial statements was completed. Two minor adjustments required – 1) GST adjustment and 2) an additional payment to ATO
- Auditor commended the financial recordkeeping. Suggested the Chair endorse by signature a printed copy of the previous meeting minutes. These are then scanned and kept for recordkeeping.
- The audit report is to be signed by Treasurer and President and sent to Auditor to finalise the report.

Motion: The Treasurer submitted the financial management and budget report 2015/16, audit report and revised Business activity statement.

Moved: Tara Murphy

Seconded: Rebecca Randle

- The 2016/17 draft budget was discussed. This is a working budget and may be adjusted until endorsed at Annual General Meeting.
- Tara to add the draft budget to the new financial year report.

Motion: That the draft 2016/17 budget be accepted.

Moved: Tara Murphy

Seconded: Rebecca Randle

Action: Board agreed for Tara to obtain a recommendation for a bookkeeper from the Accountant. Tara to contextualise the work to be done by the Treasurer

Motion: That the Board acknowledge and express their appreciation of the work performed by Tara in the role of Treasurer

Moved: Sharan Harvey

Seconded: Cheryl Haughton

5. Correspondence

Incoming:

- Tara Murphy – Moreton Bay Regional Council – resignation from Treasurer's position
- Sunshine Coast Libraries – EOI QPLA Lead 2017
- APLA – welcomed the new QPLA board and acknowledged the new incoming President, Sharan Harvey.
- Jan Richards – support for awarding posthumously a distinguished Service Award to John Murrel.

Outgoing

- Tara Murphy, Moreton Bay Regional Council – QPLA President acknowledged and thanked Tara for her hard work as the Treasurer over the past three years
- Sunshine Coast Libraries – EOI QPLA LEAD 2017 – acknowledgment that this was received

- Development and Opportunity Working Group – QPLA Secretary acknowledged the hard work that has been done by the group over the last 2 years
- Member Libraries – QPLA EOI for Treasurer’s position
- State Librarian. SLQ – QPLA President sent an update on the new Board members for 2016-17
- QLD Library Managers – QPLA President sent an update on the new Board members for 2016-17
- Jan Richards – QPLA President supports the award to John Murrel.

Motion: That the correspondence report be accepted.

Moved: Rebecca Randle

Accepted: Cheryl Haughton

6. Casual vacancy – Treasurer

- It was agreed that the Treasurer role would remain vacant and Tara would provide support to the Board until the role of Treasurer was filled.

7. QPLA – website improvement update

- Updated wireframes have been reviewed by Sharan and Rebecca and sent to Hyphen to be implemented.
- PayWay to be added by a separate company. Rebecca to engage with them to minimise time till site available for financial transactions.

8. State Library - Louise Denoon, Director Regional Access and Public Libraries

- Vicki McDonald, the new State Librarian starts on 5 September, 2016.
- Strategic development
 - Advancing Qld Public libraries research completed by PWC from interviews conducted with 14 libraries including library visitors.
 - Vision 2017 is up for review – how would QPLA like to be involved?
- First Five Forever – looking at professional development around babies.
 - A full time communications person has been taken on to focus on broadening promotion of the initiative.
 - Two-way opportunity to work with Queensland Health (QH). QH use public libraries to push out information on health issues so should an argument for be some reciprocal dissemination of library messages by QH.
- The grant methodology is up for review including a review of 2017 funding.
- Negotiations are occurring with Telstra and Community Services to keep the Techsavvy seniors program going.
- The QPLA Board offered SLQ the opportunity to participate in the PD event in October. Louise thanked QPLA for the opportunity and will provide a response to Rebecca Randle.

9. PD Intensive 2016 – BCC update

- The President tabled 3 documents.
 1. QPLA Lead – Professional Development 2016 Action plan
 2. PD Intensive - Content of the day
 3. Budget
- Full registrations will only be offered.
- The 1.5 days gives an overview of the RELISH model and explores Relationships and Expression (R & E).
- Agenda item to discuss the participation of SLQ for the second ½ day.
- Dates have been confirmed for Wynnum Library for 24 & 25 October. The AGM will be held on 23 October. There will be a social event on Monday evening of the first day.
- The 35-year anniversary of the QPLA will be acknowledged at the AGM and social event.
- Registrations forms are to be developed to be available within the next 2 weeks.

Action: Rebecca Randle to advise the dates for the PD Intensive to the Local Buy representative.

Budget:

- The maximum number of participants is 120. Registration fee will be at 3 levels - non-member, member and student rates. If a student is working at a library they pay member rates.
- It was agreed that the registration fee for members would be \$350 including GST.
- Special diets options would be limited and advised on the registration forms e.g. Vegetarian, gluten free, dairy free.

10. EOI Conference 2017 – received from Sunshine Coast

- The Sunshine Coast Council have submitted an Expression of Interest to host the 2017 QPLA Conference on October 16-18 2017
- The two proposed venues are: 1) The Events Centre, Caloundra and 2) Novotel Twin Waters.
- Both venues can accommodate the expected number of delegates and have the required facilities.
- Twin Waters has accommodation on site.
- To use the Events Centre would require delegates to stay in nearby hotels, which are already heavily booked. There is a risk that by the time people book only the most expensive hotels and rooms will be available.

Motion: That the Board endorse the Sunshine Coast as host of 2017 conference

Moved: Sharan Harvey *Seconded:* Cheryl Haughton

Motion: On consideration of the two options proposed to the QPLA Board, the Board will proceed with the Novotel Twin Waters as the location subject to final projected costs being detailed, which exclude accommodation from the proposal.

Moved: Sharan Harvey *Seconded:* Sue Coker

Action: Rebecca Randle to send a letter to the Sunshine Coast Council indicating the QPLA's venue preference and reasons.

Action: Rebecca Randle to prepare a conference hosting agreement for Sunshine Cost Council and provide to Esther Buys.

11. Local Buy contract

- The Local Buy contracts will be evaluated on August 22 & 23,2016. Esther to provide more detail of the process by 5 August.
- Consideration to be given to ways to increase funds to QPLA from Local Buy e.g. inclusion of contract numbers for collections and furnishing on purchase orders.
- Local Buy representative previously provided information to be include in the QPLA newsletter.

Action: 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.

12. Working Groups

- Sharan tabled 5 documents:
 1. Strategic plan 2014-2016
 2. Operational plan 2014-2016
 3. Advocacy and marketing working group action plan 2015-2016
 4. Innovation working group action plan 2015-2016
 5. Development and Opportunity working group action plan 2015-2017
- It was proposed that the working groups be consolidated into two groups with 2 Board members supporting each group.
These are to be:
 1. Marketing, Advocacy and Collaboration (MAC) supported by Cheryl Haughton and Nicole Hunt.
 2. Development and Opportunity supported by Susan Coker and Lisa Harth.
- The Operational Plan will be reviewed to incorporate the changes and the action items across the Working Group are to be amended.

Action: Working group Chairs to update action plans.

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

- The action items from the June 27 minutes were reviewed.
 - Item 3. Action item to remain open.
 - Item 4. Complete. A new action from today's meeting is for Tara to seek recommendations from the QPLA accountant.
 - Item 5. Invitation to SLQ. Complete.
 - Item 6. Inclusion of Advancing Queensland Public Libraries Report on PLAG agenda. Carryover action – Rebecca Randle to email Louise Denoon as follow up.
 - Item 8. Draft guidelines launch. Complete.
 - Item 9. Letter to PLAQ - Complete.
 - Item 10. Hyphen Invoice. Invoice requested from hyphen and paid.
- 2017 Conference update to be added as standard item for agenda.

14. Any Other Business

Nil.

15. Date of next meeting: Monday 22 August 2016 11am - 2pm – Teleconference.

16. Closure

There being no further business, Sharan thanked everyone for attending and closed the meeting at 2.40pm.

Action Items

#	Item	Who	Date Raised	Date Closed
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	
2	Tara Murphy to obtain a recommendation for a bookkeeper from the Accountant. Tara to contextualise the work to be done by the Treasurer	TM	25/7/16	
3	Rebecca Randle to advise the dates for the PD Intensive to the Local Buy representative	RR	25/7/16	
4	Rebecca Randle to send a letter to the Sunshine Coast Council indicating the QPLA's venue preference and reasons.	RR	25/7/16	
5	Rebecca Randle to prepare a conference hosting agreement for Sunshine Cost Council and provide to Esther Buys.	RR	25/7/16	
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	
7	Working group Chairs to update action plans.		25/7/16	

QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC.
FINANCIAL MANAGEMENT AND BUDGET REPORT 2015/16
as at 30/06/16

	2015/16 Budget	Totals to date	%	Q1	Q2	Q3	Q4
INCOME	APPROVED						
Membership	\$ 13,000.00	\$ 13,815.49	106.27%	\$ 6,400.96	\$ -	\$ 661.81	\$ 6,752.72
Misc income	\$ -	\$ 0.21		\$ -	\$ -	\$ -	\$ 0.21
Conference/PD	\$ 85,000.00	\$ 95,865.28	112.78%	\$ 31,424.51	\$ 38,414.18	\$ 3,490.90	\$ 22,535.69
GST - Recd	\$ 6,500.00	\$ 16,192.56	249.12%	\$ 6,230.61	\$ 5,610.95	\$ 967.29	\$ 3,383.71
Interest	\$ 4,500.00	\$ 2,498.07	55.51%	\$ 657.47	\$ 635.58	\$ 628.42	\$ 576.60
Local Buy	\$ 26,500.00	\$ 24,600.82	92.83%	\$ 24,600.82	\$ -	\$ -	\$ -
Prior Years Income	\$ -				\$ 18,191.29		\$ 4,548.72
	\$ 135,500.00	\$ 175,712.44	129.68%	\$ 69,314.37	\$ 62,852.00	\$ 5,748.42	\$ 37,797.65
EXPENDITURE							
National Program Sponsorship	\$ 7,500.00	\$ 21,379.00	285.05%	\$ -	\$15,879.00	\$ -	\$ 5,500.00
LGQA 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	\$ 7,504.99	120.08%	\$ 1,022.37	\$2,392.96	\$ 2,910.58	\$ 1,179.08
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	\$ 18,634.56	232.93%	\$ 2,656.15	\$13,450.99	\$ 377.05	\$ 2,150.37
Bank charges	\$ 1,000.00	\$ 690.00	69.00%	\$ 150.00	\$220.00	\$ 170.00	\$ 150.00
PLAC, PLAG, SLQ meetings	\$ 2,000.00	\$ -	0.00%	\$ -	\$0.00	\$ -	\$ -
Website costs/Promotion	\$ 2,250.00	\$ 1,115.00	49.56%	\$ -	\$0.00	\$ -	\$ 1,115.00
Conference/PD	\$ 85,000.00	\$ 74,829.23	88.03%	\$ 2,594.06	\$55,512.41	\$ 3,234.81	\$ 13,487.95
Permits, licences and fees	\$ 750.00	\$ 49.95	6.66%	\$ -	\$49.95	\$ -	\$ -
Salaries - Admin	\$ 22,500.00	\$ 9,330.73	41.47%	\$ 2,258.43	\$3,025.00	\$ 3,280.03	\$ 767.27
Project Sponsorship	\$ 5,000.00	\$ -	0.00%	\$ -		\$ -	\$ -
Consultation Expenses	\$ 1,000.00					\$ 360.00	
	\$ 159,750.00	\$ 140,280.59	87.81%	\$ 13,277.31	\$91,056.14	\$ 11,597.47	\$ 24,349.67
FIGURES ARE GST EXCLUSIVE							

Bank balances as at 30/06/16

Community Solutions Cheque Account	\$ 94,785.09
Community Solutions Cash Reserve	\$ 188,274.62
Westpac Term Deposit	\$ 41,816.47
	<u>\$ 324,876.18</u>

Payments pending as at 30/06/16

Conference - Redcliffe State High School - Cheque 200463	\$250.00
	<u>\$250.00</u>

Receipts pending as at 30/06/16

\$ -

Notes