

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

**Monday 14 March 2016 via teleconference**

**PRESENT:** Sharan Harvey (Brisbane); Michelle Stanton; Rebecca Randle (Brisbane); Cheryl Haughton (Rockhampton); Esther Buys (Sunshine Coast), Tara Murphy (Moreton Bay), Kate Davis (QUT)

**1. President's Welcome**

Sharan opened the meeting at 3.07pm and welcomed all attendees.

**2. Apologies:** Marian Morgan-Bindon (Gold Coast), Jo Beazley (Toowoomba)

**3. Minutes of previous meeting**

The minutes of the previous executive meeting held on 15 February 2016 were confirmed and accepted as a true account.

*Moved: Sharan Harvey*

*Seconded: Rebecca Randle*

**4. Business arising from minutes**

- Marian identified policy writer and Sharan has been liaison in her absence.
- Michelle identified OneDrive current free subscription is suitable. Started uploading data but ran out of time. Has posted hard drive to Rebecca for continuation of upload.
- QPLA LEAD logo developed and branding being used.
- Esther continuing investigation of Sunshine Coast capacity to host next conference.
- Michelle not yet contacted Madeleine regarding change of format for events on front page of website

*Action: Esther will report back at May meeting regarding Sunshine Coast conference.*

*Michelle to email Madeleine regarding change of format for events section.*

**5. President's report**

- Rough draft of submission to Advanced QLD discussion paper. Overall happy with content but change preamble to note that QPLA members outside the executive committee contributed feedback and incorporated into discussion paper.
- Rebecca attended Australian Early Literacy Summit on behalf of QPLA

*Action: Tara to update and finalise Advanced QLD document and Rebecca to send through*

**6. Treasurer's Report**

We are into the second month of quarter three - traditionally quiet. (see Appendix 1 for details). PayPal receipts are still pending but some invoices for conference have been paid. New line item added for consultation expenses but need to add a budget amount to cover for remainder of 2015/2016 financial year.

Motion to revise the 2015/2016 budget to create a line item with the amount of \$1000 for payment of consultation fees.

*Moved: Sharan Harvey*

*Seconded: Cheryl Haughton*

All in favour

Motion that submitted financial management, budget report and payment summary for Q3 be accepted as true and correct.

*Moved: Tara Murphy*

*Seconded: Esther Buys*

All in favour

## **7. Correspondence report**

### **Incoming**

Michelle Stanton – letter of resignation QPLA executive assistant

Ross Duncan SLQ – LGAQ Annual Conference – exhibitors and conference

Fiona Miles – Professional placement finalisation at Brisbane City Council

Brisbane City Council Libraries – application to host the Professional Development Intensive 2016

Andrew Champion – response to candidates across QLD – Local government elections – At a glance – Public Libraries across Queensland

Jason Kennedy - response to candidates across QLD – Local government elections – At a glance – Public Libraries across Queensland

Andrew James Holden - response to candidates across QLD – Local government elections – At a glance – Public Libraries across Queensland

Dean Teasdale - response to candidates across QLD – Local government elections – At a glance – Public Libraries across Queensland

Dan Clancy - response to candidates across QLD – Local government elections – At a glance – Public Libraries across Queensland

Brendan Boyle - response to candidates across QLD – Local government elections – At a glance – Public Libraries across Queensland

John Belchamber - response to candidates across QLD – Local government elections – At a glance – Public Libraries across Queensland

Sue Brooks - response to candidates across QLD – Local government elections – At a glance – Public Libraries across Queensland

Martin McCann - response to candidates across QLD – Local government elections – At a glance – Public Libraries across Queensland

Jack Piggott - response to candidates across QLD – Local government elections – At a glance – Public Libraries across Queensland

Jim Eldridge - response to candidates across QLD – Local government elections – At a glance – Public Libraries across Queensland

Billy James - response to candidates across QLD – Local government elections – At a glance – Public Libraries across Queensland

### **Outgoing**

Michelle Stanton – acknowledgement of letter of resignation QPLA executive assistant

Member libraries - QPLA Lead event promotion – April 11

Member libraries and candidates across QLD – Local government elections – At a glance – Public Libraries across Queensland

Candidates across QLD – Local government elections – At a glance – Public Libraries across Queensland

Brisbane City Council Libraries – acknowledgement received - application to host the Professional Development Intensive 2016

*Kate Davis joined the meeting at 3.33pm*

#### **8. Kate Davis - Innovation Research**

- Re possibility of students doing research work under the QPLA grant funding. Background - Students are required to do research work (value of 48 credit points/half of full time study load) involving collection of data from people, completed over two semesters. Supervised by academic staff members and given guidance re format, data collection etc. Usually go to industry (across all bands, not just public libraries) and ask for suggestions for projects.
- QUT also offers a unit that has a Grant Application assignment so using QPLA research grant as 'real-life' example could be quite attractive and encourage applicants.
- Timeline - possibly start early 2017 to be ready for presentation at the 2017 QPLA Conference.
- Another possible route would be for QUT to offer of providing mentorship and support for public library staff wanting to apply for grant.
- Key area of APLA consultation is partnerships and collaborations so perhaps an area of interest for research topics.
- Scope for partnering public library staff members with QUT students to collaborate on research projects. Would need to formalise agreement including intellectual property.

*Kate Davis left the meeting at 3.52pm*

#### **9. QPLA LEAD event 11 April**

Currently 19 registrations for Day 1 and 13 registrations for Day 2. SLQ will start promoting event very soon. Cost and time has been highlighted as an issue for those outside SE QLD.

State Library to look after general housekeeping. Will send out another Mailchimp, focusing on Will to encourage bookings.

Ensure a mix of staff at each table and QPLA to assist with keeping focus on conversation through consultation.

*Action: Esther and Tara to phone contact membership list for Northern regions.*

*Tara to liaise with SLQ re list of current bookings to circulate and assist in targeting.*

#### **10. National Early Literacy Summit**

Rebecca Randle attended on QPLA's behalf and compiled a report for feedback (see Appendix 2 for details).

*Action: Rebecca to present brief summary at next face to face meeting.*

#### **11. EOI PD Intensive 2016**

Brisbane City Council has submitted an EOI for 2016 PD event. No other LG's have as of yet. Closes Friday 18 March 2016.

#### **12. EOI Office Bearers 2016/2017**

Call for Office Bearers put on the website today and mailchimp with EOI set to go out on Thursday 17 March. Closes Friday 6 May 2016.

#### **13. Working Groups**

**Development and Opportunity – Rebecca Randle**

Professional Placement happening today at Brisbane City Libraries. Members of the group working on information to send out to member libraries to follow through with placements.

#### **Advocacy and Marketing – Cheryl Haughton**

Candidate letter sent out. Well done to group - great response from candidates and also useful for internal staff to get an idea of importance of libraries in QLD.

#### **Innovation – Jo Beazley**

Jo away.

#### **14. Any other business**

- Tara updated membership form fees (1.3% in line with CPI as per AGM) and ready to send out to members for upcoming financial year.

Moved that the membership renewal forms for 2016/2017 be approved to be sent out.

*Moved: Sharan Harvey*

*Seconded: Esther Buys*

- Michelle finishing Thursday 17 April. Position to be advertised but in interim, may need a staff member or possibly admin contracted to take minutes.

*Action: Rebecca to send through minutes as template for interim admin.*

- State Library have requested a QPLA representative to be on the assessment panel for Robotics grant. Begins 11 April and full day meeting 18 April.  
Committee endorses Tara to act as representative and present report at May meeting.
- State Library also looking for QPLA representative to be on the panel for First Five Forever review group. Two committees - one for project management, one for assessment of programs.

**15. Date of next meeting:** Monday 18 April 2016 via teleconference 1 - 3pm.

**16. Closure:** There being no further business, Sharan thanked everyone for attending and closed the meeting at 4.38pm.

# APPENDIX 1

## QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC. FINANCIAL MANAGEMENT AND BUDGET REPORT 2015/16 as at 29/02/16

	2015/16 Budget	Totals to date	%	Q1	Q2	Q3	Q4
<b>INCOME</b>	<b>APPROVED</b>						
Membership	\$ 13,000.00	\$ 6,400.96	49.24%	\$ 6,400.96	\$ -	\$ -	\$ -
Misc income	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Conference/PD	\$ 85,000.00	\$ 72,861.41	85.72%	\$ 31,424.51	\$ 38,414.18	\$ 3,022.72	\$ -
GST - Recd	\$ 6,500.00	\$ 12,695.84	195.32%	\$ 6,230.61	\$ 5,610.95	\$ 854.28	\$ -
Interest	\$ 4,500.00	\$ 1,693.05	37.62%	\$ 657.47	\$ 635.58	\$ 400.00	\$ -
Local Buy	\$ 26,500.00	\$ 24,600.82	92.83%	\$ 24,600.82	\$ -	\$ -	\$ -
Prior Years Income	\$ -				\$ 18,191.29		
	<b>\$ 135,500.00</b>	<b>\$ 136,443.37</b>	<b>100.70%</b>	<b>\$ 69,314.37</b>	<b>\$ 62,852.00</b>	<b>\$ 4,277.00</b>	<b>\$ -</b>
<b>EXPENDITURE</b>							
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	\$ 5,665.50	90.65%	\$ 1,022.37	\$ 2,392.96	\$ 2,250.17	\$ -
Insurance	\$ 3,500.00	\$ 2,932.61	83.79%	\$ 2,932.61	\$ 0.00	\$ -	\$ -
Audit fees	\$ 3,500.00	\$ -	0.00%	\$ -	\$ 0.00	\$ -	\$ -
GST paid	\$ 8,000.00	\$ 16,242.38	203.03%	\$ 2,656.15	\$ 13,450.99	\$ 135.24	\$ -
Bank charges	\$ 1,000.00	\$ 490.00	49.00%	\$ 150.00	\$ 220.00	\$ 120.00	\$ -
PLAC, PLAG, SLQ meetings	\$ 2,000.00	\$ -	0.00%	\$ -	\$ 0.00	\$ -	\$ -
Website costs/Promotion	\$ 2,250.00	\$ -	0.00%	\$ -	\$ 0.00	\$ -	\$ -
Conference/PD	\$ 85,000.00	\$ 60,304.91	70.95%	\$ 2,694.06	\$ 55,512.41	\$ 2,098.44	\$ -
Permits, licences and fees	\$ 750.00	\$ 49.95	6.66%	\$ -	\$ 49.95	\$ -	\$ -
Salaries - Admin	\$ 22,500.00	\$ 6,204.68	27.58%	\$ 2,258.43	\$ 3,025.00	\$ 921.25	\$ -
Project Sponsorship	\$ 5,000.00	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
Consultation Expenses	\$ 1,000.00						
	<b>\$ 159,750.00</b>	<b>\$ 110,958.55</b>	<b>69.46%</b>	<b>\$ 13,377.31</b>	<b>\$ 91,056.14</b>	<b>\$ 6,525.10</b>	<b>\$ -</b>
<b>FIGURES ARE GST EXCLUSIVE</b>							

### Bank balances as at 29/02/16

Community Solutions Cheque Account	\$ 85,644.92
Community Solutions Cash Reserve	\$ 187,485.76
Westpac Term Deposit	\$ 41,401.32
	<u>\$ 314,532.00</u>

### Payments pending as at 29/02/16

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

### Receipts pending as at 29/02/16

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	\$ 3,750.00
	<u>\$ 30,327.84</u>

### Notes

\$1250 inc GST to be reimbursed to SLQ in Q3 for invoice 20160022.



**QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC.  
LIST OF PAYMENTS - FEBRUARY 2016**

<b>Date</b>	<b>Payee</b>	<b>Details</b>	<b>Cost (inc GST)</b>
1/02/2016	Westpac Bank	Payway activity fee	\$33.00
1/02/2016	Westpac Bank	Payway fees and charges	\$22.00
1/02/2016	Westpac Bank	Overseas bank transfer fee	\$20.00
24/02/2016	Michelle Stanton	Inv 171	\$894.92
24/02/2016	Michelle Stanton	Inv 164	\$921.25
24/02/2016	Cheryl Haughton	Expense claim reimbursement	\$310.00
29/02/2016	Rebecca Randle	Expense claim reimbursement	\$409.59
29/02/2016	Rebecca Randle	Expense claim reimbursement	\$760.90
<b>TOTAL</b>			<b>\$3,371.66</b>

## APPENDIX 2

Australian National Early Literacy Summit

Pre-summit discussion - <https://www.alia.org.au/early-literacy-pre-summit-discussion>

Presentations - <https://www.alia.org.au/australian-national-early-literacy-summit-presentations>

Day 1 overview - <https://www.alia.org.au/news/14056/early-literacy-summit-day-1>

Day 2 overview - <https://www.alia.org.au/news/14060/early-literacy-summit-day-2>

AEDC released the 2015 results - <http://www.aedc.gov.au/resources/reports>

Day 1 – Monday 7 March 2016

Jennifer Byrne – journalist / presenter was the MC for the first day

What are we doing to tackle the literacy levels in Australia given that 1 in 5 children are at risk?

Literacy is a national priority and the many organisations who were present are wanting a national initiative to improve literacy levels.

Ideas to support a national literacy strategy for Australia

Dr Dianne Jackson – CEO ARACY

The Nest – A National plan for child and youth wellbeing

Vision for all children and youth that they are

Loved and safe; Have material basics; Healthy; Learning; Participating; Positive sense of culture and identity

Work needs to be aligned across networks to make a measurable impact.

Bridget McKenzie Senator for Victoria

Investing in early literacy in social and personal well-being

That participating in early childhood literacy programs such as storytimes and being read to gives a child an eight month advantage.

She discussed several programs - Home based program called 'Closing the gap' targeted at indigenous children. Hippy program a 2 year home based program that focuses on the parent as the first teacher. ELLA – Early Learning Languages Australia – reviving foreign languages. Offered in the year before school using apps and materials for support.

Discussion around the effectiveness of Naplan and that there is little change in the child's performance in later years. By the time children are in year 9 at school it is too late. It is best if intervention is early and sustained and the 9-18 months is a crucial period for development.

Professor Edward Melhuish – University of Oxford – I would encourage you to view his presentation slides as he was very knowledgeable and informative.

Global thoughts on early literacy – advice to governments

24% of children enter school with developmental problems. Disadvantaged children 5 times lower literacy levels. 1 in 3 children from disadvantaged homes/ backgrounds start school with poor language.

There is a strong link between oral language and literacy and that interactions drive development. Children learn through interactions with adults – two areas are important – experience at home and in early childhood education and care. Disadvantaged children are lacking in the range of interactions that they have with adults resulting in a lower vocabulary when they start school.



Why invest in early literacy?

1. Moral - duty to optimise wellbeing
2. Economic - we all benefit in the long term

Language development begins at birth and between 9 months to four years it is crucial 'use it or lose it'. The language experience that the child has at this stage will lay down the language architecture for later in life.

Home learning environment

1. Reading to child
2. Painting and drawing
3. Going to the library
4. Playing with letters/numbers
5. Learning activities with the alphabet
6. Learning activities with numbers/shapes
7. Learning activities with songs/poems/nursery rhymes

Discussed quantity of words and quality of words. There was seen to be a huge difference in amounts of words spoken in the homes of welfare, working class and professional. The quality of the words was also different with prohibitions/ directional words dominating the conversations of disadvantaged families instead of the more affirmative words used in more advantaged homes. Huge gap in the amount of words heard in the first 4 years and this gap gets wider and wider. Disadvantaged children never quite catch up. The mother's educational levels has a huge impact on the child's development as does family income, home living environment and effective preschool.

Interactions drive development – Regarding verbal interactions between adult and child - adult feeds the child the information needed for the child to come up with the solution. This type of interaction is non-existent in poor quality preschools.

Effective preschools have these qualities: • Quality of the adult-child verbal interaction. • Knowledge and understanding of the curriculum. • Knowledge of how young children learn. • Adults skill in supporting children in resolving conflicts. • Helping parents provide learning interactions at home.

Key outcomes - Early years are very important. Early childhood education is part of the infrastructure of a successful society. High quality early childhood education boosts development. Supporting parents to help children in early literacy can work. Disadvantaged children benefit greatly from high quality early education and care.

Dr Misty Adoniou – University of Canberra, Language, Literacy and TESL  
Being Literate

Asked us to think about what is literacy? That it is not just the written word and that we need to consider the different tools of communication and the ones that children use. Misty used a note that her child had written to her when they were small using pattern making/ symbols. She discussed the multimodality of literacy.

At school you can't choose your tools and we tend to think of literacy as reading and writing and this is not the only way. There are other tools needed in order to be literate as literacy is a function and not a tool. She explored some multimodal texts as an example and explained that pre instruction literacy is closer to multi module literacy in the real world.

Samantha Page – CEO Early Childhood Australia  
Policy thoughts – the issues in Australia

Discussed the need for sound policies about early literacy – well implemented evidence based and produced measurable outcomes.

She was calling for a reform in childcare and the need for alignment between paid parental leave and subsidy for child care. That the literacy levels of educator's matters  
Towards a National Strategy 1. Coalition of the willing – we need everyone with an interest to get involved 2. Clear statement of purpose – what is the problem we are trying to solve? – Growing attainment gap 3. Policy solutions – measurable, agreed, evidence based 4. Political Strategy 5. Measurement 6. Long term commitment.

Community partners – libraries, local schools, toy libraries, playgroups, museums, cultural organisations.

Indigenous literacy panel

Tom Calma Tina Raye, Marian Pettit, Mary Ruth Mendel

Discussed the role and importance of first language in literacy development. Tina from the Indigenous Literacy Foundation spoke about providing books into local languages in remote communities and supporting families to be the first teachers.

There is a critical gap in the literacy levels of indigenous children for many reasons – health concerns delaying development, perceptions of school due to the bad experiences of parents, distance and isolation from major cities and resources, access to information. There was a strong emphasis on the importance of the parent as the first teacher and the need to promote the importance of the child's first language.

First Five Forever – Jane Cowell – notes on slides

Panel session and final words for the day

Panel discussion how to move forward look do we look at an early language and literacy strategy? Is there a need for a separate indigenous strategy? What can the Australian government do so that all children learn to read and write? Several ideas were raised including a Minister for children and a public campaign that delivers key messages around the importance of reading and early literacy development. Other ideas included – upskilling staff to increase their confidence and a positioning statement for early language.

Day 2 – Tuesday 8 March 2016

Keynote - Jackie French – children's author

60% of school aged children think that books are boring. Jackie thought that the majority of children's books (simple Readers) were boring and this can turn a child off reading. She advocated that children don't have to sit quietly to read and that books need to be used – the dirtier they get the better. She did mention that a well-used book is a loved book and that this draws children towards it. Play a game with children where you ask them to read a book in as many places as possible. Children are good at remembering things so set them reading challenges. Give them permission to say that a book is boring and move onto something that they do want to read. We are losing children as readers at five because they are handed simple books with unexciting storylines when they want a magic book. These books don't necessarily have to have pictures and in fact Jackie advocated for not having pictures as this stimulates their imagination more.

Once children reach 4 they can move to books that don't have pictures. Pictures are enchanting and they become the focus of the story though in order for language to develop we need to just tell stories so that this is the focal point. A child needs to be able to concentrate on a story to become literate. There are different books for different children and the more books that they read the more neurons they connect in their brains. She talked about kinetic learning for children and how they love to move in order to learn – we can encourage this more. Her key message was that children need to be able to read the way

they want – this in itself will encourage literacy. Parents demonstrating reading is also important and library staff demonstrating how to select a book/ resource.

Panel discussion – The author, the bookshop and the publisher

Important that children select their own books and peer recommendations. Discussion around finding a magic book for a child – there was a lot of advice coming from the audience though the themes were getting to know the child their interests and an idea of their personality.

Kevin Robbie – United Way

Postcode should not dictate a person's destiny – United Way's purpose is to unite business, government, philanthropy and social purpose organisations in determined action to improve outcomes in education, employment and health for disadvantaged people.

0-5 years old is the period when we can have the most impact on life outcomes. He discussed the programs in the UK that had targeted many children living in lower socio economic areas and the lasting impact that they had on their development. He discussed the importance of collaborative partnerships reaching hard to get to groups to bring about social change.

Grant Webb – The importance of an educated early literacy educator

Literacy interactions drive development and in particular high quality interactions. There is great variance in the interaction that children receive in early childhood. He classed early childhood as 0-8.

Literacy incorporates a range of modes of communication including music, movement, storytelling, visual arts, media and drama as well as talking, listening, reading and writing.

Poor quality childcare was found to produce deficits in language and cognitive function for young children. The quality of care dictates a child's performance. We need to provide children with high quality childcare and in order to do this we need to increase wages and conditions for childcare workers. Children's access to early childhood education needs to be led by qualified educators and we need to attract high quality people into early education.

Young children learn language as adults engage them in rich extended elaborated conversations. The quality of talk matters and there is a big difference between teaching kids to read and teaching them to love to read.

Dr Emilia Djonov – Macquarie University's Institute of Early Childhood

Emilia has been working with the State Library of NSW on a research project that will have some significant outcomes for early literacy programs. She is working on a set of core competencies that

Public libraries can employ to develop and promote early literacy programs in ways that best support children and families in different communities.

It is important how library presenters communicate and always be child centred – ask them for feedback. Educate families about the reasons and different ways that they can support literacy from birth. Build a community of avid readers and library users. Target new parents, fathers, grandparents and working families. She indicated a need for an early literacy and learning framework.

Libraries need both simple benchmarks indicators for evaluating their efforts and tools to understand and articulate what works. This is so that libraries are placed to promote the contribution they can and do make to the national early language and literacy strategy.

Dr Cate Taylor – Principle Research Fellow, Telethon Kids Institute & the University of Western Australia Faculty of Education

### Longitudinal Study of Australian Children

Children's language development builds the foundation for literacy and all the benefits that follow from being literate • In the LSAC (K cohort) risks for low literacy at age 10: • Children with low school readiness at age 4 • Aboriginal &/or Torres Strait Islander children • Children with low language at age 4, 6 or 8 • Children with low self-regulation at age 4.

Predicting low literacy at age 10 in the longitudinal study of Australian children. Why prediction is important? The earlier we can predict the earlier we can intervene.

The longitudinal study of Australian children - the risk factors

1. Non English speaking 16 months behind
2. Not read to 12 months behind
3. Siblings 4 plus 10 months behind.
4. Low school readiness 15 months behind
5. Low family income 7 months behind
6. Low birthweight 6 months behind
7. Low maternal education 6 months behind
8. Maternal mental health 5 months behind

### Key messages

Policies and services have to fit language and literacy patterns. Children's capacity for catch up is good news. Helping vulnerable children develop faster than their typically developing peers is a hard thing to do. We need to celebrate gains. We need a coordinated early years' service system. Services provided need to be easy to navigate. Data systems that allow us to follow individual children.