

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

Monday 18 January 2016 via teleconference

PRESENT: Marian Morgan-Bindon (Gold Coast); Michelle Stanton; Rebecca Randle (Logan); Cheryl Haughton (Rockhampton); Esther Buys (Sunshine Coast), Tara Murphy (Moreton Bay).

1. President's Welcome

Marian opened the meeting at 10.05am and welcomed all attendees.

2. Apologies: Sharan Harvey (Brisbane), Jo Beazley (Toowoomba).

3. Minutes of previous meeting

The minutes of the previous executive meeting held on 14 December 2015 were confirmed and accepted as a true account.

Moved: Rebecca Randle

Seconded: Tara Murphy

4. Business arising from minutes

- Details sent through to Sharan re Early Literacy forum
- Banking authorities not possible to change unless all four named are at the bank in person at once to sign in front of a Westpac employee. One option is to complete this at the next face to face meeting
- Tara to review the QPLA commerce needs and investigate possible alternative financial institutions.
- Rebecca sent email thanking Tracey and asking for replacement from Northern area. No response has been received to date.

Action: Tara to investigate other banks' commercial offerings (Nab, ANZ and Commonwealth) and present at next meeting.

5. President's report

- Advancing Queensland Public Libraries Discussion Paper – discussion at last face to face, SLQ indicated an extension to feedback would be provided. QPLA asked to consider a State-wide response.
- The joint APLA/NASL Australian Public Library Standards, Guidelines and Outcomes Project (the Project) start up meeting was held 15 Jan 2016.
 - Following a competitive tendering process, Melbourne-based I&J Management Services has been commissioned to work with APLA on a new set of public library standards, guidelines and outcomes. The project will be published in the second half of 2016. The [Consultants' Brief](#) and [Literature Review](#) can be downloaded.
 - Draft to be completed by end of May 2016, which means a need to compile draft outcomes state by state between Feb – April.
 - Consultation for the Queensland public library sector to occur the first week in April (5th – 9th)
 - QPLA to facilitate and host a one day PD session comprised of: 3 hour workshop with engaged facilitator /speaker provided by QPLA to cover suitable tie-in topic around community capacity building.
 - the Project's workshop to follow.

- Identify a suitable location in Brisbane or Helensvale. No charge to members to attend.
- Need emerging to fast-track finalisation of SLQ MOU
- Follow up with Local Buy re the Library Resources tender

Action:

- *Marian to confirm extension of SLQ feedback date with Ross Duncan Advancing Queensland Public Libraries Discussion Paper*
- *Tara to contact Will Dayble re availability either 5th-6th April to speak on community capacity building.*
- *Marian to confirm dates with facilitator and location for workshop*
- *Marian to follow up with Local Buy re the Library Resources tender*

6. Treasurer's Report

- **Paypal account update**

Auditors for QPLA, CLM Accountants, have responded to our request for assistance regarding Paypal amount receipted into our account and have advised on how to deal with GST liability. Due to the amount of time that has passed since the payments were made and the difficulties in obtaining itemised records from Paypal for this past account. It is recommended that a sub-category of Prior Year's income be added to the cash book and budget, the monies be receipted to that category and that GST is calculated and paid to the ATO on that amount in the next Business Activity Statement. They have also confirmed this is how we should document the outstanding payments through our current Paypal account for membership and conference payments. There is no need to itemise each paypal transaction separately for these payments, as long as there is supporting documentation which details the balance to show the split between membership and conference fees.

Motion that QPLA document income and pay GST as per these recommendations.

Moved: Tara Murphy

Seconded: Cheryl Haughton

All in favour

- **Finance report**

We are at the end of second quarter and travelling well (see Appendix 1 for details)

Motion that submitted financial management and budget report for Q2 be accepted as true and correct.

Moved: Tara Murphy

Seconded: Marian Morgan-Bindon

All in favour

7. Correspondence report

Incoming

Cheryl Haughton – Rockhampton Regional Council – content for the website

Christine Mackenzie -PLVN Great Public Library Tour 4 - Columbus and Canada – content for website.

Logan City Council – Job advertisement – content for the website.

Outgoing

Cheryl Houghton – Rockhampton Regional Council – content placed on the website.

Christine Mackenzie -PLVN Great Public Library Tour 4 - Columbus and Canada – content placed on the website.

Logan City Council – Job advertisement – content placed on the website

8. Local Buy

Should be contact from Aileen this month regarding Library suppliers tender with Local Buy.

9. State Library cancellation of subscription

Email regarding non-renewal of ANZ Reference Centre subscription sent to library managers 21 December. SLQ advised: instead picked up ANZ Newstand but not with a Statewide licence. Any patrons wishing to access would need to sign up for an SLQ membership and bypass their local public library. QPLA notes there was no consultation before this occurred; not withstanding a recent written commitment to do so.

Action: Rebecca to write a draft response on behalf of QPLA.

10. EOI for 2016 PD intensive

Aim for October/November and send invitation to all membership across the State, with a response date of February 29.

Action: Rebecca to write introduction letter and send EOI form.

Michelle, Tara and Rebecca to note personal experiences from organising previous PD intensives and put into Mailchimp to promote.

11. Working Groups

Development and Opportunity – Rebecca Randle

Hosting meeting in next few weeks (around Feb) to kick off new year. Will be discussing training model investigations.

Will be using personal experiences via Mailchimp to promote Professional Placement program.

Action: Rebecca to liaise with Michelle regarding content for Mailchimps. Michelle to set up suggested timetable for 2 months' worth of Mailchimp items (to go out every Friday afternoon around 3pm) and send to committee.

Advocacy and Marketing – Cheryl Houghton

Meeting held last week. Working on letter to candidates. Also looking at creating video clips for library marketing concept – breaking up into several targeted message areas. Looking at branding for consistency.

Innovation – Jo Beazley

Jo currently on leave. Spoke to Kate Davis at QUT regarding QPLA research grant partnership.

Action: Invite Kate to attend next face to face meeting in Brisbane for further discussion.

12. SLQ MOU

Marian to progress as soon as practicable.

13. Any other business

New section 'Library Showcase' up on web page. Committee happy with format. Michelle will continue to add items (ie. RCC Anytime Library) as they arise.

13. Date of next meeting: Monday 15 February 2016, Brisbane Square Conference Centre

14. Closure: There being no further business, Marian thanked everyone for attending and closed the meeting at 2.10pm.

APPENDIX 1

QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC.
FINANCIAL MANAGEMENT AND BUDGET REPORT 2015/16
as at 31/12/15

	2015/16 Budget	Totals to date	%	Q1	Q2	Q3	Q4
INCOME	APPROVED						
Membership	\$ 13,000.00	\$ 6,400.96	49.24%	\$ 6,400.96	\$ -	\$ -	\$ -
Misc income	\$ -	\$ 18,191.29		\$ -	\$ 18,191.29	\$ -	\$ -
Conference/PD	\$ 85,000.00	\$ 69,838.69	82.16%	\$ 31,424.51	\$ 38,414.18	\$ -	\$ -
GST - Recd	\$ 6,500.00	\$ 11,841.56	182.18%	\$ 6,230.61	\$ 5,610.95	\$ -	\$ -
Interest	\$ 4,500.00	\$ 1,293.05	28.73%	\$ 657.47	\$ 635.58	\$ -	\$ -
Local Buy	\$ 26,500.00	\$ 24,600.82	92.83%	\$ 24,600.82	\$ -	\$ -	\$ -
	\$ 135,500.00	\$ 132,166.37	97.54%	\$ 69,314.37	\$ 62,852.00	\$ -	\$ -
EXPENDITURE							
National Program Sponsorship	\$ 7,500.00	\$ 15,879.00	211.72%	\$ -	\$15,879.00	\$ -	\$ -
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	\$ 2,189.52	43.79%	\$ 1,663.69	\$525.83	\$ -	\$ -
Meeting expenses	\$ 6,250.00	\$ 3,415.33	54.65%	\$ 1,022.37	\$2,392.96	\$ -	\$ -
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	\$ 16,107.14	201.34%	\$ 2,656.15	\$13,450.99	\$ -	\$ -
Bank charges	\$ 1,000.00	\$ 370.00	37.00%	\$ 150.00	\$220.00	\$ -	\$ -
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	\$ 58,206.47	68.48%	\$ 2,694.06	\$55,512.41	\$ -	\$ -
Permits, licences and fees	\$ 750.00	\$ 49.95	6.66%	\$ -	\$49.95	\$ -	\$ -
Salaries - Admin	\$ 22,500.00	\$ 5,283.43	23.48%	\$ 2,258.43	\$3,025.00	\$ -	\$ -
Project Sponsorship	\$ 5,000.00	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -
	\$ 158,750.00	\$ 104,433.45	65.78%	\$ 13,377.31	\$91,056.14	\$ -	\$ -
FIGURES ARE GST EXCLUSIVE							

Bank balances as at 31/12/15

Community Solutions Cheque Account	\$ 88,348.02
Community Solutions Cash Reserve	\$ 187,085.76
Westpac Term Deposit	\$ 41,401.32

\$ 316,835.10

Receipts pending as at 31/12/15

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	\$ 5,825.00

\$ 32,402.84

Payments pending as at 31/12/15

Conference - Pam Ryan (AUD approx, total CAD \$1,993.10)	\$2,134.40
Conference - Redcliffe State High School - Cheque 200463	\$250.00
LGA Awards - Paroo Shire Council - Cheque 200464	\$1,000.00

\$3,384.40

**QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC.
LIST OF PAYMENTS - OCTOBER 2015**

Date	Payee	Details	Cost (inc GST)
1/10/2015	Westpac Bank	Payway activity fee	\$33.00
1/10/2015	Westpac Bank	Payway fees and charges	\$22.00
15/10/2015	Will Dayble	Conference speaker fee/travel	\$8,299.16
15/10/2015	CLM Accountants	Audit fees	\$1,743.50
15/10/2015	Rebecca Randle	Expense claim reimbursement	\$135.10
15/10/2015	Purple Martini	Conference Gala Dinner Entertainment	\$1,200.00
15/10/2015	Beautiful Weddings	Conference Table Decoration	\$350.00
15/10/2015	Michelle Stanton	Inv 151 Conference	\$632.50
15/10/2015	PES Pty Ltd	Conference Exhibition Booth Hire	\$3,516.70
15/10/2015	Kangaroo Bus Lines	Conference	\$462.00
15/10/2015	Michelle Stanton-	Inv 150 Administration	\$907.50
15/10/2015	Tara Murphy	Expense claim reimbursement	\$52.47
16/10/2015	Bates Information Services	Conference speaker fee/travel	\$9,070.00
16/10/2015	Westpac Banking Group	Audit certificate fee	\$50.00
30/10/2015	PES Pty Ltd	Conference Exhibition Booth Hire	\$126.50
30/10/2015	Michelle Stanton	Inv 153 Meeting Travel	\$500.88
30/10/2015	Unity Words Pty Ltd	Kirsty O'Callaghan Speaker Fee	\$998.00
30/10/2015	Dr Eve Fesl	Conference speaker fee	\$330.00
30/10/2015	Multitude Choir Inc	Conference Performance	\$100.00
30/10/2015	Mon Komo Hotel	Conference Venue Hire	\$31,491.00
30/10/2015	Alana Read	Expense claim reimbursement - Bursary	\$52.42
30/10/2015	Michelle Stanton	Inv 154 Administration	\$1,155.00
30/10/2015	Michelle Stanton	Inv 155	\$673.75
30/10/2015	Carolyn Collins	Conference catering	\$422.40
30/10/2015	Australian Taxation Office	BAS Q1 2015/16	\$5,739.00
30/10/2015	Australian Taxation Office	BAS 2014/15 Adjustment	\$1,413.83
TOTAL			\$69,476.71

**QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC.
LIST OF PAYMENTS - NOVEMBER 2015**

Date	Payee	Details	Cost (inc GST)
2/11/2015	Westpac Bank	Payway activity fee	\$33.00
2/11/2015	Westpac Bank	Payway fees and charges	\$22.00
2/11/2015	Westpac Bank	Overseas bank transfer fee	\$20.00
20/11/2015	ALIA	Standards, guidelines and outcomes project	\$17,466.90
20/11/2015	Rebecca Randle	Expense claim reimbursement	\$27.50
TOTAL			\$17,569.40

**QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC.
LIST OF PAYMENTS - DECEMBER 2015**

Date	Payee	Details	Cost (inc GST)
1/12/2015	Westpac Bank	Payway activity fee	\$33.00
1/12/2015	Westpac Bank	Payway fees and charges	\$22.00
10/12/2015	Rebecca Randle	Expense claim reimbursement	\$20.90
10/12/2015	Carolyn Collins	Conference Host Morning Tea Catering	\$176.00
10/12/2015	Marian Morgan-Bindon	Expense claim reimbursement	\$172.00
10/12/2015	Michelle Stanton	Inv 158	\$522.50
10/12/2015	Noosa Shire Council	Conference Refund	\$200.00
10/12/2015	Paroo Shire Council	Bursary expenses - Tammy Hickey	\$395.98
10/12/2015	Paroo Shire Council	Bursary expenses - Tammy Hickey	\$130.00
16/12/2015	Office of Fair Trading	Return of Association Lodgement Fee	\$49.95
23/12/2015	Michelle Stanton	Inv 161	\$940.75
23/12/2015	Cheryl Haughton	Expense claim reimbursement	\$1,237.95
23/12/2015	Tara Murphy	Expense claim reimbursement	\$15.00
23/12/2015	Rebecca Randle	Expense claim reimbursement	\$94.00
TOTAL			\$4,010.03

