

QUEENSLAND PUBLIC LIBRARIES ASSOCIATION INC. MINUTES OF EXECUTIVE BOARD MEETING

Monday 10 April, 2017 Chermside Library,

Present:

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

Lisa Harth, (LH) South West Qld Rep
Nicole Hunt, (NH) South East Qld Rep
Celia Donnellan, (CD) Sunshine Coast Library
Rebecca Randle, (RR) Secretary

Apologies:

Cheryl Haughton, (CH) Central 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

Motion from Sharan Harvey : That the minutes of the Executive Board meeting on 13 March, 2017.

Seconded: Rebecca Randle

All in favour.

3. Actions from previous minutes

- #6 Draft letter to be sent to QPLA for distribution
- #25 Closed
- #27 Closed
- #28 In progress.
- #30 Closed. SLQ have provided advice that
- #33. Closed. Addressed as part of agenda

4. President's Report

- The Summer Reading Club report was provided by APLA to SLQ. Feedback is being provided on the ebook linkage grant.
- Esther and Sharan attended the Public Libraries Advisory Group meeting on Friday 24 March as QPLA representatives. A number of different issues were discussed including Statewide collections and eresources. It was emphasised that access to databases should be available via a local council library membership (and not via the

State Library of Queensland membership) to reinforce readership is available through the local library.

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

Seconded: Lisa Harth

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 \$333,696.84.
- Total current assets is \$333,696.84.
- The net operating income YTD is \$9,134.84.
- A proposal to raise membership invoices in the financial year that it relates to was discussed. It was agreed that invoices would be sent in July, rather than May as has previously occurred with prior correspondence to each council to determine if a purchase order is required and who should receive the invoice. Advice of the change will be added to the annual audit report.

Action: Sylvia to draft proposed correspondence to member Libraries/Council regarding the process change for payment of membership fees including raising of invoices.

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

Seconded: Nicole Hunt

All in favour

6. Correspondence

Correspondence Incoming

- State Library of Queensland - Invitation for a QPLA representative to sit on the Public Library Strategic priorities grant.
- State Library of Queensland – Invitation for a QPLA representative to be a part of the Tech Savvy Seniors Queensland Working Group Grant Assessment meeting.
- State Library of Queensland - Invitation for a QPLA representative to sit on the Vision 2017 Review.

Correspondence Outgoing

- Invitation for a QPLA representative to sit on the Public Library Strategic priorities grant – State Library of Queensland notified of representative.

- Invitation for a QPLA representative to be a part of the Tech Savvy Seniors Queensland Working Group Grant Assessment meeting - State Library of Queensland notified of representative.
- Invitation for a QPLA representative to sit on the Vision 2017 Review - State Library of Queensland notified of representative.

7. State Library Queensland update

- Louise Denoon, Executive Director, Regional Access and Public Libraries, State Library Queensland provided an update on current SLQ initiatives.
- SLQ will send the draft First 5 Forever guidelines to Nicole Hunt and Sunshine Coast libraries for review and comment.

8. QPLA LEaD 2017 – Sunshine Coast

- The proposed registrations fees for early bird, day rates and full conference rates were discussed and agreed to.

Action: Conference registration numbers by category e.g. Early bird for the 2015 conference to be sent to Sunshine Coast libraries.

- Recognition of Local Buy funding towards the conference bursaries and LGAQ awards will be included in the award promotional materials
- A First Five Forever banner award was proposed with a request to SLQ to provide an award if sufficient entries were received.
- Suggested sessions included:
 - Pop up library. Potentially 5 libraries have 5 minutes pop up session;
 - Feedback session for data visualisation tool or creative use of library data. SLQ could showcase the visualisation tool that has been in development or potentially have a booth to showcase the tool to attendees.
 - Panel session on presentation and organisation of collections – what can be done without the requirement for financial input.
 - Business of managing libraries could be included *as a session after the AGM*

9. Board nominations

- The Executive Board position descriptions provided with the meeting papers were discussed and agreed to with minor amendments.

- A mailchimp will be sent to member libraries requesting nominations for the Executive Board.

10. QPLA Promotional Brochure

- It was agreed to form a marketing project team consisting of Nicole Hunt, Cheryl Haughton and Astrid Hancock to produce a QPLA benefits statement and promotional brochure which could be used to market QPLA services

Action: The QPLA promotional flyer to be added as an agenda item for the April Executive Board meeting

11. PD Intensive 2018 – call for nominations.

- The Call for nominations for the 2018 PD intensive to be added to the June Executive Board agenda.

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

Nil

13. Other Business

- QPLA representative on the TSSQ assessment panel.
- QPLA representative on the Vision 2017 Review.
It was agreed that Sylvia Swalling will be the QPLA representative for metropolitan libraries won the Vision 2017 review with Lisa Harth as QPLA representative for rural libraries
- Constitution update
- The constitution to be presented for review at the August meeting for finalisation and ratification at the October Annual General Meeting.

14. Date of next meeting

Monday 15 May 2017. 10am – 1pm. Teleconference

Close The meeting closed at 1.00pm

Action Items

#	Item	Who	Date Raised	Due Date
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
34	Sylvia to draft proposed correspondence to member Libraries/Council regarding the process change for payment of membership fees including raising of invoices.	SS	10/4/17	15/5/17
35	Conference registration numbers by category e.g. Early bird for the 2015 conference to be sent to Sunshine Coast libraries.	KH	10/4/17	15/5/17

Queensland Public Libraries Association Inc

BALANCE SHEET

As of March 31, 2017

	TOTAL
ASSETS	
Current Assets	
Westpac-Cheque Account	92,530.16
Westpac-Reserve Account	189,272.77
Westpac-Term Deposit	42,319.64
Prepaid Expenses	9,847.27
Undeposited Funds (Credit Card transactions etc.)	0.00
Total Current Assets	A\$333,969.84
Total Assets	A\$333,969.84
LIABILITIES AND SHAREHOLDER'S EQUITY	
Current liabilities:	
BAS Liabilities Payable	2,335.99
BAS Suspense	-695.17
Total current liabilities	A\$1,640.82
Shareholders' equity:	
Net Income	9,134.84
Retained Earnings	323,194.18
Total shareholders' equity	A\$332,329.02
Total liabilities and equity	A\$333,969.84