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**MINUTES OF THE SOUTH COAST CO-OPERATIVE LIBRARIES MEETING HELD ON MONDAY 14 MARCH 2016 IN JERVIS BAY ROOM 1, CITY ADMINISTRATIVE CENTRE, BRIDGE ROAD, NOWRA COMMENCING AT 10.07AM**

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The following members were present:

Clr Wells

Clr White

Sarah Taylor – Shoalhaven Library Services Manager (SCC), Manager South Coast Cooperative Libraries

Clare Rogers – Director Community Services – Kiama Municipal Council

Michelle Hudson – Library Manager – Kiama Municipal Council

Others Present:

Jane Lewis – Recreation, Community and Culture Manager

Claire Andriske – Governance Officer

Apologies were received from: Clr Findely, Clr Kathy Rice – Kiama Council

1. Election of Chairperson

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MOTION: Moved: Clr Wells / Second: Sarah Taylor

RESOLVED that Clr White be appointed the Chairperson of the meeting of the South Coast Co-operatives Libraries held on Monday 14 March 2016.

CARRIED

2. Minutes of Previous Meeting

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MOTION: Moved: Sarah Taylor / Second: Michelle Hudson

RESOLVED that the Minutes of the meeting of the South Coast Co-Operative Libraries held on Tuesday 17 February 2015 be confirmed.

CARRIED

3. Presentation of the Annual Report 2014 - 2015 File 3934E

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MOTION: Moved: by consent

RESOLVED that the Presentation of the Annual Report 2014 - 2015 for the South Coast Co-Operative Libraries be received for information.

CARRIED

Sarah Taylor – Manager South Coast Cooperative Libraries provided the following overview of the 2014-2015 Annual Report

- It was a big year for the South Coast Cooperative Libraries organising for Eurobodalla's withdrawal.

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- It was the final year for Eurobodalla and we wish them the best of luck
  - Purchases for the year are lower as Eurobodalla were trialling making their own purchases so removed adult fiction from the South Coast Cooperative.
  - Looking at different suppliers hoping to reduce costs
  - Loans overall saw a slight reduction however it is good to see that Junior fiction, junior non-fiction, youth and picture books numbers increased
  - Loan numbers for adult fiction went down, however Ebook audio numbers increased
  - DVD loans increased while CD's decreased
  - All 3 libraries had a big year of culling stock, the overall stock did reduce however updating the stock and keeping the stock up to date was focus on refining the collection
  - The focus now will be making the Library Management System (LMS) working at its optimum for members.

#### 4. Co-Operative Library Manager's Report

File 3934E

MOTION:

Moved: Clr Wells / Second: Clare Rogers

RESOLVED that the Co-Operative Library Manager's report be received for information.

CARRIED

#### **Michelle Hudson – Kiama Municipal Council – Update**

##### **E-Resources**

Ebooks continue to be successful and the power of combining budgets makes libraries purchasing power stronger, and suppliers are more willing to enter into agreements with multiple libraries and consortia.

##### **Upgrade to Gerringong Library**

Council is working towards an upgrade of the Gerringong Library with new furniture and painting, a number of grant applications have been unsuccessful, however it is still on the radar to be completed.

##### **Increased demand for Library programs**

There has been twice as many programs held which has been helpful with the increase in members and support from volunteers.

##### **Minecraft**

The Library has established Minecraft events, with the help of IT department and the program has been well received.

##### **Family, social and local history expo**

Kiama is in the process of planning the next event which happens every 2 years. The last one was very successful

##### **HSC Event**

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The library is extending its services for students including hosting lectures and history services for the HSC and also providing afterhours access to the library for the students to study.

### **Illawarra remembers project**

Kiama is cooperating with Shoalhaven and Wollongong Libraries and gathering information whether it be soldiers, women's auxiliaries services and updating the website which will be fed into the RSL events which has been well received. The Information services librarian has been engaging the community and discussing the services from the past.

### **Sarah Taylor – Shoalhaven Council – Update**

- Continue to loan books and have increased the number of events held to over 400 in the libraries across Shoalhaven and have a number of clubs who come and use facilities
- The Library at the Ulladulla Civic Centre celebrated its 1<sup>st</sup> year
- We are trying an new initiative called “paws and tales” and will be rolling out this program to other branches as it has been really successful – children with difficulty reading come into the library and read to a volunteer dog
- Will continue to hold regular “Pop Up” libraries
- Tech – launched a new library website, which has shown an increase in the visits and use of the site
- Hosting a “Tech Tuesday” where people can come and use the facility and take advantage of an on-site tech assistant.
- Nowra Library is in the middle of a refurbishment, stocktakes are happening throughout the adult section
- Password free on wifi
- The new printing services are DIY with ability to photocopy, print, scan and fax
- This will be a busy year with lots of reviews of processes
- We are applying for grant funding with the national stronger regions to initiate a link between the Arts Centre and the Library with a “Read on Berry Café”

## **GENERAL BUSINESS**

### **5. Additional Item – Purchasing**

**File 3934E**

Clr Wells asked library staff about the collaboration of purchasing budgets.

Library staff commented that there is a scope for collaborating purchasing budgets with Shellharbour and Wollongong which would increase purchasing power.

Michelle Hudson commented that everything has been put on back burner with the proposed amalgamation, we have been talking to the different political parties and it has been raised in parliament a number of times in relation to funding.

The date of the meetings was raised.

Members present stated that they pull the data after the end of financial year and it would be more appropriate to hold the meeting in September or October of each year.

Sarah Taylor will check legal advice for the Annual General Meeting.

MOTION:

Moved: Consent

RESOLVED that future meetings of the South Coast Cooperative Libraries be held prior to 30 September for the financial year in question.

CARRIED

There being no further business, the meeting concluded, the time being 10.36pm.

Clr White  
CHAIRPERSON