

MINUTES OF THE SOUTH COAST COOPERATIVE LIBRARY SERVICE

Meeting Date: Tuesday, 25 October 2016
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 10.15am

The following members were present:

Clr Patricia White
Ms Sarah Taylor - Shoalhaven Library Services Manager (SCC), Manager South Coast Cooperative Libraries
Ms Clare Rogers - Director Community Services, Kiama Municipal Council
Ms Michelle Hudson - Library Manager, Kiama Municipal Council
Ms Jane Lewis – General Manager’s Nominee

Election of Chairperson

RESOLVED (By consent)

That Clr White be appointed as the Chairperson for the South Coast Co-operative Library Service Committee meeting held on Tuesday 25 October 2016.

CARRIED

Apologies / Leave of Absence

Clr Findley, Clr Kathy Rice – Kiama Council

Confirmation of the Minutes

RESOLVED (By consent)

That the Minutes of the meeting of the South Coast Co-Operative Library Service Committee meeting held on 14 March 2016 be confirmed.

CARRIED

REPORTS

LS16.1 Annual Report 2015-2016**HPERM Ref:
D16/327586****RESOLVED** (By consent)

That the report regarding the Annual Report 2015 – 2016 be received for information.

CARRIED

Sarah Taylor – Manager South Coast Cooperative Libraries, provided the following overview of the 2016-2017 Annual Report.

- Over 18,000 items were purchased for the cooperative with a collection size of over 225,000 items.
- Continue to emphasise the use of technology to streamline processes.
- Online digital membership service is now possible 24/7 and has seen an increase in digital library members and access to digital services.
- SMS notifications have been introduced and are being used for book reservations, this is an automated service and will be used in the future for overdue notices.
- Updating library processes and procedures for management / updating database continues.
- Continuing to work together with Kiama Council in the South East Zone.
- Digital magazines are now available on line and good feedback has been received for both Shoalhaven and Kiama.

Motion**RESOLVED** (By consent)

That The Co-Operative Library Manager's Report be received for information.

CARRIED

Michelle Hudson – Kiama Municipal Council Update

- Kiama Library has been involved in the Kiama Council initiative of becoming a Dementia Friendly community. The library building has been audited and a number of recommendations will be implemented over the coming months to provide the community with a more dementia friendly library space.
- A number of other programs including guest readers to the weekly story time sessions. Councillors Rice and Sloan participated in World Read Aloud day, beach and road safety information was delivered in a fun way in story time sessions.
- A Pop-Up library was also held at Blue Haven as part of Kiama's Seniors Week programs with library staff on hand to demonstrate the different library resources.
- Demand for Library Book Groups continues to grow, Kiama Library has started a Book Club collection for the use of Library Book clubs initially.
- A Friday Flick movie program has been introduced (one Friday each month) which is proving to be popular.
- Kiama Library was successful in obtaining \$60,500 for the digitisation project, *Just a Minute* as part of the Public Library Infrastructure grants. This project will include the implementation of a Digital Access Management system (DAM) and the digitisation of

historic Council Minute Books from Gerringong (1871-1954), Kiama (1859-1968) and Jamberoo (1891-1954). The DAM will also provide access to other digital resources including oral histories, images and documents when complete.

Sarah Taylor – Shoalhaven City Council Update

- Another successful year.
- The 'Librarian Rhapsody' YouTube video was very successful and has received great feedback.
- Other programs continue, for example, Storytimes & Rhymetimes book clubs.
- The new Paws 'n' Tails sessions are proving very popular.
- Other new initiatives include:
 - Family History Talks
 - Building Brighter Babies Program, for which Shoalhaven Libraries received an IMB Grant which enabled them to provide a library bag and book to each new child born in the Shoalhaven local government area.
 - Pathfinders Volunteer Program
- Development of digital library services is ongoing for Nowra Library.
- New mobile shelving & planning is ongoing.
- There are new staff at the Sanctuary Point library and the new fixed iPads are proving to be popular.
- Ulladulla Civic Centre celebrated its first birthday and the library continues to increase its programs and services.
- Currently working with Friends of Milton Library to increase the Milton Library's opening hours and provide additional services to borrowers.
- A regular training program has been developed to upskill and cross-train staff.
- Providing internet and technology training for seniors.

LS16.2 New Library for Gerringong

Kiama Council has received funding to build a library at Gerringong. The library will be located in Blackwood Street behind the Arts Building. It is hoped that building will begin in mid-2017.

LS16.3 South Coast Cooperative Libraries - Collection Development Policy

Michelle Hudson and Sarah Taylor will work on the review of the South Coast Cooperative Libraries - Collection Development Policy. The policy is due for review in December 2016.

LS16.4 Funding Library Services

At the Local Government NSW Annual Conference held in Wollongong on 16-18 October 2016, the Premier, Mike Baird, committed to fund library services in NSW to the required legislated level.

LS16.5 SWITCH 2016 - Annual Conference

The SWITCH 2016 Annual Conference is hosted by the NSW Public Libraries Association and will be held on 22 to 24 November 2016 at the Ulladulla Civic Centre. All NSW public library staff are welcome to attend.

There being no further business, the meeting concluded, the time being 10.51am.

Clr White
CHAIRPERSON