

Shire of Lake Grace

Lake Grace Library Resource &  
Community Resource Centre  
Management Committee

# Minutes

5 MARCH 2025

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**SHIRE OF LAKE GRACE**

Agenda for the Lake Grace Community Library & Community Resource Centre Management Committee Meeting to be held at the Lake Grace Community Library, School Place, Lake Grace WA on Wednesday 5 March 2025.

**1.0 DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS**

The Chairperson opened the meeting at 11:02am.

**2.0 RECORD OF ATTENDANCE / APOLOGIES**

**2.1 PRESENT**

Kerriane Mills	Principal, Lake Grace District High School
Michelle Lay	Manager Corporate Services, LGDH School
Aaron Wooldridge	Acting Chief Executive Officer, Shire of Lake Grace
Cr Debrah Clarke	Councillor, Shire of Lake Grace, Council Representative
Ollie Farrelly	Community Representative
Suzanne Reeves	Manager and Representative Lake Grace CRC
Lois Dickins	Library Co-ordinator

**In Attendance**

**2.2 APOLOGIES**

**3.0 CONFIRMATION OF PREVIOUS MEETINGS**

**3.1 LAKE GRACE LIBRARY RESOURCE AND COMMUNITY RESOURCE CENTRE MANAGEMENT COMMITTEE MEETING**

**RESOLUTION 20251**

Moved: Ollie Farrelly                      Seconded: Suzanne Reeves

That the minutes of the Lake Grace Library Resource and Community Resource Centre Management Committee Meeting held on 9 October 2025 be confirmed as a true and accurate record.

**CARRIED 6/0**

## 4.0 MEMBERS REPORTS

### 4.1 LAKE GRACE LIBRARY REPORT

Requested VDX books are still steady. I have just received the March exchange and have a lot of older state library books ready to go back. Accessioning is all up to date.

As you may have noticed, the library has lovely new blue chairs. Thanks to Michelle for organising these.

The library had Scholastic Book Fair in October 2024.

The Book Fair only opened when I was in attendance which is 15 hours a week. \$1555 of books were sold (\$1494 in 2023). The library received \$193.00 Book Commission and \$277.50 Reward Commission.

I had some holidays in November, Kiah King filled in for me and Mandy Lane did relief for me on the 2<sup>nd</sup> January 2025.

I have a new timetable for 2025. Same days and same number of hours with different start and finish times. It seems to be working well.

Statistics since the last meeting:

Oct 2024	Issues & Renewals	322
Nov 2024	Issues & Renewals	325
Dec 2024	Issues & Renewals	326
JAN 2025	Issues & Renewals	81
FEB 2025	Issues & Renewals	488

### 4.2 LAKE GRACE COMMUNITY RESOURCE CENTRE REPORT

We finished 2024 for off with a high with an excellent Harvest Festival, it has been wonderful to have the Shire partner with us for this event as it means that we can do more and grow the event into the future. The venue has given us more opportunities and was widely accepted in a positive way. Sally at the Shire did a follow up survey and the feedback was very positive. We have already started planning for the 2025 event.

We took a longer break over January from the Lakes Link and there will be 24 rather than 25 produced this year. Once again, we've had great support from advertisers, and we've had a good supply of material coming in.

We had to cancel a couple of TAFE workshops due to lack of numbers, but we held an INDY information session two weeks ago and the response was phenomenal. The presenters were very generous with their time and are keen to partner with us to do more sessions in a similar vein but targeting different audiences.

We have been very successful in attracting grants; receiving the following:

- \$10k for End-of-Life Planning
- \$6,500 for a Kids in Cars activity
- \$2,060 for a Understanding Grief & Loss workshop
- \$2,600 for a viewing of the movie ‘Only a Farmer’

We have also applied for:

- \$29,700 for Creativity and Wellbeing for Younger People, an arts project - EOI
- \$10,000 for Automatic Door from Stronger Communities – EOI
- \$1,447 from Volunteering WA for a volunteering event
- \$9,000 from CBH for the Harvest Festival

The extension to the Men’s Shed has been finalized with all boxes ticked. Members have been very busy on a number of projects and will be starting their afterschool activities in the near future. They will also run the Welding Workshop again in third term and I have mentioned to them about making some little libraries as per discussion with Lois.

Staying In Place is going very well. We wouldn’t have got where we are if we didn’t have Tracey on our team, she has been pivotal to our success. We are always looking for more people to become involved in a worker capacity though.

**4.3 LAKE GRACE COMMUNITY RESOURCE CENTRE SEMINAR ROOM**

*Financial Report*  
15/08/2024 - 5/03/2025

**Seminar Room Hire Account Reconciliation:**

Balance of Seminar Room Account 5/03/25		\$2,607.56
3/10/2024	Deposit (July-Sept)	\$109.09
24/12/2024	Deposit (Oct-Dec)	\$81.82
		<b><u>\$2,798.47</u></b>

**Seminar Room Bank Account Statement Reconciliation:**

Balance of February 28th Bank Statement		\$2,798.47
Less Unpresented payments	\$0	\$2,798.47
Plus Unrecorded deposits	\$0	<b><u>\$2,798.47</u></b>

**5.0 MATTERS FOR CONSIDERATION**

**5.1 FILLING IN EXTERNAL EXPANSION JOINTS IN BUILDING BRICK WALLS**

It was decided to leave the expansion holes as is.

**5.2 AUTOMATIC DOOR**

**RESOLUTION 20252**

Moved: Ollie Farrelly

Seconded: Suzanne Reeves

That the front door be replaced by an automatic door. Quotes have been received by the CRC and a grant has been applied for. The school will send the quote and all information to the Department for approval of the door.

**CARRIED 6/0**

**6.0 OTHER BUSINESS**

A community representative committee member to be advertised and filled by the next meeting in May.

Kerriane to present the Memorandum of Understanding at the next meeting.

**7.0 DATE OF THE NEXT MEETING**

**7.1 LAKE GRACE LIBRARY RESOURCE AND COMMUNITY RESOURCE COMMITTEE MEETING**

The next Lake Grace Library Resource and Community Resource Centre Management Committee Meeting is scheduled to take place on Wednesday 14 May 2025, commencing at 11.00am at the Lake Grace Community Library, School Place, Lake Grace WA.

**8.0 CLOSURE**

There being no further business to discuss, the Chairperson closed the meeting at 11:33am.

**9.0 CERTIFICATION**

I, \_\_\_\_\_, certify that the minutes of the meeting held on the 9 October 2025 as shown were confirmed as a true record at the meeting held on 5 March 2025.

Presiding Member

Date