

Shire of Lake Grace

Lake Grace Library Resource &
Community Resource Centre
Management Committee

Minutes

14 August 2024

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CONTENTS

CONTENTS	1
1.0 DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS	2
2.0 RECORD OF ATTENDANCE / APOLOGIES	2
2.1 PRESENT	2
2.2 APOLOGIES	2
3.0 CONFIRMATION OF PREVIOUS MEETINGS	2
3.1 LAKE GRACE LIBRARY RESOURCE AND COMMUNITY RESOURCE CENTRE MANAGEMENT COMMITTEE MEETING	2
4.0 MEMBERS REPORTS	3
4.1 LAKE GRACE LIBRARY REPORT.....	3
4.2 LAKE GRACE COMMUNITY RESOURCE CENTRE REPORT	3
4.3 LAKE GRACE COMMUNITY RESOURCE CENTRE SEMINAR ROOM	4
5.0 MATTERS FOR CONSIDERATION	4
5.1 LIBRARY CHAIRS	4
5.2 AUTOMATIC DOOR	4
5.3 LATTICE IN COURTYARD	4
5.4 CLEANING.....	4
5.5 LIBRARY CO-ORDINATOR & COMMUNITY LIBRARY HOURS	4
6.0 OTHER BUSINESS	4
7.0 DATE OF THE NEXT MEETING	5
7.1 LAKE GRACE LIBRARY RESOURCE AND COMMUNITY RESOURCE COMMITTEE MEETING.....	5
8.0 CLOSURE	5

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 14 August 2024.

1.0 DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS

The Chairperson opened the meeting at 11am.

2.0 RECORD OF ATTENDANCE / APOLOGIES

2.1 PRESENT

Kerriane Mills	Principal, Lake Grace District High School
Michelle Lay	School Administrator, Lake Grace District High School
Chris Paget	Deputy Chief Executive Officer, Shire of Lake Grace
Cr Debrah Clarke	Councillor, Shire of Lake Grace, Council Representative
Vicki Smith	Community Representative
Suzanne Reeves	Manager and Representative Lake Grace CRC
Lois Dickins	Library Co-ordinator

In Attendance

2.2 APOLOGIES

Ollie Farrelly

3.0 CONFIRMATION OF PREVIOUS MEETINGS

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

RESOLUTION 20248

Moved: Suzanne Reeves Seconded: Chris Paget

That the minutes of the Lake Grace Library Resource and Community Resource Centre Management Committee Meeting held on 15 May 2024 be confirmed as a true and accurate record.

CARRIED 6/0

4.0 MEMBERS REPORTS

4.1 LAKE GRACE LIBRARY REPORT

Book exchanges, accessioning and VDX are all up to date. The State Library statistics have been completed.

I'm still working Tuesday to Fridays at the library but am now working at the school as an EA each morning until 11:50am (10:35am Wednesday). The two weeks of the school holidays the library is open 9-5, Wednesday and Thursdays.

Kiah King did five periods of learning the library operations. Kiah then did some relief for me in July.

The school used the library as a pre-primary classroom for the first three weeks of term. This was until the new classroom arrived. Being only a small class, it worked well.

Pier Johnston, Junior Science teacher, continues to display students awesome work on the library pin-up board. The library displays are changing every three to four weeks.

The library is promoting the Premier's Reading Challenge, this week Graphic novels and next week Book Week.

Statistics since the last meeting:

May 2024	Issues & Renewals	587
June 2024	Issues & Renewals	314
July 2024	Issues & Renewals	377

4.2 LAKE GRACE COMMUNITY RESOURCE CENTRE REPORT

Been a busy couple of months with workshops and information sessions including mental health, forklift, Auschem and Incasa. Unfortunately, we had to cancel a couple of workshops for last week due to a lack of numbers. The welding workshop with youth has been popular with participants and trainers really enjoying the opportunity, they are going to carry this on for the remainder of the term.

We welcomed Tracey McGougan onto our team and she has been managing the Staying in Place which has been really taking off having her undivided attention. She was successful in getting a grant for End of Life Planning which will be useful. In partnership with the shire we are also holding a day for seniors in October.

We only have two more boxes to tick and we'll be able to finalise the Men's Shed extension.

I recently attended the CRC conference and I have to say it was excellent.

The new bus is here and we're just having to iron out how we're going to manage it.

4.3 LAKE GRACE COMMUNITY RESOURCE CENTRE SEMINAR ROOM

Financial Report
15/05/2024 - 14/08/2024

Seminar Room Hire Account Reconciliation:

Balance of Seminar Room Account 15/05/2024		\$2,362.11
10/07/2024 Deposit (March-June)	\$245.45	<u>\$2,607.56</u>

Seminar Room Bank Account Statement Reconciliation:

Balance of July 31st Bank Statement		\$2,607.56
Less Unpresented payments	\$0	\$2,607.56
Plus Unrecorded deposits	\$0	<u>\$2,607.56</u>

5.0 MATTERS FOR CONSIDERATION

5.1 LIBRARY CHAIRS

Chris to follow up on Budget and or Grants to purchase chairs.

5.2 AUTOMATIC DOOR

Shire have asked for quotes for the supply and fitting of an automatic front door. The Education Department would need a Formal Proposal for this project.

5.3 LATTICE IN COURTYARD

Replacing the lattice wasn't deemed high priority. School is going to follow up.

5.4 CLEANING

The school is now back to three cleaners, which means the building will be cleaned 2 ½ hours a week. The toilets will be cleaned daily.

5.5 LIBRARY CO-ORDINATOR & COMMUNITY LIBRARY HOURS

A sign to be put up on the front door with Library Co-ordinator and community opening hours.

6.0 OTHER BUSINESS

Shire CEO Allan and Principal Kerrienne are going to meet to revise the Agreement.

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 16 October 2024, 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 11:26am.