

Shire of Lake Grace

Lake Grace Library Resource &
Community Resource Centre
Management Committee

Minutes

6 March 2024

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SHIRE OF LAKE GRACE

Minutes for the Lake Grace Library Resource & Community Resource Centre Management Committee Meeting held at the Lake Grace Community Library, School Place, Lake Grace on Wednesday 6 March 2024.

1.0 DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS

The Chairperson opened the Meeting opened at _____ am.

2.0 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

2.1 PRESENT

Mr Alan George	Chief Executive Officer, Shire of Lake Grace
Mr Ollie Farrelly	Acting Chairperson, Community Representative
Ms Kerriane Mills	Principal, Lake Grace District High School
Mrs Michelle Lay	School Administrator, Lake Grace District High School
Cr Debrah Clarke	Shire of Lake Grace Council Representative
Mrs Suzanne Reeves	Manager, Lake Grace Community Resource Centre
Mrs Lois Dickins	Co-ordinator, Lake Grace Library

2.2 APOLOGIES

Mr Chris Paget	Deputy Chief Executive Officer, Shire of Lake Grace
John O'Neill	

3.0 ELECTION OF CHAIRPERSON

Chief Executive Office, Alan George, took the chair and asked for nominations for Chairperson. Ollie Farrelly nominated Debrah Clarke. Debrah Clarke was duly elected.

4.0 CONFIRMATION OF PREVIOUS MEETINGS

RESOLUTION 20241

Moved: Suzanne Reeves Seconded: Ollie Farrelly

That the minutes of the Lake Grace Library Resource and Community Resource Centre Management Committee Meeting held on 18 October 2023 be confirmed as a true and accurate record.

CARRIED 6/0

5.0 MEMBERS REPORTS

5.1 LAKE GRACE LIBRARY RESOURCE REPORT

Book exchanges and VDX are all up to date.

The library gets 25-30 newly released books every month from the State Library. VDX (requested books) are a lot quieter, not so much by my readers, but requests from other libraries is nearly non-existent.

Accessioning and covering of high school text and resource books has been full.

I now work 9-5, Wednesday and Thursdays during the school holidays. The January holidays saw quite a few readers use the library.

Last October we held the Scholastic Book Fair and \$1494 worth of books were sold (\$180 more than 2023) giving the library \$107.00 Book Commission and \$290.50 Reward Commission. After many emails and phone calls to Scholastic, three months later, freight was organised to return nine boxes of unsold items.

The school is again struggling to find cleaners.

Pier Johnston, Junior Science teacher, has put up a wonderful display of students work on the spare pin-up board.

Students are still using the library at recess and lunch times. With the weather being so hot the amount of student coming to the air-conditioned library has increased dramatically. The school keeps the students in the classroom for lunch, if the temperature is over 40 degrees.

Statistics since the last meeting:

October 2023	Issues & Renewals	388
November 2023	Issues & Renewals	379
December 2023	Issues & Renewals	116
January 2024	Issues & Renewals	174
February 2024	Issues & Rewards	163

RESOLUTION 20242

Moved: Michelle Lay Seconded: Alan George

That the Lake Grace Library Resource Report be confirmed.

CARRIED 6/0

5.2 LAKE GRACE RESOURCE CENTRE REPORT

Two months of the year has already gone, and we've been busy with the paper as well as the walk in work and keeping up with our associated organisations.

We've already held a forklift and Auschem workshop with another Auschem in March which is fully booked. A second workshop in June for the forklift is also fully booked so will see if TAFE can do back-to-back courses. We also have a third Auschem in June and will look at scheduling another Working At Heights and Working in Confined Spaces later in the year. Our HR has been put on hold as Keen's didn't have the available trainer for this month, hopefully this will happen post seeding.

We are still getting workers for the 'Staying in Place' initiative, this will be so great for our town if we can get it fully off the ground.

The Harvest Festival went incredibly well last year and we've received some very positive feedback. We are looking at entertainment for this year's event.

We are just starting on organizing Driver Reviver for Easter and organizing the Anzac Day Service.

The Men's Shed, Bushcare project and Across The Lake reprint are all nearly across the line, just have a couple of things to be done before they can be finalized.

We have had a staff change; Kayleigh has left us for other opportunities and Evelyn Oatridge has joined the team.

Lego Club is up and running; we have had three sessions for the two age groups but will have more in Term 2. It's a great option for children who may not be into sport or have a creative outlet. Thank you to the Community Cropping grant funding programme for the funds to get this off the ground.

Dubbing is back! We are now able to dub videos to digital once again.

5.3 LAKE GRACE COMMUNITY RESOURCE CENTRE SEMINAR ROOM FINANCIAL REPORT

Seminar Room Hire Account Reconciliation:

Balance of Seminar Room Account 18/10/23		\$2,637.32
5/3/2024 Venue Hire (Oct-Feb less dual payment for Jan/March 2023) \$170.46		<u>\$2,807.78</u>

Seminar Room Bank Account Statement Reconciliation:

Balance of February 29th Bank Statement		\$2,637.32
Less Unpresented payments	\$0	\$2,637.32
Plus Unrecorded deposits	\$170.46	<u>\$2,807.78</u>

January to March 2023 venue hire was deposited twice, this has been subtracted from the recent deposit.

RESOLUTION 20243

Moved: Suzanne Reeves Seconded: Alan George

That the Lake Grace Community Resource Centre Report and Seminar Room Financial Report be confirmed.

CARRIED 6/0

6.0 MATTERS FOR CONSIDERATION

6.1 AUTOMATIC FRONT DOOR

Shire are going to investigate options and costings for a new door.

6.2 CLEANING

Kerriane advised that a new cleaner is starting next week.

7.0 OTHER BUSINESS

- CRC are looking into the viability of purchasing a generator.
- CRC asked if they could organise (at their own expense) to have the main office air conditioner maintained and inspected six to 12 monthly.
- The water accounts were again discussed.

8.0 DATE OF THE NEXT MEETING

The next Lake Grace Library Resource and Community Resource Centre Management Committee Meeting is scheduled to take place on Wednesday 15 May 2024 commencing at 11:00am at the Lake Grace Community Library, School Place, Lake Grace.

9.0 CLOSURE

There being no further business, the Chairperson closed the meeting at 11.53 am.

10.0 CERTIFICATION

I, Debrah Clarke, certify that the minutes of the meeting held on the 18 October 2023 as shown were confirmed as a true record at the meeting held on 6 March 2024.

Presiding Member

Date