

Richmond Tweed Regional Library

Meeting Notice

A meeting of the Richmond Tweed Regional Library will be held at the Online or in person at the South Sea Islander Room, Tweed Heads Cultural and Civic Centre on Wednesday 22 November 2023 at 9.00am

Members of the Committee are requested to attend.

Richmond Tweed Regional Library acknowledges the people of the Bundjalung nation, traditional custodians of the land on which we meet.

Sarah Sullivan
Executive Officer – RTRL

16 November 2023



ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A guiding checklist for councillors, staff and community committees

Ethical decision making

- Is the decision or conduct legal?
- Is it consistent with government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny? Conflict of interest

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- Pecuniary – an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to yourself or another person or entity defined in part 4 of the Lismore City Council Code of Conduct with whom you are associated.
- Non-pecuniary – a private or personal interest that you have that does not amount to a pecuniary interest as defined in the Lismore City Council Code of Conduct. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.

The test for conflict of interest

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

Identifying problems

- Do I have private interests affected by a matter I am officially involved in?
- Is my official role one of influence or perceived influence over the matter?
- Do my private interests' conflict with my official role?

Disclosure and participation in meetings

- A councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- The councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
 - a. at any time during which the matter is being considered or discussed by the Council or Committee, or
 - b. at any time during which the Council or Committee is voting on any question in relation to the matter.

No Knowledge - a person does not breach this clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

Non-pecuniary Interests - Must be disclosed in meetings.

There are a broad range of options available for managing conflicts & the option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with. Non-pecuniary conflicts of interests must be dealt with in at least one of the following ways:

- It may be appropriate that no action be taken where the potential for conflict is minimal. However, councillors should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (eg. participate in discussion but not in decision making or vice versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (eg. relinquishing or divesting the personal interest that creates the conflict)
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as of the provisions in the Code of Conduct (particularly if you have a significant non-pecuniary interest)

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

Agenda

- 1. Acknowledgement of Country and welcome to delegates**
- 2. Apologies**
- 3. Attendance by Audio-Visual link**
- 4. Confirm Minutes from Previous Meetings**
Richmond Tweed Regional Library held 16 August, 2023.....31
- 5. Disclosure of Interest**
- 6. Public Forum**
- 7. Reports/Recommendations**
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Reports/Recommendations



Reports/Recommendations

Subject	Business Managers Report
TRIM Record No	BP23/896:EF09/74-5
Prepared by	Business Manager RTRL
Item Number	5.1

Overview of Report

This report seeks the Committee's consideration and provides information on a range of matters.

Recommendation

That the Committee receive and note the report.

1. MOBILE LIBRARY REPLACEMENT PROJECT UPDATE

The Mobile Library replacement trailer request for tender specification is being finalised with results from the process scheduled to be presented to the Committee in early 2024. We continue to research opportunities and technology advances to achieve at least a Euro V diesel, or electric prime mover. Recent changes to the Australian Design Rules allow an increase in front axle weights and a slight increase in size which supports the preference for an all-electric prime mover. However, funding availability will be a key consideration in the final decision, as, at this stage, initial estimates for an electric prime mover are well over the funded budget.

2. 50 YEAR ANNIVERSARY

Celebrations for the 50 Year anniversary of Richmond Tweed Regional Library began from 1 November 2023. Visual displays as well as video presentations at all library branches will run throughout the month of November. The areas have also arranged additional events and celebrations to mark the occasion:

Byron Area

- Byron Branch 50th celebration history talk presented by Donald Maughan, president of Byron Bay Historical society. Thursday morning 9 November, 10.30 -11.15am. Photos and a talk, followed by morning tea.

Ballina Area

- 1973 themed trivia event for Social Circle on Monday 6 November including morning tea, 10am – 11.30am, at Ballina Branch.
- 50th Birthday themed afternoon tea event on Wednesday 8 November 2pm-3.30pm, at Alstonville Branch.
- Ballina display with a 1970s theme.
- Lennox display with a birthday theme.

Lismore Area

- Photos and newspaper clippings album on display, at both Lismore and Goonellabah

Reports/Recommendations

- 70s anniversary themed Storytimes at both Lismore Childrens Library and Goonellabah
- Social Circle morning tea event, Friday 3 November, 10am – 11:40am, at Lismore Pop-up branch

Tweed area

- Tweed and Murwillumbah displays with photos of those branches, past and present.
- (note: Kingscliff library branch closure from 6 November 2023 for refurbishment.)

Mobile Library

- Decorated with photos of the Mobile Library, past and present.

The RTRL Reunion, held on 12 November 2023 was also a huge success. We had estimated 100 people attend including staff, ex staff, Friends of the Library volunteers, Local MP Janelle Saffin and SLG Representative Shannon Carruth.

Former staff in attendance included the operator of RTRL's first mobile library (which started in 1980), and longest serving RTRL staff member Michelle Collins (who served RTRL communities for 46 years).

Jacklyn Wagner acted as official photographer; a group photo is included below.



3. GRANT APPLICATIONS

Two applications were submitted to the NSW Public Libraries Infrastructure grants:

- Tweed branch mobile shelving for the children's area and redesign of courtyard \$179,686
- Ballina branch refurbishment including staff workroom \$198,376

4. SWITCH CONFERENCE

The annual conference of the New South Wales Public Libraries Association, SWITCH 2023, will be held 14-17 November 2023 in Penrith. The conference theme is Equality, Inclusion and Diversity. As resolved at the August Committee meeting, Deputy Chair Cr Chate will attend to represent RTRL. RTRL Business Manager Brenda Gradwell and Systems and Resources Librarian Peter Wallace will also attend.

5. STAFF ACKNOWLEDGEMENT – YEARS OF SERVICE

Kim Jagers 20 years

Suzy Arthur-Smith 20 years

Congratulations to the dedicated library staff on reaching these milestones.

6. STAFF RETIREMENT

Lucy Kinsley has announced her retirement date and will retire with RTRL on 2 January 2024. Lucy was formally recognised at the 16 August Committee meeting.

7. SERVICE LEVEL AGREEMENTS – PROGRESS REPORTS

Service Level Agreement progress reports for the first quarter (July to September 2023) for all Member Councils have been prepared and are attached.

Attachment/s

1. Quarter 1 SLA Progress Report_July to September 2023 Ballina (Over 7 pages)
2. Quarter 1 SLA Progress Report_July to September 2023 Byron (Over 7 pages)
3. Quarter 1 SLA Progress Report_July to September 2023 Lismore (Over 7 pages)
4. Quarter 1 SLA Progress Report_July to September 2023 Tweed (Over 7 pages)

Reports/Recommendations

Subject	50 Year Anniversary - History of Richmond Tweed Regional Library Report
TRIM Record No	BP23/937:EF09/74-5
Prepared by	Support Services Technician
Item Number	5.2

Overview of Report

A brief history of Richmond Tweed Regional Library, from its formation as a regional library service, including notable highlights of service delivery offerings and building movements from the past 50 years.

Recommendation

That the Committee:

1. receive and note the report.
2. acknowledges the 50 Year Anniversary of Richmond Tweed Regional Library.

A BRIEF HISTORY OF RICHMOND TWEED REGIONAL LIBRARY

- 1966 - Library Board of NSW recommends establishment of Regional Library to cover all local government area in NE sector. Independent library services at Ballina, Casino, Kyogle, Lismore and Mullumbimby. Several meetings held but no agreement.
- 1970 - Ballina and Lismore establish Lismore – Ballina Joint Library Service. Lismore processes all Ballina stock and patrons have access to both libraries. Lismore plans new library building.
- 1972 - Lismore opens 1st stage of new public library building in Carrington Street. This capable of housing processing centre for proposed region. Local dignitaries invited to opening and to seminar on regional libraries. Tweed building new Civic Centre at Murwillumbah and wants to incorporate library – regional concept attractive.
- 1973 - Ballina, Lismore and Tweed finalise agreement on establishment of Richmond-Tweed Regional Library. Libraries to be at Murwillumbah and Tweed Heads.
- 1974 - Region begins operation from Lismore building. Lismore City Council acts as Executive Council. Library Board of NSW process book for Tweed libraries.
- 1975 - Tweed staff appointed and trained at Lismore. Murwillumbah and Tweed Heads libraries open.
- 1977 - Branches open at Alstonville and Kingscliff. Byron Shire negotiates membership of Region.

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- 1978 - Byron Shire joins Region. Branch opened at Byron Bay.
Branches open at Nimbin and Pottsville schools.
Blackwells North America chosen to convert library catalogue to machine readable format and to provide microfiche catalogue.
- 1979 - Northern NSW Libraries Federation formed to provide union catalogue through BNA for members: Richmond-Tweed, Clarence and Namoi Regions, and the Northern Rivers CAE.
- 1980 - Bookmobile began operation. Nimbin and Pottsville branches close because of this.
First microfiche catalogue received.
Branch open at Brunswick Heads.
- 1981 - Mullumbimby Library became part of the Region following amalgamation of Council with Byron Shire.
Friends of the Library Groups formed.
- 1982 - Rous County Clerk (previous LCC Treasurer) becomes Executive member of Library, with concurrence of Lismore.
Central Library moves from Lismore building to premises owned by Rous County Council. (Both Lismore branch and Central Library experiencing space problems because Lismore City did not go ahead with stage 2 and 3 of library building).
NRCAE withdraws from NNLF to join CLANN.
- 1983 - Tenders called for computerization.
- 1984 - Multi-Task Computerized library management system installed.
Richmond-Tweed takes over BNA processing for NNLF catalogue.
- 1985 - Family History Research facility established at Central Library.
- 1987 - Membership of ABN and catalogue data transferred.
Microfiche catalogue produced by National Library instead of BNA.
- 1988 - Dynix Library management system purchased.
- 1989 - Catalogue transferred to Dynix installation.
Resigned as member of NNLF
On-line circulation to all Richmond-Tweed libraries.
- 1990 - Central Library relocated to Goonellabah.
Acquisitions module installed.
Five-year library plan written. (Ratified by Byron and Tweed).
- 1991 - OPAC installed at all Richmond-Tweed libraries.

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- 1992 - East Ballina library opened at Southern Cross School.
- 1993 - Lismore library, western wall was subsequently moving on the foundation. Was raised using hydraulic system using water, designed by Jack Caisley.
Goonellabah library opened by Governor-General the Honorable Bill Hayden AC.
Ballina library in River Street opened by NSW Governor Peter Sinclair, with no books and no shelves. Everything was moved the next week by staff, volunteers and Council staff. Ballina Friends of the Library conducted a campaign, 1000 books, new for the library, seeking monetary donations. All publishing house and agents were contacted to donate books. Results were 421 donated books and \$19,528 to purchase 652 books.
- 1995 - Lennox Head library opens in a demountable at Lennox Head Public School.
Byron Bay library moved into the former NRE Northern Rivers Electricity building in Lawson Street. 15,000 items and stock moved by RTRL and Council staff and volunteers in 3 hours.
- 1996 - Seminar involving 36 staff held to develop a Regional Library Plan. The library Mission Statement was developed.
East Ballina Library closed.
Complete renovation of Alstonville library.
- 1998 - Free internet access to library patrons.
County Public Libraries Association 10th Annual Conference held in Ballina 1-3 July. Speakers from UK, Singapore, Western Australia and Victoria. Popular speaker was Tim Costello.
Library-User and Non-user survey to assess levels of Community satisfaction and feedback to assist forward planning of resources and services. Results revealed exceptionally high, 90% of both library users and non-users to provide library services.
The people lift was officially opened in Lismore Library by Mayor Ros Irwin and Friend of the Library Chairman Laurie Chelsworth.
- 2000 - Kingscliff library at Elrond Drive opens.
RTRL new salary system implemented.
- 2001 - Mullumbimby library moved into the Council Chambers building.
Lennox library opens.
New Windows NT server was installed, 33GB with 256 MB RAM.
- 2002 - RTRL administration (Central) moves to 6 Centenary Drive, Goonellabah. The building at 13 Rous Road, Goonellabah is sold.
- 2003 - Lismore library moves to 110 Magellan St with 3 floors, 1500 sq. meters. Books and equipment moved in with a cherry picker through one window on each floor. The lift had not been commissioned and was not working.
Country Public Libraries Association of NSW annual Conference and AGM hosted by RTRL in Tweed Heads.
- 2005 - New Mobile Library Trailer launched at Pottsville by Chair of RTRL Committee Max Boyd.

Reports/Recommendations

- 2006 - Fines amnesty in exchange for non-perishable items for the month of November. 62 boxes of food were provided to St. Vincent de Paul.
Lismore's Living Library was launched as first Living Library in Australia.
Murwillumbah library new shelves, new carpets and repainted.
- 2007 - RTRL website launched 29 May.
Survey of library users and non-users.
- 2008 - New SCANIA P30D prime mover delivered more fuel efficient with an electric gearbox.
Ballina and Lismore libraries open Sunday afternoons.
Murwillumbah opens Saturday afternoons.
Civica awarded contract for the Spydus Integrated Library Management System.
- 2010 - RTRL Integration with Lismore City Council operations.
- 2011 - RTRL joint winner of the 2011 LIAC (Legal Information Access Centre) Centre of Excellence award.
Lennox Head library moved to its current site in the Lennox Head Cultural Center, with its unique circular design.
- 2013 - Byron library opened on the corner of Lawson and Middleton Streets.
- 2017 - Deed of Agreement signed by Lismore, Tweed, Byron, and Ballina Councils.
- 2022 - Catastrophic flood event across the region impacted multiple branches and the Mobile Library.
- 2023 - New Deed of Agreement of 4 years signed by Lismore, Tweed, Byron, and Ballina Councils.

Attachment/s

There are no attachments for this report.

Reports/Recommendations

Subject	Submissions to PUBLIC NOTICE - RTRL - Changes to 2023-24 Fees and Charges
TRIM Record No	BP23/942:EF09/74-5
Prepared by	Head Customer Experience
Item Number	5.3

Overview of Report

The Richmond Tweed Regional Library Committee endorsed a change to the 2023/24 Budget and Fees & Charges at its August 2023 meeting. Lismore City Council, as the Executive Council for the Richmond Tweed Regional Library, received the resolution at its September meeting and then resolved to advertise the change to the 2023/24 Budget and Fees & Charges for 28 days and public submissions were invited.

One (1) submission was received relating to the Richmond Tweed Regional Library Fees & Charges changes. The submission and the Executive Council resolutions is the subject of this report for the Committee's consideration.

Recommendation

That the:

1. one (1) public submission to the Richmond Tweed Regional Library 2023/24 Fees & Charges be received and noted.
2. Committee note the following changes to the 2023/24 Richmond Tweed Regional Library Fees & Charges have been adopted by the Executive Council:
 - a. Reservation Fees reduced from \$2.40 to \$2.00, and
 - b. Inter Library Loan Fees reduced from \$8.00 to \$4.50.

Background

Richmond Tweed Regional Library (RTRL) is created by the Deed – RTRL (Deed). The Deed specifies the roles and responsibilities of the Committee, Executive Council and Member Councils, and operational requirements for the service. It appoints Lismore City Council (Lismore) as the Executive Council and therefore the legal entity representing RTRL.

In accordance with the Deed, Lismore has established the RTRL Committee as a committee of the Executive Council and delegated to the RTRL Committee the functions necessary to enable the RTRL Committee to efficiently and effectively perform its functions under this Deed.

In accordance with s377 Local Government Act 1993, a council is not able to delegate the function for the fixing of a fee (s377 (1)(e)), or the voting of money for expenditure on its works, services or operations (s377(1)(g)). As such, the RTRL Committee endorses the annual budget and fees & charges, and this is reported to Lismore for adoption and inclusion in the annual operational plan process.

The RTRL Committee endorsed the 2023/24 Budget and Fees & Charges at its March 2023 meeting. These were adopted by Lismore and incorporated in the draft 2023/24 Operational Plan and advertised in May/June 2023. During the advertising period, public submissions were received of which seventeen (17) related to RTRL fees and charges. Lismore resolved that these submissions be referred to the RTRL Committee for consideration and reporting back.

Reports/Recommendations

At its 16 August 2023 meeting, the RTRL Committee considered the 'Submissions to 2023/24 RTRL Fees & Charges' report. It was resolved that:

1. The submissions to the Richmond Tweed Regional Library 2023/24 Fees & Charges be received and noted.
2. Endorse the reduction in:
 - a. Reservation Fees from \$2.40 to \$2.00, and
 - b. Inter Library Loan Fees from \$8.00 to \$4.50
3. Management to provide a report on:
 - a. the feasibility to reduce all photocopy charges to what was charged in 2021/22, and
 - b. options to support fee relief for Pension and Centrelink recipients.

Lismore as Executive Council, is responsible for implementing the Committee's decisions. Lismore considered a report at its 12 September 2023 meeting where it resolved that:

1. the reported resolution of the Richmond Tweed Regional Library Committee be received and noted
2. the following changes to the 2023/24 Richmond Tweed Regional Library Fees & Charges be advertised for 28 days and public submissions invited:
 - a. Reservation Fees be reduced from \$2.40 to \$2.00, and
 - b. Inter Library Loan Fees be reduced from \$8.00 to \$4.50.
3. submissions be received and noted and forwarded to the Richmond Tweed Regional Library Committee for consideration and reporting back to Council
4. if no submissions are received then the proposed fees be adopted at the conclusion of the exhibition period

Lismore then advertised the Richmond Tweed Regional Library 2023/24 Fees & Charges for 28 days and public submissions were invited.

Submissions

The submission referred to the Committee in this report, has been reproduced and personal information redacted in the 'Submissions - PUBLIC NOTICE - RTRL - Changes to 2023-24 RTRL Fees & Charges' attachment. A total of one (1) submission was received. The submission was in full support in the reduction of Reservation Fees and Inter Library Loan Fees.

Conclusion

As the Executive Council, Lismore has adopted the reduction in Fees and Charge, based on the fact that the one (1) public submission received was in support of the reduction and that it was within the intention of the 12 September 2023 Lismore meeting resolution.

The recommendation of this report considers the process for the Committee to receive and note public submissions.

Attachment/s

1. Submissions - PUBLIC NOTICE - RTRL - Changes to 2023-24 Fees and Charges

Submissions to Lismore City Council's 2023 - 2027 Delivery Program and 2023 - 2024 Operational Plan including Budget, Fees & Charges and Revenue Policy

Submissions relating to 'PUBLIC NOTICE – Richmond Tweed
Regional Library – Changes to 2023/24 Fees and Charges'

No	Submission
1	I fully support the reduction in fees. While the current \$2.40 is affordable to me, it is too much for many people in Lismore who are struggling with cost of living expenses. It's rarely possible to obtain tnr books you want to read by finding them on the shelf of the local branch and do reserving them is the only way to secure them. I borrow on average 4 books a week so my borrowing costs are more than \$10 per week. It's my choice and still only the cost of two coffees a week but for many people it's just too much. Our library is our community's greatest public asset. It and the books it sticks should be as accessible as possible in every way - including financially PS I write a monthly book review for the RTRL email newsletter and gave done so for approximately 5-6 years.

Reports/Recommendations

Subject	Finance Related Matters
TRIM Record No	BP23/938:EF09/74-5
Prepared by	Manager Finance
Item Number	5.4

Overview of Report

The purpose of this report is to provide the Richmond Tweed Regional Library (RTRL) Committee with reporting on a range of finance related matters.

Recommendation

That the Committee:

1. endorse the budget changes reported in the 2023/24 Budget Review.
2. receive and note the information reported for the 2023/24 Budget and Fees & Charges, and Cash, Investments and Interest on Investments, and Member Council Contributions.

2023/24 Budget Review

A detailed review of the 2023/24 Budget compared to actual or anticipated results has been completed. Significant variations have occurred, are proposed, or anticipated, and where quantifiable are reported.

The recommended changes to the **Net Operating Result** have a positive impact of \$10,000 with the overall result for the year anticipated to be a deficit of (\$116,800).

For the **Net Operating Result excluding Capital Revenues**, the recommended changes have a negative impact of (\$225,000) with the overall result for the year anticipated to be a deficit of (\$351,800).

The **Net Cash Position** is balanced. This means all cash expenditure is matched by a cash funding source.

The following table shows the budgeted financial results for 2023/24:

Key Financial Performance	2023/24 Adopted Budget	2023/24 Changes	2023/24 Forecast Budget
Net Operating Result – Surplus/(Deficit)	(\$126,800)	\$10,000	(\$116,800)
Net Operating Result before Capital Grants & Contributions – Surplus/(Deficit)	(\$126,800)	(\$225,000)	(\$351,800)
Net Cash – Surplus/(Deficit)	Balanced	Balanced	Balanced

Historically, RTRL has budgeted for a deficit net operating result.

The underlying deficit has moved from the adopted position of It is acknowledged that there is an underlying net operating deficit for 2022/23 of (\$126,800). This is the difference between the annual

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revenue provided for new assets and the annual expense of depreciating existing assets. As reported previously, this shortfall is generally funded by applying for ad-hoc grant funding for major assets such as the mobile library or support services building, when reinvestment is required.

Budget Commentary

All recommended changes are shown in the attached 2023/24 Budget Review and notes on significant changes (>\$5,000) compared to the 2023/24 Adopted Budget are provided below:

More detail on budget adjustments is included in the attachment to this report.

The adjustments relate to the following categories:

Description
LEAP Trainees
Adjustments
Award Indexation
RTRL Manager
To reflect increased audit service costs for annual special purpose financial report audit = 2021/22+4.5%=\$15,700
Murwillumbah Library - Conquering \$114,500 & Kingscliff Library Kickstart \$120,500
Motor Vehicle - AL Tweed
Donation \$8,100 - Byron Friends of Library
Grant Projects - \$54,900 DGRA for Lismore Childrens Library & \$57,500 from Grants
Reserves Projects
Donated Library Resources Processing - Transfer to Grant Projects (\$75,100-\$400=\$74,700)
Property Insurance
Councillor Development - Switch Conference
Grant Projects - \$3,400 Lennox Head Library
Member Council Contributions - No change to original budget adjustments

2023/24 Budget and Fees & Charges

Proposed amendments to the adopted fees and charges were placed on public exhibition for 28 Days, with one submission received in support.

Accordingly, the following fees have been altered as detailed below:

- Reservation fees reduced from \$2.40 to \$2.00.
- Inter Library Loan Fees reduced from \$8.00 to \$4.50.

The budgetary impact is not anticipated to be significant with any short fall being recouped through operational savings.

Cash, Investments and Interest on Investments

All RTRL cash and investments are consolidated with those of Lismore City Council. As such, there is not a separate bank account or separate investments held for RTRL funds.

To fully account for RTRL cash and investments, all RTRL cash transactions are processed through the Councils' General Fund bank account, and separately accounted for as RTRL's transaction in the Financial System. This allows for the reporting of RTRL funds at any time.

As of 14 November 2023, RTRL cash and investments balance was \$ \$3,240,412.30.

Interest on RTRL funds is calculated on a daily basis.

The interest rate used is the average interest rate for Councils' overall investment portfolio.

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For 2023/24 to date approximately \$47,391.13 in interest has been generated on RTRL funds at an average interest rate of 4.60%.

Member Council Contributions

All Member Councils have paid their first quarter contributions.

Attachment/s

1. RTRL September 2023 Financial Matters

RICHMOND-TWEED REGIONAL LIBRARY					
2023/24 Budget					
EXPENDITURE	Adopted Budget 2023/24	Cfwd 2023/24	Forecast Budget 2023/24	Percentage Change	Notes
Salaries and Overheads Expenses					
Staff Salaries	\$4,555,000	-\$192,400	\$4,362,600	-4.22%	1,2,3,4, 11
Employee Leave Entitlements	\$897,700	-\$25,200	\$872,500	-2.81%	1,2,3,4
Superannuation	\$644,600	-\$18,800	\$625,800	-2.92%	1,2,3,4
Workers Compensation Insurance	\$68,000	-\$2,600	\$65,400	-3.82%	1,3,4
Staff Training & Professional Development	\$38,000	\$0	\$38,000	0.00%	
Recruitment Expenses	\$5,000	\$5,000	\$10,000	100.00%	4
Fringe Benefits Tax	\$0	\$0	\$0	N/A	
Private Vehicle Reimbursement	\$2,000	\$0	\$2,000	0.00%	
	\$6,210,300	-\$234,000	\$5,976,300	-3.77%	
Administration					
External Printing	\$1,500	\$0	\$1,500	0.00%	
Stationery	\$6,100	\$0	\$6,100	0.00%	
Postage	\$4,500	\$0	\$4,500	0.00%	
Audit Services	\$10,800	\$4,900	\$15,700	45.37%	5
Legal Expenses	\$5,000	\$0	\$5,000	0.00%	
Security	\$20,000	\$0	\$20,000	0.00%	
Special Projects	\$10,000	\$0	\$10,000	0.00%	
NSWPLA Membership Fees	\$7,200	\$0	\$7,200	0.00%	
Contribution to Executive Council	\$657,800	-\$3,200	\$654,600	-0.49%	3
	\$722,900	\$1,700	\$724,600	0.24%	
Expenses of Providing Assets					
Building Maintenance	\$13,400	\$0	\$13,400	0.00%	
Cleaning, Electricity and Rates	\$51,000	\$0	\$51,000	0.00%	
Furniture & Equipment M & R	\$6,100	\$0	\$6,100	0.00%	
Equipment Maintenance	\$6,000	\$0	\$6,000	0.00%	
Vehicle Running	\$111,900	\$0	\$111,900	0.00%	
	\$188,400	\$0	\$188,400	0.00%	
Library Service Working Expenses					
Technical Aids	\$10,000	\$0	\$10,000	0.00%	
Maintenance of Books/AV Maintenance	\$37,000	\$0	\$37,000	0.00%	
Periodicals	\$40,800	\$0	\$40,800	0.00%	
Freight	\$1,200	\$0	\$1,200	0.00%	
Insurance	\$28,800	\$800	\$29,600	2.78%	12
Children's Services	\$6,400	\$0	\$6,400	0.00%	
Promotion and Advertising	\$20,000	\$0	\$20,000	0.00%	
Consumables & Catering	\$8,500	\$0	\$8,500	0.00%	
Inter Library Loan Expenses	\$12,000	\$0	\$12,000	0.00%	
Libraries Australia Licence	\$9,200	\$0	\$9,200	0.00%	
Ancestry.com Expense	\$10,700	\$0	\$10,700	0.00%	
Councillors Professional Development	\$1,000	\$1,600	\$2,600	160.00%	13
Licenses & Fees	\$22,700	\$0	\$22,700	0.00%	
eResources	\$121,200	\$0	\$121,200	0.00%	
Merchandise Purchases	\$4,000	\$0	\$4,000	0.00%	
Local Priority Grants - Operational	\$0	\$92,100	\$92,100	N/A	10
Grant Projects	\$0	\$190,500	\$190,500	N/A	9, 11, 14
Activities & Projects	\$0	\$25,600	\$25,600	N/A	10
Rental Charge	\$8,000	\$0	\$8,000	0.00%	
	\$341,500	\$310,600	\$652,100	90.95%	
Information Services					
Hardware Maintenance	\$75,600	\$0	\$75,600	0.00%	
Software Maintenance & Purchase	\$382,600	\$0	\$382,600	0.00%	
IT Consumables	\$0	\$0	\$0	N/A	
Telecommunication Costs & Charges	\$56,800	\$0	\$56,800	0.00%	
Printing Equipment Expenses	\$32,200	\$0	\$32,200	0.00%	
Operating Lease - PC's & MFD's	\$160,000	\$0	\$160,000	0.00%	
	\$707,200	\$0	\$707,200	0.00%	

RICHMOND-TWEED REGIONAL LIBRARY					
2023/24 Budget					
EXPENDITURE	Adopted Budget 2023/24	Cfwd 2023/24	Forecast Budget 2023/24	Percentage Change	Notes
Fixed Assets or Capital Items					
Library Resources	\$599,500	\$99,400	\$698,900	16.58%	8, 10
Tweed LGA - Furniture & Equipment	\$0	\$235,000	\$235,000	N/A	6
Local Priority Grant - Capital	\$0	\$154,000	\$154,000	N/A	10
Motor Vehicles	\$0	\$36,400	\$36,400	N/A	7
Byron LGA - Furniture & Equipment	\$0	\$900	\$900	N/A	10
	\$599,500	\$525,700	\$1,125,200	87.69%	
Transfers to Reserves (Restricted Assets)					
Mobile Library Replacement	\$30,000	\$0	\$30,000	0.00%	
Surplus Funds	\$0	\$0	\$0	N/A	
Deductible Gift Recipient Donations	\$0	\$0	\$0	N/A	
	\$30,000	\$0	\$30,000	0.00%	
Depreciation Expenses					
	\$671,200	\$0	\$671,200	0.00%	
TOTAL EXPENDITURE	\$9,471,000	\$604,000	\$10,075,000	6.38%	
INCOME	Adopted Budget 2023/24	Cfwd 2023/24	Forecast Budget 2023/24	Percentage Change	Notes
Fees and Charges					
Lost Book Charges	\$18,500	\$0	\$18,500	0.00%	
Fines	\$0	\$0	\$0	N/A	
Reservations/Registrations	\$90,000	\$0	\$90,000	0.00%	
Inter Library Loans	\$5,000	\$0	\$5,000	0.00%	
Printing	\$189,300	\$0	\$189,300	0.00%	
PC Usage Charges	\$9,500	\$0	\$9,500	0.00%	
Book Club	\$10,000	\$0	\$10,000	0.00%	
Merchandise Sales	\$5,500	\$0	\$5,500	0.00%	
Sale of Second Hand Goods	\$0	\$0	\$0	N/A	
	\$327,800	\$0	\$327,800	0.00%	
Grants					
Diesel Rebate Scheme	\$1,400	\$0	\$1,400	0.00%	
Small Grants Projects	\$0	\$0	\$0	N/A	
Local Priority Grant - Operational	\$0	\$0	\$0	N/A	
Local Priority Grant - Capital	\$0	\$0	\$0	N/A	
LEAP Trainees	\$154,800	-\$154,800	\$0	-100.00%	1
	\$156,200	-\$154,800	\$1,400	-99.10%	
Sundry Income					
Interest on Investments	\$51,400	\$0	\$51,400	0.00%	
Leaseback Vehicle Charges	\$9,000	\$0	\$9,000	0.00%	4
Donations	\$0	\$8,100	\$8,100	N/A	8
Property Insurance - Claim Reimbursement	\$0	\$0	\$0	N/A	
Other Incomes	\$0	\$0	\$0	N/A	
Other Capital Contribution	\$0	\$235,000	\$235,000	N/A	6
	\$60,400	\$243,100	\$303,500	402.48%	
Transfers from Reserves (Restricted Assets)					
Library Resources	\$0	\$91,300	\$91,300	N/A	10
Funded Projects	\$0	\$307,000	\$307,000	N/A	9, 10, 14
Donations - Gift Recipient Account	\$75,100	\$54,500	\$129,600	72.57%	3, 9
Activities & Projects	\$0	\$25,600	\$25,600	N/A	10
Special Projects & Other Items	\$10,000	\$900	\$10,900	9.00%	10
Motor Vehicles	\$0	\$36,400	\$36,400	N/A	7
Operating Result	\$0	\$0	\$0	N/A	
	\$85,100	\$515,700	\$600,800	605.99%	

RICHMOND-TWEED REGIONAL LIBRARY					
2023/24 Budget					
INCOME	Adopted Budget 2023/24	Cfwd 2023/24	Forecast Budget 2023/24	Percentage Change	Notes
Member Council Contributions					
Ballina Council	\$1,731,800	\$0	\$1,731,800	0.00%	1,2,3,4,15
Byron Council	\$1,669,000	\$0	\$1,669,000	0.00%	1,2,3,4,15
Lismore Council	\$1,892,000	\$0	\$1,892,000	0.00%	1,2,3,4,15
Tweed Council	\$2,877,500	\$0	\$2,877,500	0.00%	1,2,3,4,15
	\$8,170,300	\$0	\$8,170,300	0.00%	
TOTAL INCOME	\$8,799,800	\$604,000	\$9,403,800	6.86%	
<u>Summary</u>					
Total Expenditure	\$9,471,000	\$604,000	\$10,075,000		
Depreciation	(\$671,200)	\$0	(\$671,200)		
Net Expenditures	\$8,799,800	\$604,000	\$9,403,800		
Total Income	(\$629,500)	(\$604,000)	(\$1,233,500)		
Total Council Contributions	(\$8,170,300)	\$0	(\$8,170,300)		
Balance	\$0	\$0	\$0		
FINANCIAL RESULTS	Adopted Budget 2023/24	Cfwd 2023/24	Forecast Budget 2023/24		
Net Operating Result - Surplus/(Deficit)	(\$126,800)	\$10,000	(\$116,800)		
Net Operating Result before Capital Grants & Contributions - Surplus/(Deficit)	(\$126,800)	(\$225,000)	(\$351,800)		
Net Cash - Surplus/(Deficit)	\$0	\$0	\$0		

Reports/Recommendations

Subject	2024 RTRL Committee Meeting Schedule
TRIM Record No	BP23/931:EF09/74-5
Prepared by	Head Customer Experience
Item Number	5.5

Overview of Report

The purpose of this report is for the RTRL Committee to determine its meeting schedule for the 2024. It is recommended that meetings are scheduled in February, May, August and November 2024, and the Committee review the proposed the dates, starting times and determine if the meetings are in-person or online.

Recommendation

That the Committee:

1. adopt the meeting schedule as:
 - a. Wednesday 14 February 2024, online or in person, commencing at 9am
 - b. Wednesday 15 May 2024, online or in person, commencing at 9am
 - c. Wednesday 14 August 2024, online or in person, commencing at 9am
 - d. Wednesday 15 November 2024, online or in person, commencing at 9am
2. notes that all Member Council's will go into caretaker mode from Friday 16 August 2024 to Friday 13 September 2024, due to the Local Government Elections.
3. notes that councillor representatives on advisory groups and committees will be elected after Local Government Election results are announced.

Previous resolutions indicate that the current Committee members preference of meeting arrangements be on a Wednesday, online and commencing at 9am. As such, the recommendation considers this. However, the Committee are encouraged to review the recommended dates, start times and online or in person preference, so they can be adopted at the 22 November 2023 meeting.

It is noted that the 2024 NSW Local Government elections will occur over the months of August, September, and October next year. It is therefore recommended not to change the proposed date for the August Committee meeting.

Attachment/s

There are no attachments for this report.

Reports/Recommendations

Subject	Senior Leadership Group Meeting Minutes
TRIM Record No	BP23/929:EF09/74-5
Prepared by	Head Customer Experience
Item Number	5.6

Overview of Report

The Senior Leadership Group (SLG) meeting minutes were previously reported as attachments to the Regional Library Manager report. It is intended from this point forward to report them separately.

Recommendation

That the Committee receive and note the attached July, August and September 2023 confirmed Senior Leadership Group (SLG) meeting minutes.

Attachment/s

1. SLG Confirmed Meeting Minutes 11 July 2023
2. SLG Confirmed Meeting Minutes 8 August 2023
3. SLG Confirmed Meeting Minutes 14 September 2023

Richmond Tweed Regional Library

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MINUTES OF THE RICHMOND TWEED REGIONAL LIBRARY SENIOR LEADERSHIP GROUP (SLG) MEETING HELD ONLINE ON TUESDAY 11 JULY AT 10.02AM

Richmond Tweed Regional Library acknowledges the people of the Bundjalung nation, traditional custodians of the land on which we work.

Present

- 1.0** Rino Santin (Chair, Executive Officer Lismore), Lucy Kinsley (Regional Library Manager), Caroline Klose (Manager Communications and Customer Service Ballina), Esmeralda Davis (Director Corporate and Community Services Byron), Ellie Misdale (Administration Officer RTRL, Minute Taker)

Apologies

- 2.0** Eber Butron (Chief Community Officer Lismore), Shannon Carruth (Manager, Inclusive and Creative Communities Tweed)

Welcome and Acknowledgement of Country

- 3.0** Chair acknowledged Country and welcomed members to the meeting.

Confirmation of Minutes

- 4.0** Minutes of the previous SLG Meetings held on 13 June were confirmed.

Discussion Items

5.1 WHS

All

Nil from the branches.

There was some secondary discussion regarding the WHS element of the recent scenario of Kingscliff Library closing. Staff were offered confidential employee assistance counselling opportunities, and a meeting was conducted where in Lucy, Rino and Karen Joc (Tweed Area Librarian) attended to discuss the ways in which Lismore Council was there to provide assistance and support on all the possible scenarios. Tweed Council ultimately resolved to keep the Kingscliff Library open, with no changes to service or staffing.

There will be a review process, so if a similar situation does arise, there is some information and protocol to apply.

DECISION:

- Receive and note

ACTION REQUIRED:

- Nil

5.2 Update – Business Manager and Executive Officer

Lucy

Brenda Gradwell has been appointed the Business Manager for RTRL and will be beginning on the 23 August. Currently working in the United States of America but will be coming back to her home country for this role. Lucy's last day is yet to be confirmed.

The Executive Officer role will be filled from the Chief Community structure under Eber Butron. Eber is currently going to market for a Head of Customer Experience role, which will also take on the Executive Officer responsibility. The Executive Officer responsibilities are clearly outlined within the Deed of Agreement, focusing on governance and ensuring that the SLG is functional and working together. Rino's last SLG meeting will be 12 September.

DECISIONS:

- Receive and note.

ACTION REQUIRED:

- Nil.

5.3 Outstanding actions

Action sheet updated.

6.0 Other Business

Nil.

Closure:

This concluded the business and the meeting closed at 10.27am

Upcoming Meetings:

SLG:

Tuesday, 8 August at 10am – in person at Byron Conference Room *
Tuesday, 12 September at 10am – online *

*Rino to confirm whether the August meeting is to be changed to accommodate the new Business Manager – to be advised.

COMMITTEE:

Wednesday, 16 August at 9am – online*

*Items on the agenda which will be of considerable interest:

- Surplus of land – member council feedback
- Fees and Charges – community consultation feedback

Richmond Tweed Regional Library

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MINUTES OF THE RICHMOND TWEED REGIONAL LIBRARY
SENIOR LEADERSHIP GROUP (SLG) MEETING
HELD AT BYRON SHIRE COUNCIL CONFERENCE ROOM ON TUESDAY 8 AUGUST AT 10.18AM

Richmond Tweed Regional Library acknowledges the people of the Bundjalung nation, traditional custodians of the land on which we work.

Present

- 1.0** Rino Santin (Chair, Executive Officer Lismore), Lucy Kinsley (Regional Library Manager), Caroline Klose (Manager Communications and Customer Service Ballina), Esmeralda Davis (Director Corporate and Community Services Byron), Shannon Carruth (Manager Inclusive & Creative Communities), Brenda Gradwell (onboarding Business Manager – RTRL), Ellie Misdale (Administration Officer RTRL, Minute Taker)

Apologies

- 2.0** Nil.

Welcome and Acknowledgement of Country

- 3.0** Esmeralda acknowledged Country and Rino welcomed members to the meeting. The Group also welcomed Brenda Gradwell, who attended the meeting online.

Confirmation of Minutes

- 4.0** Minutes of the previous SLG Meetings held on 11 July 2023 were confirmed.

Discussion Items

5.1 WHS

All

Shannon and Lucy gave an update to the continued homelessness issues at Tweed Heads library. Rough sleepers have taken to sleeping outside of the children's area window.

Some solutions have been actioned:

- Contract cleaners brought into clean areas outside prior to opening hours.
- Continue to report incidents to Police.
- Formulating a Banning Notice from Tweed Shire Council Rangers –
 - Police cannot formally act until a Banning Notice has been issued. Banning Notices will support Police to act.
 - This would also support Tweed's homelessness procedure.
- RTRL's Patron Behavior Policy has been submitted to the Committee for review, as this hasn't been reviewed since 2015.

Potential short-term actions could be – installing lights shining into the outdoor areas and installing CCTV hardware for outside areas.

Caroline raised the Inclosed Land Act, and the delegations which gives powers to a function of Council in these circumstances. Esmeralda also agreed this could be useful to the situation and

potentially more effective than a Ban Notice Policy. The details of the Inclosed Land Act to be taken on notice and circulated by Caroline.

DECISION:

- Receive and note.

ACTION REQUIRED:

- Caroline to circulate findings and suitability of the Inclosed Land Act and share with the Group.
- Shannon to review Inclosed Land Act delegations and review the need for a Banning Notice Policy.

5.2 Introduction – Business Manager**Rino**

Brenda was formally acknowledged and welcomed to the Senior Leadership Group at the commencement of the meeting.

5.3 Alstonville Cultural Centre – Project update**Caroline**

Caroline gave an update to the almost 2-year on-going project of the Alstonville Cultural Centre upgrade. A Development Application has been given consent and Ballina Shire Council are applying for the Growing Regions Fund to seek 50% of the project funding. If this funding is secured, the timeline for construction is estimated to commence in May 2024 and be ongoing for approximately 18 months. This could mean the Alstonville Library may relocate to an alternative premises for the duration of construction.

The design plans for the new facility are modern:

- An increase to the size of the library by four or five times, double story with mezzanines,
- Multipurpose room,
- Meeting rooms,
- Multipurpose sports court,
- Fully accessible bathrooms,
- All made to contemporary standards with the entire facility being accessible.

If the funding is secured, Caroline and Brenda are to meet regularly to go over service delivery and impacts including:

- Staffing hours,
- Resource levels,
- Interim Alstonville library options:
 - leasing a shopfront or space, or increased Mobile library stops?

DECISIONS:

- Receive and note.

ACTION REQUIRED:

- Nil.

5.4 August Committee meeting – change of location**Rino**

Rino briefly spoke of the change from an online to in-person meeting. Committee and SLG attendance were discussed.

DECISIONS:

- Receive and note.

ACTION REQUIRED:

- Nil.

5.5 Report to Committee: Proposed Sale of Surplus Land**Rino**

Rino highlighted the submitted report to the Committee meeting and discussed the need for an assured Committee quorum and SLG attendance.

Feedback from Tweed, Ballina and Byron Councils has been received and incorporated into the report, any three of the recommended options to resolve, should satisfy the feedback from the Member Councils. Lismore has yet to submit their feedback formally, however, will do so at tonight's Lismore City Council meeting.

DECISIONS:

- Receive and note.

ACTION REQUIRED:

- Rino to inform SLG of outcome at Lismore City Council meeting tonight (8 August).

5.4 Report to Committee: Submissions to 2023/24 Fees & Charges

Rino

The SLG recognised another report of considerable weight being the public feedback submission to the 2023/24 Fees & Charges. Staff concern primarily have been around implications that could be caused by Pensioner or Centrelink type patron categories. This is not supported by management. However, this is ultimately a decision for the RTRL Committee, so the upcoming meeting is expected to be impactful.

DECISIONS:

- Receive and note

ACTION REQUIRED:

- Nil.

6.0 Other Business

1. Lucy gave an overview of her report to the Committee, with topics covering:
 - Patron Behaviour Policy
 - 50th Anniversary of RTRL
 - November meeting – an official function
 - Impact of financial hardship reporting
 - Library and Information Week Community Survey
 - The Mobile Library electric options:
 - Lack of electric charging stations infrastructure,
 - The batteries which power the Prime Mover and weight implications, 7 tonnes on the front wheels where our regions road are weighted at 5 tonnes.
2. Rino is working through the outstanding actions, prior to his departure.
3. Shannon raised the topic of new street signage at Kingscliff library and community precinct and asks if there is a template or preference for external signage to libraries.
 - a. Shannon to do a draft, send to Lucy and Lucy will arrange for RTRL media team to provide input.

Closure: This concluded the business and the meeting closed at 11.21am.

Upcoming Meetings:

SLG:
 Tuesday, 12 September 2023, at 10am, online
 Tuesday, 10 October 2023, at 10am, online

COMMITTEE:
 Wednesday, 16 August in person at 9am, Ballina Shire Council

Richmond Tweed Regional Library

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MINUTES OF THE RICHMOND TWEED REGIONAL LIBRARY SENIOR LEADERSHIP GROUP (SLG) MEETING HELD ONLINE, THURSDAY 14 SEPTEMBER 2023 AT 9.30AM

Richmond Tweed Regional Library acknowledges the people of the Bundjalung nation, traditional custodians of the land on which we work.

Present

- 1.0** Rino Santin (Chair, Executive Officer Lismore), Lucy Kinsley (Regional Library Manager), Caroline Klose (Manager Communications and Customer Service Ballina), Shannon Carruth (Manager Inclusive & Creative Communities), James Brickley (Acting Director Corporate and Community Services), Eber Butron (Chief Community Officer)

Apologies

- 2.0** Esmeralda Davis (Director Corporate and Community Services Byron), Brenda Gradwell (Business Manager – RTRL)

Welcome and Acknowledgement of Country

- 3.0** Chair acknowledged Country and welcomed members to the meeting.

Confirmation of Minutes

- 4.0** Minutes of the previous SLG Meetings held on 8 August 2023 were confirmed.

Discussion Items

5.1 WHS

All

- Shannon provided an update on the Tweed Library.
- Lucy provided an update on the Support Services door.
- James provided information on the CCTV security footage requested from Byron Bay Library.

DECISION:

- Receive and note.

ACTION REQUIRED:

- Nil

5.2 Sale of Vacant Land – SLG to facilitate the process

Rino

- Resolution by Lismore City Council discussed.
- Implementation by SLG will exclude representatives from LCC.

DECISIONS:

- Receive and note.

ACTION REQUIRED:

- Nil

5.3 Outstanding Actions**All**

CCTV in libraries:

- Proceed with work to realign CCTV to Lismore Council. Report back to SLG.

Self- assessment:

- Report to align with the DOA. Tasked to the new Head of Customer Experience.

DECISIONS:

- Receive and note.

ACTION REQUIRED:

- Nil

6.0 Other Business

1. Tender for Kingscliff refurbishment closes 29 September. Shannon will advise the impact of the tender, to be assessed by Tweed and will be communicated to RTRL.
2. Service Level Agreement variations, where a member Council seeks grant funding to develop a library service in their area. Supported by SLG in principle, subject to all costs associated with the library grant being funded by the member Council.

Closure:

This concluded the business and the meeting closed at 9.55am.

Upcoming Meetings:**SLG:**

Tuesday, 10 October 2023 at 10.00am – online via MS Teams

Tuesday, 14 November 2023 at 10.00am – in person, at Byron Shire Council

COMMITTEE:

Wednesday, 22 November 2023 at 9.00am – details to be confirmed – Ellie to follow up and action.

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MINUTES OF THE RICHMOND TWEED REGIONAL LIBRARY COMMITTEE HELD AT BALLINA SHIRE COUNCIL COMMITTEE ROOM AND ONLINE ON WEDNESDAY, 16 AUGUST 2023 AT 9.06AM

Please note: These minutes are subject to confirmation at the next Committee meeting. Decisions recorded in the draft minutes are subject to the Council's Code of Meeting Practice in relation to rescinding decisions.

Richmond Tweed Regional Library acknowledges the people of the Bundjalung nation, traditional custodians of the land on which we work.

Welcome

Chairperson Councillor Darlene Cook welcomed delegates and attendees to the meeting and made an acknowledgement of country.

Present

Chairperson, Councillor Darlene Cook (Lismore), Deputy Chair Councillor Simon Chate (Ballina), Councillors: Peter Colby (Lismore), Cate Coorey (Byron), Meredith Dennis (Tweed – Audio Visual Link), Rhiannon Brinsmead (Tweed – Audio Visual Link) and Nigel Buchanan (Ballina – Audio Visual Link)

In Attendance

Rino Santin (Executive Officer RTRL, Lismore), Lucy Kinsley (Regional Library Manager), Caroline Klose (Manager Communications and Customer Service Ballina), Esmeralda Davis (Director Corporate and Community Services), Darryn Goodwin (Principal Accountant, Lismore), Suzy Arthur-Smith (Communications and Engagement Support Librarian), Jackie Birch (Acting Area Librarian Ballina), Stacey Shepherd (Area Librarian Byron), Karen Joc (Area Librarian Tweed), Gary Dardengo (Mobile Library Officer), Peter Wallace (Systems and Resources Librarian), Michael Lewis (Area Librarian Lismore), Ellie Misdale (Administration Officer RTRL, Minute Taker) and Brenda Gradwell (Guest)

Apologies

RTRL27
357/23 **RESOLVED** the apologies be received from:

- Councillor Mark Swivel with reason: work commitments
- Councillor Asren Pugh with reason: work commitments
- Councillor Eva Ramsey with reason: family commitments

(Councillors Chate/Colby)

Voting for: Councillors Brinsmead, Buchanan, Chate, Colby, Cook, Coorey and Dennis
Voting against: Nil

Attendance by Audio-Visual Link

RTRL27
358/23 **RESOLVED** the attendance by Audio-Visual Link be received from:

- Councillor Meredith Dennis with reason: another meeting at 12:30pm in Tweed area,
- Councillor Rhiannon Brinsmead with reason: at place of work presently,
- Councillor Nigel Buchanan with reason: confusion with meeting start time and wouldn't get there in person on time.

(Councillors Colby/Chate)

Voting for: Councillors Brinsmead, Buchanan, Chate, Colby, Cook, Coorey and Dennis
Voting against: Nil

Confirmation of Minutes

RTRL27
359/23 **RESOLVED** that the minutes of the Richmond Tweed Regional Library held on 17 May 2023 be confirmed.

(Councillors Chate/Colby)

Voting for: Councillors Brinsmead, Buchanan, Chate, Colby, Cook, Coorey and Dennis
Voting against: Nil

Disclosures of Interest

Councillor Cook declared a Non-Pecuniary, Non-Significant Conflict of Interest for the following item: 7.5 Feedback from Member Councils - Proposed Sale of Vacant Land
Nature: I am a Councillor on Lismore City Council. I will remain in the room.

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Councillor Colby declared a Non-Pecuniary, Non-Significant Conflict of Interest for the following item: 7.5 Feedback from Member Councils - Proposed Sale of Vacant Land
Nature: I am a Councillor on Lismore City Council. I will remain in the room.

Public Forum

Prior to dealing with the circulated reports and associated information, a Public Forum was held at which the Committee was addressed by the following:

Reports/Recommendations

7.5 Feedback from Member Councils - Proposed Sale of Vacant Land

FOR	Susan Conroy, Friends of Lismore Regional Gallery
	Dr Robert Smith, Richmond River Historical Society

Altering Order of Business

RTRL27 360/23 **RESOLVED** that the order of business be altered to debate the following matter raised during Public Forum:

- 7.5 Feedback from Member Councils - Proposed Sale of Vacant Land

(Councillors Coorey/Chate)

Voting for: Councillors Brinsmead, Buchanan, Chate, Colby, Cook, Coorey and Dennis

Voting against: Nil

Reports/Recommendations

7.5 Feedback from Member Councils - Proposed Sale of Vacant Land

RTRL27361/23 **RESOLVED** that :

1. Member Council feedback be received and noted.
2. The Committee endorse the sale of Lot 2 DP1061931, 1 Lancaster Drive Goonellabah being vacant land which is surplus to Richmond Tweed Regional Library requirements.
3. Agree to Lismore City Council's request to purchase Member Council interests in Lot 2, DP1061931 through direct negotiation and at a price based on an independent market valuation.

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4. The Senior Leadership Group, excluding the Lismore City Council representative, facilitate the process and report back to the Committee for final approval.
5. Management to provide a report to the first Committee meeting in 2024 on how the net proceeds of the sale can be applied within the regional library service and/or distributed to Member Councils

(Councillors Cook/Colby) (BP23/665)

Voting for: Councillors Brinsmead, Buchanan, Chate, Colby, Cook, Coorey and Dennis

Voting against: Nil

7.1 Submissions to 2023/24 RTRL Fees & Charges

RTRL27362/23 **RESOLVED** that:

1. The submissions to the Richmond Tweed Regional Library 2023/24 Fees & Charges be received and noted.
2. Endorse the reduction in:
 - a) Reservation Fees from \$2.40 to \$2.00, and
 - b) Inter Library Loan Fees from \$8.00 to \$4.50
3. Management to provide a report on:
 - a) the feasibility to reduce all photocopy charges to what was charged in 2021/22, and
 - b) options to support fee relief for Pension and Centrelink recipients.

(Councillors Chate/Colby) (BP23/631)

Voting for: Councillors Brinsmead, Buchanan, Chate, Colby, Cook, Coorey and Dennis

Voting against: Nil

7.2 Retirement of Regional Library Manager

RTRL27363/23 **RESOLVED** that:

1. The Committee formally acknowledge the achievements of Ms. Lucy May Kinsley PSM, in her years as the Lismore Area Librarian and Regional Library Manager, Richmond Tweed Regional Library, and wish her a long, healthy and happy retirement.

(Councillors Cook/Coorey) (BP23/633)

Voting for: Councillors Brinsmead, Buchanan, Chate, Colby, Cook, Coorey and Dennis
Voting against: Nil

Councillor Coorey left the meeting, the time being 10:38 AM

7.3 Regional Library Managers Report

RTRL27364/23 **RESOLVED** that:

That:

1. For the SWITCH 2023 Conference:
 - a) Councillor Chate be appointed to be the Richmond Tweed Regional Library Committee representative, and
 - b) the 2023/24 Budget for Councillors Professional Development be increased by \$1,600 and included in the 2023/24 Budget Review reporting to the November 2023 Committee meeting.
2. The November 2023 Committee meeting be held in person and this meeting:
 - a) acknowledge the Richmond Tweed Regional Library 50 years of achievement, and
 - b) the meeting be held on 22 November 2023 and at a location to be determined.
3. \$1,500 be made available from the staff training budget to meet the 50 Year Anniversary costs.
4. The amended Patron Behaviour Policy is adopted.
5. Thank Rino Santin for his many years of exceptional service to RTRL and wish him all the best in retirement.
6. Items 2, 3, 4, 5, 9 and 10 be received and noted.

(Councillors Chate/Colby) (BP23/638)

Voting for: Councillors Brinsmead, Buchanan, Chate, Colby, Cook and Dennis
Voting against: Nil

Councillor Brinsmead left the meeting, the time being 11:02 AM

7.4 Finance Related Matters

RTRL27365/23 **RESOLVED** that the Committee receive and note the report.

(Councillors Buchanan/Chate) (BP23/664)

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Voting for:	Councillors Buchanan, Chate, Colby, Cook and Dennis
Voting against:	Nil

Closure

This concluded the business and the meeting terminated at 11.09 am.