

**Lesmurdie Community Library**  
**City of Kalamunda Library Services & Lesmurdie Senior High School**  
**A joint-use library partnership**



**MINUTES**  
**LESMURDIE COMMUNITY LIBRARY MANAGEMENT COMMITTEE**  
**2.00pm Tuesday 17 November 2020**  
**HELD AT LESMURDIE SENIOR HIGH SCHOOL-BOARDROOM**

**1.0 OFFICIAL OPENING OF MEETING**

1.1 The Presiding Member opened the Meeting at 2.08 pm and welcomed all in attendance. Andre Stuyt officially acknowledged the traditional custodians of the land we are meeting on, the Whadjuk Noongar people. Acknowledging their elders past, present and future and respect their continuing culture and the contribution they make to the life of this City and this region.

**2.0 ATTENDANCE AND APOLOGIES and LEAVE OF ABSENCE PREVIOUSLY APPROVED**

**Attendance:**

Helen Kain	Teacher Librarian, Lesmurdie Community Library, (LSHS)
Lyn Harris	Manager Corporate Services, (LSHS)
Cr John Giardina	Councillor Delegate (City of Kalamunda)
Veronica Antulov	Branch Librarian, Lesmurdie Community Library, (Minute Taker)
Andre Stuyt	Manager Commercial and Cultural Services (City of Kalamunda) (Presiding Member)
Cr Geoff Stallard	Councillor Delegate (City of Kalamunda)
Brittany Cover	Coordinator Culture, Arts, Libraries
Kerry Chipchase	Principal, (LSHS)

**Apologies:**

No Apologies

**3.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

That the notes of the minutes of the Lesmurdie Community Library Management Committee held on Tuesday 11 August 2020, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: **Helen Kain**

Seconded: **Cr. Geoff Stallard**

Vote: **CARRIED UNANIMOUSLY (5/0)**

"On the basis of the above Motion I now sign the minutes as a true and accurate record of the meeting of 10 March 2020."

#### **4.0 BUSINESS ARISING**

4.1 No Business Arising

#### **5.0 ITEMS FOR COMMITTEE CONSIDERATION:**

##### **5.1 Librarian's Half Yearly Report – Jan-Jun 2020**

The committee expressed their thanks to Helen Kain and Veronica Antulov for their report and management of Lesmurdie Community Library.

The Librarian's Half Yearly Report - 1 January 2020 to 30 June 2020 was tabled and accepted.

Moved: **Lynn Harris**

Seconded: **Helen Kain**

All agreed to accept the report:

Vote: **CARRIED UNANIMOUSLY (5/0)**

##### **5.2 Library Management System (LMS) SirsiDynix Symphony-Update**

Brittany Cover provided an update on the LMS. SirsiDynix Symphony went live on Thursday 1 October 2020. Since then there has been a process of ongoing questions, queries and issues being addressed to deal with the Operational issues mostly arising from the data transfer.

##### **5.3 Wifi Lesmurdie Library - Update**

Brittany Cover provided an update about the current situation and communications regarding the installation of Wifi at Lesmurdie Library. Cam Jones, City of Kalamunda IT; and Brad Robinson, Education Dept IT, met in October to discuss options that satisfy school requirements so Wifi capability can proceed for the public patrons. The implementation of a new router is the best option; as this is not a current budgeted item it is anticipated to proceed in 2021.

##### **5.4 Lesmurdie Community Library Operational Plan 2021 - Draft Helen/Veronica**

Helen and Veronica provided the draft LCL Operational Plan 2021 to the committee for endorsement.

**Action:** To be circulated again electronically for comment and endorsement. [Veronica]

##### **5.5 Library Services Review**

Andre Stuyt updated the committee on the Library Services Review and the City's report with recommendations to the November Council meeting.

Recommendations include:

- (a) to explore the integration of the Forrestfield Library into a Community Hub within the Forrestfield Activity Centre Precinct and report back to Council

(b) to explore a transition out of the current High Wycombe Library Site and co-locate within the District Structure Plan area in Forrestfield North (High Wycombe South) near the Train Station

(c) to consider a redesign of the internals at the Kalamunda Library to improve amenity, improve service provision and program delivery and gain full utilisation of available space, providing the community with a contemporary community hub experience;

(d) to explore opportunities to establish cultural partnerships and joint ventures with other commercial businesses to reduce the cost of running its library services and to improve the customer experience and service offering.

Andre outlined preliminary discussions with a University to work collaboratively with post-graduate business students to assist in identifying possible partnerships. Meeting the needs of young people and providing opportunities to better engage them in library services and programs was raised by Kerry Chipchase.

**5.6 Lesmurdie Library Hours of Operation over Christmas – Brittany/Veronica**

Christmas closure times and dates are similar to the closure dates last year. On Friday 18<sup>th</sup> December, the Library opening hours are 9.00am to 1.00pm as it is the start of school holidays. The library will be closed from the 24<sup>th</sup> December until the 4<sup>th</sup> January.

**6.0 URGENT BUSINESS WITH THE APPROVAL OF THE PRESIDING MEMBER**

Brittany Cover updated the committee about the requirement for Contact tracing for public patrons to recommence; forms have been provided by City of Kalamunda.

**Action:** Veronica to update Lesmurdie staff and provide forms and follow up with scanning and filing.

**7.0 DATE OF NEXT MEETING**

Tuesday 9<sup>th</sup> March 2021, at 2.30pm.  
Venue: Boardroom - Lesmurdie Senior High School.

**8.0 CLOSURE**

There being no further business the Presiding Member declared the meeting closed at 2.53 pm.

I confirm these Minutes to be a true and accurate record of the proceedings of this meeting.

Signed: ..... Presiding Member

Dated this ..... Day of .....2020