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| **Item** | Agenda | **Action** | **By** |
| **1. Attendance & Apologies** | **Attendance:** Susan Thomson (*Convener*, Greater Dandenong), Andrew McCrory (Minutes, Stonnington), Caz Smith (Darebin), Barrie Gillespie (Kingston), Janelle Colston-Ing (SLV), Meredith Cullen (Bayside), Leanne Hornibrook (Casey Cardinia), Neville Harley (Melbourne), Megan Ingle (Yarra City), Sherrill Harvey (Geelong), Lachlan Turnbull (Wyndham), Lynne Alderton (Whitehorse Manningham), Amanda Edwards (SLV), Sarah Bertie (SLV), Andrew Battaglia (SLV), Anne Beckwith (SLV), Meg Smith (Port Phillip), Shannon Haritos (Port Phillip), Alison Carmine (Bayside), Phone link-up: Jeanette Moore (East Gippsland), Adam Cooper (Hume).  **Apologies:** Michelle Donnelly (Maribrynong), Rosa Serratore (Yarra-Plenty), Pam Sheean (Goldfields), Julie McCulloch (Latrobe), Jenny Lawrence (Brimbank), Radmila Sekulic (Wyndham), Emily Braithwaite (Wyndham) |  |  |
| **2. Confirmation of Minutes** | Reviewed and approved |  |  |
| **3. Business Arising** | **Meeting Theme presentations:** 14 November Budget building tied in with advocacy of collections – Additional Volunteer still needed to work with Jane Grace, Mornington Peninsula  **Sourcing Early Readers:** Photos of boxes used for storage. Sherrill, Geelong. (See Appendix: Early Reader Images) | Meeting Theme presentations: remaining Agenda item for 18 July meeting | Susan |
| **4. PLV Update** | Libraries Change Lives Themed Inaugural PLV Conference 2019 – 16th to 17th September: Susan Thomson provided an abstract submission for elendingproject.org study update, to PLV on behalf of Collections SIG.  Susan Thomson to attend PLV Executive and Convenor strategy training on 28 May 2019 | PLV Executive and Convenor strategy training 28 May 2019 | Susan Thomson |
| **5. State Library of Victoria presentation & viewing** | * Janelle Colston–Ing presented an excellent overview of the SLV collection including background, size, scope, logistics, demands, future development and similarities/differences to public library collections.   SLV Collections and Content Strategy 2020 is available on their web site:  <https://www.slv.vic.gov.au/about-us/governance/collections-content-strategy-2020>   * Des Cowley provided a viewing of some of SLV’s spectacular old and rare books, discussing the difficulties of preservation and conditions of the books the SLV receives.   Some Collections SIG members also attended a SLV provided a showcase tour of conservation and exhibition presentation works at the conclusion of the meeting. |  |  |
| **6. 2019 Meeting Theme: Promoting collections and reader engagement** | Facilitated by Caz Smith (Darebin) and Adam Cooper (Hume) **Recommended Ideas and library practices from Discussion/ workshop:**   * Regular use of social media (Facebook, Instagram, Twitter) * Instagram’s use of hashtags helps reach wider audiences * Web Site promotion, link to catalogue * Monthly e-letters promoting collections * Cross promotions * Include all collections (digital/hard copy) * Importance of staff engagement as advocates (include collection promotion in staff meeting agenda) * Market place/Read now collections/book match/reaching readers * Target audiences (topics, demographics) * Regular updating of promotions, displays, bay ends. * Mix older titles with new release * Staff picks/book lists/”Book of the Month”/books of the year * Purchase staff recommendations * Link collections with events. Collections as part of event framework. * Include collection promotion in “What’s On” * Media releases (Top Reads, What’s Hot) * Use Council connections * Marketing teams * Use of vendor promotions * Pop up promotions eg. train stations |  |  |
| **7. Discussion / Topics** | Newspaper Subscription Management (Hard copy and digital)  Direct subscriptions with newspaper companies difficult to deal with and time consuming for staff. Challenges with using a variety of suppliers.  Discussion about how subscriptions could be handled more efficiently.  Suggestion: Prenax ([www.prenax.com.au](http://www.prenax.com.au))   * One yearly consolidated invoice * Covers newspapers and magazines, including LOTE * They work with local newsagencies * Good database * One contact point * Issues do arise and may take time, need to be clear where items to be sent. * Does include cost of management fee, but saves staff time. |  |  |
| **8. Site Reports** | **Geelong**   * Chilwell Library refurbishment successfully completed. Entire collection refreshed including ANF and JNF collections which are now zoned. New furniture, paint and carpet. Library members, friends and council invited to morning tea launch and the new look was well received by all * The success of this library has inspired staff at our Geelong West branch to start work on zoning their collections * Launched a new collection-Vox Books at our Leopold branch of approximately 40 non-fiction titles that have walked off the shelves in the space of a week!   **Bayside Libraries**   * Upgrading Spydus/redesigning OPAC * Tying up budgets for EOFY * Adding new coding and literacy games online:  CoderZ, Busycode, Animalia * Purchased new Age archive product * Reviewing our Collection Management policy   **Greater Dandenong**   * Inaugural DandyCon Festival 13 April 2019 provided a terrific opportunity to showcase YA Fiction, Graphic Novel, Comic and Magazine collections * Updated Reader Development - Your Next Read - page available via The Vault from 17 May 2019 in anticipation of Library and Information Week.   **Yarra Libraries**   * Successful Fitzroy Writers Festival held on 6th April 2019, delivered by Yarra Libraries in partnership with Ewing Trust. This is our 1st writer’s festival <https://library.yarracity.vic.gov.au/fitzroywritersfestival> * Collections & Reader Development Team update: working on review and update of weeding guidelines, delivering events for Vietnamese Reading Month (May) and Chinese Reading Month (August), planning for review of Red Hot Reads Collection & Book Groups in second half of this year.   **Whitehorse Manningham Libraries**   * Gearing up for the end of the financial year. Everything else steady as she goes.   **Darebin Libraries**   * Currently preparing for end of financial year and finalising purchasing and implementing transition with suppliers. * Preparing to undertake our community consultation to feed into the development of the new library strategy.   **Casey Cardinia Libraries**   * Adult fiction standing order list – will be changing from predominantly hardcover books with some trade paperbacks to mainly trade paperbacks with some hardcovers. Reasoning behind the change is price & shelf life of hardcovers (too many HC James Pattersons)   **Melbourne Library Service**   * Very preliminary planning about collections at the new City Library is taking place. There is no confirmed location or proposed date for opening.   **Kingston Libraries**   * We went live with our new LMS (Symphony) on 1 May, so our focus has largely been around this. * We have signed up for Collections HQ, to start in about August or September * The Library Service has been undergoing a strategy review and also had a Community Panel running concurrently.  The final report is being made to Council shortly.   **Stonnington**   * Read Now collection: Collect in person at Toorak/South Yarra branch. No waiting, 7 day loan, no reserves, no renewals. Has increased loans. * STEAM collection being launched Library and Information Week |  |  |
| **9. Other PLV/ALIA Conference updates** | Reader Development SIG: Discussion of Reaching Readers program and the importance of staff input. Reader Development SIG to submit papers for Libraries Change Life conference. |  |  |
| **10. Next Meeting** | Thursday, 18 July 2019 - MAV, 60 Collins Street, Melbourne - Agenda items to Susan by Tuesday 9 July 2019: Theme: Book clubs - How to manage and promote them. | Agenda items due 9/07/2019 | All |

**Appendix: Early Readers Images**



