

Minutes of the Children’s and Youth Special Interest Group held on 15th Feb 2017 MAV 60 Collins St Melbourne

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| **Item** | **Minutes** | **Action** | **By** |
| **1. Attendance & Apologies** | Deanne Verity (Chair), Shelley Gasperino (Kingston), Michelle Collins (Port Phillip), Catie Maher (Port Phillip), Wendy Bronqueur (Monash), Rachael Alblas (Hobsons Bay), Kat Cain (Hobsons Bay), Marlies Tammes (YPRL), Jonathan Gosden (Boroondara), Lorrie Stearns (Wyndham), Sarah Restuccia (Melton), Courtney Rushton (Casey-Cardinia), Kerry Smith (Frankston), Bernadine Nolen (Melbourne), Tanya Patterson (Mornington Peninsula)  Apologies: Robyn Burns, Jenni Masters, Julie Hooper, Kat Taylor |  |  |
| **2. Confirmation of Minutes.** | Minutes of previous meeting (September 2016) were presented by Deanne Verity and accepted. |  |  |
| **Yourtutor Presentation** | David Patrao (Regional Manager – k-12 and Libraries) can be contacted for further information or purchasing enquiries http://www.yourtutor.com.au/ |  |  |
| **3. Business Arising** | **Little Bang Discovery** - Review of Libraries experience with Little Bang Discovery program. 3 training sessions have been delivered in Victoria at Bendigo, Hobsons Bay and Geelong Regional Libraries. Initial cost of resources identified as an issue for most.  Geelong Regional Library - Pilot 4 week booked program. Initial uptake low. Kits used in house only.  Hobson’s Bay - Purchased and recommends the books. Adapted the ideas to create Discovery boxes Pre-packaged activities, easy to run. Works well with LOTE groups as a self- run activity  Kingston – Identified storage as an issue. Looking at how they can modify the program to manage cost.  Monash - Pulling out easy and affordable ideas and integrating these into Storytime. |  |  |
| **4. New Business**  **Report back from SIG convenors meeting.** | 1. **New PLVN website**   CYS SIG has our own webpage which will be linked to the PLVN website – under development.  Current links to CYS SIG minutes not working.  Discussion of e-list use. Please use elist judiciously and avoid using “Reply All”.  Suggested that we promote this as part of housekeeping at future Forums and provide a sign-up station at registration. Some people reported missing notifications. To subscribe to the e-lists visit the PLVN website <https://lists.vicnet.net.au/cgi-bin/mailman/listinfo/communityparticipation> Please note, there is a separate elist for each subcommittee.   1. **New PLVN Strategic Plan**   Review of new Strategic Plan, key actions identified. Available here: <https://www.publiclibrariesvictoria.net.au/about-plvn>   1. **Terms of Reference**   Terms of Reference needs to be reviewed annually and approved by Executive Committee.  Deanne will send out the 2013 Terms of Reference & new Strategic Plan for us to review and respond to before Feb 24th . Deanne will gather responses for integration into the draft document as updated Terms of Reference for our special interest group.  Points to note:  **CYSSIG membership.** A call for membership is to be made in July each year. Convenors for each SIG are approved at the PLVN AGM in September.  Membership is open to all staff that work in Victorian public libraries. Meetings of the SIGs are open to all staff wishing to attend. Please check with your own organisations policy regarding attendance.  **Convenor.**  This is a volunteer position and is appointed annually by popular vote of the SIG members and is primarily responsible for chairing meetings, liaising with the Executive Officer, developing the annual plan and reporting back to the Subcommittee Coordinator. Kudos to Robyn Burns who has recently stepped down from the Convenors Role. We’d like to acknowledge her incredible work over many, many years.  **Meetings.** Meeting dates are listed on the PLVN website. The CYS SIG group meets 4 times each year. | Lorrie to report broken links and email notification failures.  Deanne to provide update of website development at next CYS SIG meeting.  Current T.O.R. sent out for comments. Will be reviewed and submitted to Executive Committee For approval. – Deanne | 17/2/17  29/3/17  24/2/17 |
| **5. November Seminar Evaluation Review** | Discussion of feedback from November’s Seminar. Identified top four topics of interest to the sector to be focused on at next Seminar. These are: Tween Programming, Engaging Teens and Young Adults, After School Programs and E-Tech Programming.  Critical factors for success- location, topic, timing, affordability. Central location more accessible for libraries in regional or outer suburban areas. We need to identify affordable venues that have the capacity to hold anticipated numbers and can provide reasonably priced quality catering options to facilitate lunchtime networking. |  |  |
| **6. 2017 Seminar Planning** | Acknowledgement that Reading Matters biennial conference is running this year. After some discussion, the group agreed that we will only run one Seminar this year, proposed early September (date to be confirmed).  Keynotes - topics of interest include presentation tips to improve confidence in public speaking.  Deanne has asked for assistance identifying potential speakers including sourcing quotes, availability and contact details.  Deanne will ask for submissions from CYS public library staff to present at the next Seminar. Primary School aged focus; school programs, holiday programs, and afterschool programs. Encourage staff to participate as this is a really rewarding experience.  Workshops – feedback included requests for workshop based presentations.  Investigate Williamstown and St Kilda Town halls as potential low cost / high capacity venues and catering affordability.  Future seminars – explore the possibility of inviting presenters from other special interest groups- Multicultural/ ICT/ Libmark/ Reader development/ Collection Development. |  |  |
| **7. Other Business** | **Elmo Books –** Distributed.  **Future meeting dates**  Wednesday March 29th, 2017 (2.00-4.00pm)  Kathleen Syme Library, Carlton  Tuesday July 25th, 2017 (2.00-4.00pm)  MAV, Melbourne  Thursday August 17th, 2017 (2.00-4.00pm) – To be confirmed.  Remote participation in our meeting may be possible through a Zoom account (similar to Skype). Please contact Deanne to discuss this option if required as this needs to be booked. | Deanne to contact Executive Officer to book meeting space at MAV. |  |

**Appendix:**

PUBLIC LIBRARIES VICTORIA NETWORK

CHILDREN’S AND YOUTH SERVICES SPECIAL INTEREST GROUP

# **TERMS OF REFERENCE**

**AIMS**

* To conduct seminars, workshops or meetings with appropriate speakers for public library staff working with children of all ages (see below for further details).
* To provide an information exchange and forum on trends and issues in Children’s and Youth Services, and opportunities to network with other service providers.
* To support other bodies in their research into relevant issues.

**MEMBERSHIP**

The committee comprises public library practitioners in the area of Children’s and Youth Services, and is open to all.

A convenor will be nominated in order to ensure administrative tasks are completed.

**FUNDING**

* The Seminars are supported by the PLVN on a cost-recovery basis (see ‘PLVN Guidelines for organising events’, available on the web site).
* The budget for speakers, catering, venue hire and other costs is usually up to $5,000 per seminar.

**REPORTING**

This Special Interest Group (SIG) reports to the PLVN Community Participation Sub-Committee.

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**NOTES ON SEMINARS**

* Seminars are held twice yearly, and cover a range of practical topics.
* Presenters may be public library practitioners, or professionals in related fields, and may be sourced locally or further afield (depending on costs and availability).
* Venues are chosen from a range of locations in order to facilitate access to a variety of library experiences. They may include central locations such as The State Library of Victoria, which is conveniently accessed by public transport, and a range of public library venues, which expose participants to new or interesting buildings.
* Planning meetings are held by the SIG up to 4 times per year as required, and may include guest speakers/presenters as available.