

**MINUTES OF WAIRARAPA LIBRARY SERVICES COMMITTEE MEETING
HELD BY ONLINE ZOOM MEETING ON WEDNESDAY, 18 AUGUST 2021 AT 2.00PM**

IN ATTENDANCE: Chair Pam Colenso, Councillor Steve Cretney, Councillor Leigh Hay.

PRESENT: Glenda Seville (Community Services and Facilities Manager), Annette Beattie (Library Service Manager), Serah Pettigrew Democratic Services Officer, Sheree Dewbery (Executive Assistant to Mayor and Chief Executive)

1 KARAKIA TIMATANGA

The meeting was opened with a Karakia led by Cr Steve Cretney.

2 APOLOGIES

There was one apology received, Councillor Dale Williams
Chair Pam Colenso / Cr Steve Cretney

3 CONFLICTS OF INTERESTS DECLARATION

There were no conflicts on interest

4 PUBLIC FORUM

There was no public forum

5 CONFIRMATION OF THE MINUTES

5.1 MINUTES OF THE WAIRARAPA LIBRARY SERVICES COMMITTEE MEETING HELD ON 9 JUNE 2021

MOVED

That the Minutes of the Wairarapa Library Services Committee Meeting held on 9 June 2021 are true and correct.

Cr Leigh Hay / Cr Steve Cretney

CARRIED

NOTED

Matters raised were relating to the wording 'Wairarapa Library Service Committee" should be 'Wairarapa Library Service Joint Councils Committee."

Discussion was held on the lack of a Cash Donations Policy which has led to creating a Donations Policy for the Library Service.

Action – Annette Beattie to prepare a Draft Donations Policy and provide a copy of this to members prior to the next meeting.

6 REPORTS

6.1 WAIRARAPA LIBRARY SERVICES COMMITTEE ACTIVITY REPORT

PURPOSE

For the committee to receive the report on activities for Wairarapa Library Service (WLS).

The Library Service Manager introduced the report, then took questions.

Pop Up Careers Advisory Clinics . Discussion was held on the funding of the clinics and the attendance at these. It was noted that the workshop held in Featherston had the highest attendance and it was felt that there was a need to provide more employment seeking skills-building workshops, especially covering VV and interview skills. It was suggested that funding could be applied for through Mayors, Task Force for Jobs for SWDC and through partnering with Youth to Employment for CDC.

Featherston & Greytown Libraries as Service Centres. Cr Steve Cretney raised concerns about 2 staff working on 1130 dog registrations, which for both staff is time taken away from their normal duties in the library. Further discussion was held on different methods of payment and perhaps library staff could help in an education programme to increase digital literacy and upskilling of the public.

New Logo. The bold new logo is eye catching and reflects the 4 libraries within the WLS. It also supports both CDC and SWDC logo's by continuing with the blue colouring. Members asked if they could preview the website and facebook prior to them going live.

Action – Annette Beattie to send to Governance group the designer blurb of the new logo.

MOVED

That the Committee:

1. **Receives** the report.

Cr Leigh Hay / Cr Steve Cretney

CARRIED

6.2 OVERDUE CHARGES

PURPOSE

The Wairarapa Library Service Committee has asked for a report exploring the cessation of overdue fines across all library collections.

The Library Service Manager introduced the report, then took questions.

Over the past few years, the international trend has been to remove barriers to access, use and equity. Overdue fines are seen as such an impediment and over 600 public libraries are now fines-free. The Association of Public Library Managers has a working group focussed on NZ public libraries being overdue fines-free by 2025.

It was noted that if the 435 customers who owed fines of over \$20 (and were currently debarred from using the libraries) were welcomed back, borrowed items at an average per active customer over 12 months, they would borrow over 16,965 items, a 9% increase in overall borrowings.

The Financial Impacts. Currently WLS has a total of 3,856 customers who have not used the WLS for more than 12 months. Of these 3,184 (82%) are adults with an average overdue fine of \$1.95.

On average 23% of overdue fines charged each year are not paid. As at 30 June 2021 the total amount of overdue fines in WLS was \$11,098.50. Based on the 2020/2021 figures, the expected revenue from overdue fines for 1st July 2021 until 30 June 2022 is just over \$6,000.

The alternative to going fines-free is that WLS could incentivise a return of items. Libraries commonly use two methods:

- a. Donations – The libraries could collect a variety of items for charity (e.g. Foodbank) in return for waiving customer fines.
- b. Temporary Amnesty – WLS could provide a one time or regular amnesty for the return of items and waiving of fees. If regular, some people will simply wait for the amnesty. An Amnesty was held in 2018 and a total of \$114 in fees was waived.

A report will be presented to both CDC and SWDC next Council meeting with the below recommendations:

As the new library system is due to go live on approximately the 12th October 2021 and the removal of the overdue fees and reserve fees are an integral part of the new system a decision needs to be made prior to the end of September 2021.

MOVED

That the Committee:

1. **Receives** the report
2. **Recommends** to Carterton District Council and South Wairarapa District Council to agree to the cessation of the “Overdue Fines” from 12th October.
3. **Recommends** to Carterton District Council and South Wairarapa District Council to agree to bring forward the cessation of the “Reserve Fees” from 31st December 2021 to the 12th October 2021 to align with the “Overdue Fines” as set out in recommendation number 2.

Cr Leigh Hay / Cr Steve Cretney

CARRIED

6.3 LIBRARY MANAGEMENT SYSTEM MIGRATION COSTS SCHEDULE

PURPOSE

For the committee to receive this report on the Library Management System.

The Library Service Manager introduced the report, then took questions.

MOVED

That the Committee:

1. **Receives** the report

Chair Pam Colenso / Cr Leigh Hay

CARRIED

7 KARAKIA WHAKAMUTUNGA

The meeting was closed with a Karakia led by Cr Steve Cretney

The Meeting closed at 2:58 p.m..

Minutes confirmed:

Date:

DRAFT