

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



**MINUTES**  
**LESMURDIE COMMUNITY LIBRARY MANAGEMENT COMMITTEE**  
**2.15pm Tuesday 11 August 2020**  
**HELD AT LESMURDIE SENIOR HIGH SCHOOL-BOARDROOM**

**1.0 OFFICIAL OPENING OF MEETING**

1.1 The Presiding Member opened the Meeting at 2.15 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**

<p><b>Attendance:</b>                  Leo Surjan                  Helen Kain                  Lyn Harris                  Andre Stuyt</p> <p><b>Apologies:</b>                  Cr Geoff Stallard                  Brittany Cover</p> <p><b>Staff</b>                  Veronica Antulov</p> <p><b>Observers</b>                  Cr John Giardina</p>	<p>Acting Principal, (LSHS)                  Teacher Librarian, Lesmurdie Community Library, (LSHS)                  Manager Corporate Services, (LSHS)                  Manager Commercial and Cultural Services (City of Kalamunda)                  (Presiding Member)</p> <p>Councillor Delegate (City of Kalamunda)                  Coordinator Culture, Arts, Libraries (City of Kalamunda)</p> <p>Branch Librarian, Lesmurdie Community Library, (Minute Taker)</p> <p>Councillor (City of Kalamunda)</p>
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**3.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING /**

**4.0 BUSINESS ARISING**

Comments raised regarding discussion notes following the decision of Item 5.2 from the minutes of the last meeting held on 10<sup>th</sup> March 2020. General consensus for the notes and the minutes to be amended prior to adoption with the notes superseding the vote to read:

*Discussion followed, regarding the Memorandum of Understanding [MOU] and the arrangements under the agreement if either the Education Department or the City of Kalamunda should wish to terminate the agreement.*

4.1 That the minutes of the Lesmurdie Community Library Management Committee held on Tuesday 10 March 2020, as amended, are confirmed as a true and accurate record of the proceedings.

Moved: **Lyn Harris**  
 Seconded: **Helen Kain**  
 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."

- 4.2** Cr. Giardina asked Veronica Antulov, as the proxy Council delegate to the Committee, to be included in the distribution of all correspondence relating to LCLMC meetings.

**Action:** Minute taker to investigate.

**5.0 ITEMS FOR COMMITTEE CONSIDERATION:**

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

The Librarian's Half Yearly Report – January to June 2020 was tabled. Helen Kain and Veronica Antulov highlighted the key points. General discussion ensued. 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: **Cr. John Giardina**  
 Seconded: **Leo Surjan**  
 All agreed to accept the report:  
 Vote: **CARRIED UNANIMOUSLY (5/0)**

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

The following update tabled noting:

- LMS project commenced on 22 April 2020 and has now passed the half-way mark. SirsiDynix Symphony is scheduled to go live on Thursday 1 October 2020.
- Symphony is a web-based vendor-hosted integrated library management system. The Libraries will be running the latest version software.
- Symphony 3.7 has now been installed and tested.
- The City of Kalamunda IT Team led by Cam Jones has co-partnered with project led Susan Courtland, the *Library's eServices Specialist*, extracting existing AMLIB library data and setting up secure network connections.
- The Library Services Team have been working with the SirisDynix Project Management Team to create the Symphony test database. This has involved analysing the AMLIB database to create policy profiles to map the data across into Symphony. The test database is almost finalised.

- The new look online catalogue *Enterprise* has also been installed and is harvesting content from the test database. Customisation of *Enterprise* will commence next month.
- Another element to suite of digital services is a mobile library app. Development of the BlueCloud Mobile Library app has commenced. A SMS messaging service will also be introduced.
- Symphony training proceeded in early August and City of Kalamunda staff as well as Helen Kain and Cheryl Weatherill, Education department staff, participated in the 7 mornings of training. Due to Covid restrictions, the Training Modules were successfully delivered remotely.

**Wifi Lesmurdie Library - Update**

- 5.3 General recap and discussion on progress to date. Meeting required between IT representatives from the City of Kalamunda and the Lesmurdie High School to progress the matter to a conclusion. Andre request Helen assist to set up a meeting between Cam Jones, City of Kalamunda IT; and Brad Robinson Education Dept IT to proceed Wifi capability

**Action:** Helen Kain to setup a meeting with Brad Robinson and Cam Jones.

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

- 6.0 General discussion on the progress of the Library Services Review currently underway by the City of Kalamunda.

**7.0 DATE OF NEXT MEETING**

Tuesday 10<sup>th</sup> November 2020, 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