

## Public Libraries Working Group Meeting 20

2:00pm Monday 12 December 2022

Board Room (Level 3), State Library of Western Australia

### ATTENDEES

Nick Sloan	Chief Executive Officer – WA Local Government Association (Chair)
Susie Moir	Policy Manager - Resilient Communities – WA Local Government Association
Catherine Clark	Chief Executive Officer & State Librarian – SLWA
Nina Hewson	Acting Director Local Government Policy and Engagement - Department of Local Government, Sport and Cultural Industries
Jenny Archibald	Member – Library Board of Western Australia
Caroline Jones	Public Libraries WA
John Dixon	Director Digital Transformation and Strategy – Office of Digital Government
Jude Thomas	Local Government Professionals (WA)
Rob Leicester	Manager Core Programs Industry and Economic Development - Department of Primary Industries and Regional Development
Cr. Marie O’Dea	Elected Member – Shire of Plantagenet
Steve McQuade	Steve McQuade – Executive Officer - State Library of Western Australia

### MINUTES

#### 1. Welcome

NS opens the meeting at 2:02 and welcomes everyone, last meeting of 2022.

#### 2. Minutes of previous meeting for endorsement

- NS reminds attendees to provide feedback about the terms of reference to SMC by 10 February 2023.
- JA asks for clarifications about the “calendar year or financial year” meaning from the meeting minutes on 10 October 2022. CC clarifies the meaning.

#### **RESOLUTION:**

The draft Minutes of the meeting on 10 October 2022 were endorsed unchanged.

#### **Action**

- Provide feedback to SMC on terms of reference by 10<sup>th</sup> February 2023 as due date.

### 3. Actions

Deferred.

### 4. Strategic Matters

#### 4.1/4.2 PLWA/WALGA Feedback – Public Library Strategy – Year 1 Implementation Plan

- SM provides a summary of the feedback regarding the implementation plan, has heard back from 11 Local Governments. Appendix B is a revised implementation plan that was developed based on feedback obtained by both PLWA and WALGA.
- MO asks about how many of the Local Governments that provided feedback were regional as plan may be metro centric. SM suggests in the future having actions for metro libraries and separate actions for regional libraries. NS agrees that further consultation as we progress through the implementation of the strategy will be valuable.
- NS proposed working through the actions listed under each pillar in Appendix B by exception. All in attendance agreed with that approach.
- JT suggests a change for 1.2 “deliver session at conference”, change to “deliver a professional development opportunity” as they don’t have full control over the program. SMC suggested amalgamating the two actions relating to conference presentation into a single action with joint responsibility. NS agrees with these changes.
- CC raises concern on the last dot point of 2.1 & 2.2 “staff resources and training to support digital literacy outcomes”. While this is something we aspire to, our ability to achieve that may not be within our control. Need to manage expectations on what could be achieved. NS noted that we need to make it clear that there’s no commitment here, this is about understanding what the resource implications may be.
- MO asks if we took any learnings from the Service WA app when wi-fi and staff resources in CRCs were limited so lots of training is needed for staff. SMC says the aim of the project is to set up libraries and CRCs with purpose-built training packages that can be offered direct to community to better cope with these issues. Training staff can be problematic due to the high levels of staff turnover in the regions.
- CC asks SMC if he can compile some information from the Service WA grants SLWA offered and to bring the information to the next meeting.
- JD suggested looking into a new WACOSS project funded through LotteryWest as it addresses similar issues to the digital inclusion action from the Implementation Plan. WACOSS are delivering training to frontline officers to support clients. It would be worth looking into how they trained front line staff. SMC asked if JD could share contacts from WACOSS.
- JT suggests keeping a list of grant funding opportunities available to public libraries.
- CJ suggests that, before too much time and effort goes into a skills development package for library staff, to first determine if these skills are already in existence within the community or if there is a skills gap.
- NS asks if there’s any changes wanted for pillar 3, all in attendance happy with it.

- NH asks regarding pillar 3.1 around establishing a google group if there's a means to share that to those who don't work within the public library / Local Government sector. Would there be a broader mechanism to share that information or for others to have the opportunity to contribute. SM says it would be up for this group to decide as there could be multiple groups. One for just Local Government for example and another for both Local Governments and relevant stakeholders.
- JT noted that regarding the actions we would need to do more work in new year to enable those delivering actions under the implementation plan to measure success and determine what success looks like for their action.
- NS asks if we're happy to endorse the implementation plan, all in attendance agree.
- NS says that around governance and allocated responsibilities against each one of the actions we need to consider what the framework looks like for monitoring progress and understanding resource implications associated with some of them. NS asks SMC to provide input.
- SMC highlights 2 options for approving projects. 1: The project leads send a project brief to this group for sign off before going to develop a more detailed project plan to guide them on delivery. 2: Being provided a more detailed project plan upfront. Asks what we as a group want to see. NS says it's a matter of coming up with the framework to support and a mechanism to report to the group.
- CC says we don't necessarily need a detailed project plan for every project. However, there are some that might benefit from documentation. CC raises concerns about staffing resourcing, other costs and how we're evaluating whether we've achieved it or not. NS agrees that we don't necessarily need a detailed brief however each action having an overarching brief would be helpful. Just a reporting template to go back into the group. SMC happy to create a reporting template.
- JT offers to provide group with a draft template.

#### **Action**

- **SMC to recirculate project briefs and create a reporting template.**
- **Those with responsibility for leading a project, to send a completed project brief to SMC by 10 February 2023.**
- **SMC to compile information from Service WA grants to bring to the next meeting.**

#### **5. Standing Items**

- No standing items

## **6. Other Business**

### **6.1 PLWA Representative**

- CJ announces that they are stepping down off executive committee. Waiting on further advice for who will be replacing CJ in her role in PLWA working group. NS acknowledges CJs contributions to the group and thanks her on behalf of the group.

### **6.2**

- JD discusses that he gave a presentation around governments approach to digital inclusion. The minister will be announcing the governments position this Friday. Invites members to attend the announcement.

## **7. Key Messages to Stakeholders**

- NS asks what the messaging is or signalling that we want to send out. A discussion between NS and CC about providing a media statement for the minister to present took place. Once further work is done this will be made public. NS suggests leaving messaging up to CC and SMC to write up.

## **8. Next Meeting date**

- NS discusses the meeting dates for next year and mentions a transition of chair to the meetings. A discussion about scheduling far in advance or figuring it out after each meeting takes place between attendees. The consensus was to schedule 4 quarterly meetings with the option to add more if necessary. which all agree with.
- **SMC to circulate meeting dates for 2023**

## **9. The meeting closed at 3:06 pm.**