



LIBRARY BOARD OF QUEENSLAND

Public Libraries Advisory Group

Terms of Reference

Approved by resolution of the Library Board of Queensland. **RES/2020/09**

TABLE OF CONTENTS

1. PURPOSE	3
2. MEMBERSHIP	3
2.1 Recruitment of PLAG members.....	4
2.2 Observers	4
3. QUORUM	4
4. FREQUENCY OF MEETINGS	4
5. PROCEDURES.....	4
5.1 Agendas.....	4
5.2 Minutes	5
5.3 Other attendees at the PLAG meetings.....	5
5.4 Reporting to Board meetings.....	5
5.5 Sign-off of Minutes	5
5.6 Expenses	5
5.7 Secretariat.....	5
5.8 Induction of New Members.....	6

1. PURPOSE

The Public Libraries Advisory Group (PLAG) is a conduit between public libraries and local government and the Library Board of Queensland (Library Board) on issues affecting public libraries and State Library of Queensland's (State Library) services to public libraries. The role of the PLAG is to advise the Library Board regarding the development of the State Library's services and programs to Queensland public libraries. It does not undertake the functions of the Board.

The objectives of the PLAG are:

- to provide advice to the Library Board on policy and strategy matters concerning public libraries
- to represent the views of public librarians, local government and relevant stakeholders to the Library Board through community engagement processes.

The Library Board will define priority projects for PLAG as needed. Projects will be of significant strategic importance to Queensland public libraries and local governments.

2. MEMBERSHIP

The membership of the PLAG consists of the following:

- At least one member of the Library Board, one of whom shall be the Chairperson
- President of the Queensland Public Libraries Association, or their nominee
- One elected local government member
- One local government Chief Executive Officer
- General Manager - Advocacy, Local Government Association of Queensland, or their nominee
- The State Librarian and Chief Executive Officer or their nominee
- The Executive Director, Public Libraries and Engagement (EDPLE)
- Manager Library Services, Brisbane City Council
- One other public library manager.

Other stakeholders may be recruited as advisors at the Board's discretion to provide expertise in addressing specific issues and for a length of time nominated by the Board.

Representation of a single local government by more than one member should be avoided. Public library and local government representation will be balanced between large and small, metropolitan and regional, and north, south, central, south east and western Queensland.

Each member will take responsibility for communications with the constituency they represent, both gathering of the constituency's views and reporting back on the results of PLAG deliberations.

The PLAG shall consist of a maximum of 10 members, excluding advisors.

Members shall ordinarily be appointed for a three-year period and are eligible for reappointment by the Library Board. Members are able to nominate proxies to take their place if they are unable to attend meetings. Membership ceases at the expiry of the three-year appointment, unless otherwise approved by the Library Board. Where possible, membership of PLAG will be renewed on a schedule so that at least half of the PLAG will have at least one year's experience on the PLAG.

2.1 Recruitment of PLAG members

The Library Board's recruitment of PLAG members will be a transparent process based on the following components.

The Library Board will decide whether a second Library Board member, other than the Chairperson, will sit on PLAG.

The local government representatives and public library managers will be recruited by invitation of the Library Board with a view to maintaining the balance of the PLAG for location and local government and library size. Advice will be sought from the Local Government Association of Queensland on local government representation.

The remaining PLAG membership will be composed of those occupying the various positions designated in the membership composition in Section 2, or their nominees.

2.2 Observers

Appropriate institutions and individuals will be invited to nominate a representative as an observer of the PLAG. The State Librarian and Chief Executive Officer will invite these nominees to participate on the PLAG.

Observers will be welcome to speak with and make presentations to the PLAG but will not be members of the PLAG.

3. QUORUM

A quorum for the PLAG is a majority of members.

4. FREQUENCY OF MEETINGS

The PLAG will meet in response to requests from the Library Board for advice. A minimum of two meetings per annum (financial year cycle) will be held.

A report will be submitted to the next scheduled meeting of the Library Board for information.

5. PROCEDURES

5.1 Agendas

An agenda is to be prepared for meetings with relevant issue papers attached and circulated to members, preferably at least ten working days prior to meetings. Matters are considered and decided in accordance with the agenda.

Matters to be dealt with urgently may be documented in flying minutes circulated to PLAG members as required.

5.2 Minutes

Minutes of the meeting should be forwarded to members within ten working days after the meeting.

The minutes must clearly identify responsibilities and timelines for action items. Minutes of the preceding meeting must be confirmed at each meeting, which includes a review of the action items outstanding.

A master copy of the minutes of the meeting must be maintained by the officer responsible for the secretariat function and must contain supporting reports and submissions, etc.

5.3 Other attendees at the PLAG meetings

The Chairperson of the PLAG may invite any State Library employee or other person/s to attend any meeting of the PLAG as required, to assist with the achievement of the PLAG's role and responsibilities, but as observers only.

5.4 Reporting to Board meetings

The PLAG must report to the next Library Board meeting on the key issues emerging from its meeting, and specifically make recommendations to the Board on any matters requiring the decision by the Library Board. Reports to Board meetings should be brief and be distributed in advance to the Library Board along with other agenda papers.

5.5 Sign-off of Minutes

The minutes of all PLAG meetings shall be signed by the Chairperson once confirmed and stored (along with agenda papers) on a records file.

5.5 Self-assessment

The PLAG will conduct a biennial self-assessment process to appraise:

- the performance of PLAG against these Terms of Reference
- the continuing relevance of the Terms of Reference
- the effectiveness of the group in terms of outcomes
- the effectiveness of governance and administrative processes.

5.6 Expenses

No fees are payable to members sitting on the PLAG.

The PLAG members are entitled to receive reimbursement for all reasonable expenses associated with meeting attendance, including traveling, accommodation, parking or other expenses. All expenses must be supported by documentary evidence of the expenditure.

5.7 Secretariat

Secretarial support to the PLAG will be provided by a State Library officer, including:

- preparation of meeting agendas including receipt of items from members and obtaining approval of the Chairperson
- distribution of the agenda and the PLAG papers to members
- arrangement of attendance of professional advisers or other visitors to meetings as required
- recording and distribution of meeting minutes to members

- preparation of meeting reports for the Library Board.

5.8 Induction of New Members

As a form of induction, it is the responsibility of the EDPLE to provide new members, prior to their first meeting, with a copy of:

- the Terms of Reference (if not supplied with the appointment letter)
- the minutes of the last three meetings of the PLAG.

The EDPLE will brief the new members on issues under consideration and the administrative context in which PLAG operates.