

BAYSIDE MEN'S SHED GROUP Inc

MINUTES OF COMMITTEE MEETING

0830 on 9 August 2022
Shed Meeting Room

| Subject | Discussion | Action |
|-------------------------------------|---|---|
| Present: | <p>John McCarthy (JMcc) – <i>President</i> John McMahon (JMcm) – <i>Vice President</i> David Hill (DH) – <i>Secretary</i> Peter Keenan (PK) – <i>Treasurer</i> Alan Holliday (AH), Don McDonald (DMcd), Paul Crompton (PC), Charlie Rosa (CR), Ian McLennan (IMcl), Rob Carseldine (RC), Anthony Mason (AM) John Flint (JF)</p> | Noted |
| Apologies: | David Wells(DW), John Knight (JK) | Noted. |
| Minutes of Previous Meeting: | <p>The Minutes of the Previous Meeting which had been issued to Committee prior to meeting were tabled "As-Read".</p> <p>It was proposed that the minutes were a true and correct record of the proceedings of the previous meeting. Moved by CR and Seconded by DMcd</p> <p>Matters arising from previous meeting:</p> <p>1. Update on Wells Rd building and Bonanza Rd building leases:</p> <ul style="list-style-type: none"> • BCC council meeting (28 June) approved our request for peppercorn rent. Now await finalisation of both building leases. • Regular cleaning has been arranged for Wells Rd building (on Tue and Thur afternoons). Bonanza Rd cleaning will no longer cover old kitchen and old office. • Wells Rd bldg completion work being scheduled by BCC. Door Locks are the priority. • Bonanza Rd Bldg back door lock and emergency double door releases are priority. • Wells Rd kitchen stove now has power. • Floor mat to be sourced for the Wells Rd foyer. | <p style="text-align: center;">Noted.</p> <p style="text-align: center;">Motion Carried</p> <p style="text-align: center;">Noted</p> |

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| <p>Finance, Facilities, Equipment, Projects, Social, Quiet Activities & Safety Sub- Comms:</p> | <p>Reports were provided by Sub Committees conveners for the period since previous meeting.</p> <p>Matters arising:</p> <p>1. Finance:</p> <ul style="list-style-type: none"> • Details of financial activity over past period tabled. • Proposed that Committee approve the reimbursements for the past period. <p>Moved by RC Seconded by JMCM.</p> <ul style="list-style-type: none"> • Proposed <i>Indicative Financial Plan for 2022/23</i> (as update) was tabled for general discussion by the Committee. Improvements suggested: include 'Funds Committed' on the Debit side, and, include 'Grants' column to both 'Received' and 'Expended' sections. Re-submit at next Committee meeting. • Proposed that BMS obtain a DEBIT CARD facility on our Bendigo Bank account. The proposed Debit Card would be strictly for transactions that can only be made with a 'Card'. An example is BMS internet service with BELONG. In past this has been paid by members credit cards – which is not a reasonable imposition on members. <p>The proposed Debit Card will be on a second bank account shielding the main Shed account. Treasurer & Assist. Treasurer as signatories will monitor minimum funds in account to match the planned purchases. The proposed DEBIT Card can only take transaction to maximum amount in the (second) bank account. Therefore, no debt can be randomly 'run up'. BMS policy is that any Shed expenses must be submitted on the proper form with the relevant receipts.</p> <p>Moved by JMCC Seconded by JMCM.</p> | <p>See Attached.</p> <p>Motion Carried</p> <p>Noted</p> <p>Motion Carried</p> |
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| <p>Finance, Facilities, Equipment, Projects, Social, Quiet Activities & Safety Sub- Comms (cont):</p> | <p>2. Social :</p> <ul style="list-style-type: none"> • Prompted by the success of our last Guest Speaker & BBQ, more members have offered to be Guest Speakers on topics that they are knowledge. • In response to a question: the cost of “Pie Days” is slightly higher than a standard BBQ. It was noted that BBQ are creeping up with more exotic sausages and that we need to revert to more simple fare to reduce costs. • It was proposed we charge a nominal fee for BBQ / Pie days. This was defeated ‘by the voices’ on basis that the community spirit generated at these events is the reason our Shed exists. • It was agreed that BBQ would typically be during fine weather and Pie Days in the cold periods. <p>3. Quiet Activities:</p> <ul style="list-style-type: none"> • Proposal for a “Wells Rd Opening Event” :- SEE NEW BUSINESS. • Refurbishment of Wells Rd bldg Library benches and shelving to be led by DMcD. <p>4. Safety :</p> <ul style="list-style-type: none"> • Fire Extinguishers in both buildings were inspected on 8 August. • ‘Safe Work Practices’ signage have been installed adjacent to equipment in Workshop. • From 1st September it is mandatory for all people entering Bonanza rd Workshop to wear Safety Eye Protection. On 1st December it will become mandatory to wear Safety Ear Protection in Bonanza rd building WHILE USING EQUIPMENT. Committee members agreed they will fully comply. • NON COMPLIANCE with wearing the mandated safety gear means person concerned cannot enter Workshop. • Shed Safety Systems need to be documented. Check VMSA and AMSA for examples. <p>Sub Committee Reports accepted: Moved by JMcC. Seconded by AM.</p> | <p>Noted</p> <p>Noted</p> <p>Noted Noted</p> <p>Noted Noted</p> <p>Noted Noted</p> <p>Noted Noted</p> <p>Noted</p> <p>Motion Carried</p> |
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| New Business: | <p>1. 2022 Shed Xmas Lunch : It was proposed that luncheon be arranged for day early in December at the same venue and with similar menu as last year. Payment will revert to usual member co-funding ratio as in 2019 (50% of approx. \$70). DMcD to follow up with arrangements Moved by JMcc Seconded by PK</p> <p>2. Proposal for a "Wells Rd Building Opening Event" -</p> <ul style="list-style-type: none"> • Separate small team to organise. JMcc to lead with RC and DH support. • Talk to Brighton Shed for their experience/guidance. • Program with an estimate of costs to be prepared. • Due to Bonanza Rd Water pipeline work, target early in November after Melbourne Cup. <p>Moved by AH. Seconded by IMcL.</p> <p>3. Workshop Materials shortages :</p> <ul style="list-style-type: none"> • Engineered Flooring to be sought from supplier. • Large plywood sheets to be sought (from Zenith). <p>4. Members seeking purposeful Projects:</p> <ul style="list-style-type: none"> • The annual festival in Beaumaris in October-ish needs table of our goods. We need GOOD QUALITY (!!) items. Toys for 'kids' always needed. Suggestions are Dolls House, Cars, trucks, rustic artwork. Coordination will be by DMcD. <p>5. Bunnings Sausage Sizzle Fundraiser:</p> <ul style="list-style-type: none"> • Secretary confirmed that we are in the current ballot for weekend slot. • Have also enquired about potential of a Friday slot (more frequent?). <p>6. Cash Box Security</p> <ul style="list-style-type: none"> • Needs to be cleared regularly and funds locked away. • At END of each day the Session Leader to clear into envelope leaving \$15 float. | <p>Action DMcD</p> <p>Motion Carried</p> <p>Motion Carried</p> <p>Action by Secretary</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> |
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| Meeting Closed. | Meeting closed at 1100 | |
| Next Meeting: | Tuesday 4 October 2022 | Action Secretary |

TREASURER'S REPORT**8/8/2022****Peter Keenan****Movement in bank account:**

| | |
|-----------------------|----------|
| Bank balance 1/5/2022 | \$16,283 |
| Receipt | \$4,455 |
| Payments | -\$2,773 |
| Bank balance 7/8/2022 | \$17,965 |

Bank Account Payments from 1/5/2022 to 7/8/2022:

| Date | Amount | Description |
|------------|-----------|--|
| 1/05/2022 | -\$0.20 | TRANSACTION FEES CHARGED TRANSACTION FEES CHARGED 04/22 |
| 2/05/2022 | -\$20.00 | PAY ANYONE ANZ008961367Chair Salvos 0177448767R & J Cars |
| 2/05/2022 | -\$31.50 | PAY ANYONE ANZ297604752Inv 10683 0177448655Ace Saw Se |
| 9/05/2022 | -\$58.00 | PAY ANYONE WBC551117 Refreshments 0177561113John Knigh |
| 9/05/2022 | -\$86.46 | PAY ANYONE WBC551117 Cutlery & refreshm 0177561100John Knigh |
| 16/05/2022 | -\$180.28 | PAY ANYONE ANZ593829403Consumables 0177627575Don McDona |
| 16/05/2022 | -\$28.30 | PAY ANYONE WBC115062 Job 2022/16 0177627272David Well |
| 16/05/2022 | -\$46.85 | PAY ANYONE WBC115062 Job 2021/22 0177627252David Well |
| 17/05/2022 | -\$127.73 | PAY ANYONE CUS00010514 Bags for dust extr 0177578353Luciano Ro |
| 26/05/2022 | -\$23.54 | PAY ANYONE WBC155633 First aid dressing 0177724428Hary Hakma |
| 26/05/2022 | -\$289.13 | PAY ANYONE CBA10015572 Dust ext. Carbatec 0177724607DJ & HA Hi |
| 26/05/2022 | -\$31.96 | PAY ANYONE ANZ008961367Playing cards 0177724332R & J Cars |
| 26/05/2022 | -\$40.00 | PAY ANYONE WBC551117 Carpet bowls set 0177724350John Knigh |
| 26/05/2022 | -\$75.75 | PAY ANYONE WBC551117 Refreshments 12May 0177724382John Knigh |
| 26/05/2022 | -\$19.95 | PAY ANYONE WBC553727 Photocopy paper 0177724364Peter Keen |
| 26/05/2022 | -\$64.00 | PAY ANYONE CUS00010514 Darts & PT access. 0177724316Luciano Ro |
| 26/05/2022 | -\$10.17 | PAY ANYONE ANZ297604752Inv 11422 0177724285Ace Saw Se |
| 9/06/2022 | -\$9.99 | PAY ANYONE CBA10005418 Socket plug ext 0177862687Alan Holli |
| 9/06/2022 | -\$16.94 | PAY ANYONE WBC551117 Sanding belt 0177862630John Knigh |
| 9/06/2022 | -\$25.00 | PAY ANYONE CUS00010514 Pool table accesso 0177862519Luciano Ro |
| 9/06/2022 | -\$52.44 | PAY ANYONE ANZ008961367Cards mat & refres 0177862254R & J Cars |
| 9/06/2022 | -\$42.35 | PAY ANYONE WBC553727 Refreshments 0177862212Peter Keen |
| 18/06/2022 | -\$9.99 | PAY ANYONE CBA10578640 Socket plug extens 0177897699Alan Holli |
| 18/06/2022 | -\$84.98 | PAY ANYONE BBL112719638Kleenex sheets 0177897540P I CROMPT |
| 18/06/2022 | -\$121.14 | PAY ANYONE BBL112719638Refreshments 1 0177897492P I CROMPT |
| 18/06/2022 | -\$62.01 | PAY ANYONE ANZ297604752Inv 11938 0177897465Ace Saw Se |
| 29/06/2022 | -\$16.96 | PAY ANYONE CUS00010514 Nails & sanding pa 0178046779Luciano Ro |
| 5/07/2022 | -\$9.59 | PAY ANYONE CUS00010514 Velcro pad 0178099642Luciano Ro |
| 13/07/2022 | -\$44.10 | PAY ANYONE BBL112719638Refresh 070722 0178170983P I CROMPT |
| 13/07/2022 | -\$75.00 | PAY ANYONE BBL112719638Refresh 230622 0178170969P I CROMPT |
| 14/07/2022 | -\$25.00 | PAY ANYONE WBC553727 BelongWiFi for BMS 0178194749Peter Keen |
| 20/07/2022 | -\$30.04 | PAY ANYONE BBL112719638Fruit cake on 13/7 0178239129P I CROMPT |
| 20/07/2022 | -\$115.85 | PAY ANYONE CUS00010514 Glue, etc on 13/7 0178239121Luciano Ro |
| 20/07/2022 | -\$21.60 | PAY ANYONE ANZ297604752Inv 12454 of 5/7 0178239024Ace Saw Se |
| 25/07/2022 | -\$10.80 | PAY ANYONE ANZ297604752Inv 00012581 0178290880Ace Saw Se |
| 25/07/2022 | -\$66.20 | PAY ANYONE ANZ593829403Consumables Jun22 0178290434Don McDona |

| | | |
|--------------|-------------------|---|
| 25/07/2022 | -\$14.50 | PAY ANYONE BBL112719638Sugar-batteries 0178290104P I CROMPT |
| 25/07/2022 | -\$44.27 | PAY ANYONE CUS00010514 VBelts & knob 0178290063Luciano Ro |
| 26/07/2022 | -\$150.00 | PAY ANYONE CUA10497884 Belong 6 mnths 0178299493Kelvin Pow |
| 1/08/2022 | -\$55.00 | PAY ANYONE BBL144688181INV-0677 Membershi 0178352724Victorian |
| 5/08/2022 | -\$238.80 | PAY ANYONE NAB515270587Pies for meeting 0178400376Jim Scott |
| 5/08/2022 | -\$253.13 | PAY ANYONE CBA10578640 Cables & bell 0178400356Alan Holli |
| 5/08/2022 | -\$43.56 | PAY ANYONE BBL112719638Refreshments 0178400348P I CROMPT |
| Total | \$2,773.06 | |

Financial Statement – Funds Received and Expended – years ended 30 June 2021 and 30 June 2022:

| | 2020/21 | 2021/22 |
|--|----------------|----------------|
| | \$ | \$ |
| Opening Bank Balance – 1 July | 10,743 | 25,046 |
| Funds received: | | |
| Grants received for asset purchases | 10,920 | 1,500 |
| Donations for jobs | 3,140 | 3,915 |
| Weekly attendance fees | 2,920 | 5,251 |
| Member subscriptions/for insurance | 2,076 | 2,476 |
| Sale of tools and other items | 663 | 340 |
| Trade debtors | 600 | - |
| Joining Fee | 105 | 90 |
| Apron/clothing sales | 0 | 75 |
| Events income - Christmas lunch (gross) | 0 | 1,280 |
| Donations - philanthropic | 0 | 30 |
| Sale of surplus machinery | 0 | 50 |
| Fundraising receipts (net from Raffle) | | 359 |
| Total received | 20,424 | 15,366 |
| Funds Expended: | | |
| Insurance costs | (1,299) | -1,624 |
| Refreshments & sustenance (members) | (1,099) | -2,046 |
| Timber & materials for jobs | (1,019) | -47 |
| Office Expenses | (731) | -122 |
| Machinery and Tools Repairs | -647 | -408 |
| Machinery & Tools <\$500 | -373 | -1,195 |
| Internet services | (300) | -373 |
| Grant exp-Council Covid grant | (239) | 0 |
| Grant refunded-Council Covid grant | 0 | -1,331 |
| Trade creditors | (219) | 0 |
| General Expenses | (83) | -380 |
| Workshop consumables | (57) | -1,083 |
| VMSA subscription | (55) | -55 |
| Tools >\$500 | 0 | 0 |
| Machinery and Equipment (Bonanza) | 0 | -6,042 |
| Office Equipment and Furniture (Bonanza) | 0 | 0 |
| Events - outgoings (e.g., Christmas lunch, BBQs) | 0 | -3,608 |
| AMSA subscription | 0 | 0 |

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| Furn & Equip (Wells Rd) | 0 | -4,548 |
| Building services outgoings | | 0 |
| Wells Road activities | | -187 |
| Moving & relocation costs | | -21 |
| Total expended | -6,121 | -23,070 |
| Net increase/decrease in cash for the period | 14,303 | -7,704 |
| Closing Bank Balance - 30 June | 25,046 | 17,342 |

Shed Annual Budget development:

Report to committee to be delivered by John Flint and David Hill.

Donated furniture etc. (donations in kind):

Details of furniture donated to BMS in recent months need to be included in the published financial statements to give the full picture. This is an Accounting Standard for not-for-profit entities. But it also holds good for insurance purposes and to show the value of community and business support for our organisation. Also, a “thank you” to the donor made in our financial statements is a courtesy and a gesture of goodwill.

In determining the value of the donation we need to arrive at a “fair value”, as that phrase is defined in tax legislation and accounting standards. Put simply (?) the objective of “fair value” measurement is to “estimate the price at which an orderly transaction to sell the asset would take place between market participants at the measurement date under current market conditions.” I suggest that the tasks of valuing the assets and completing the chart rest with the President and Secretary.

The assets in the partly-completed chart below fall into this category. I have assumed that clear title in these assets has transferred to BMS, by which I mean that no other organisation has a claim on them.

| Description | Date acquired | Donor | “Fair value” \$ |
|----------------------------|---------------|-------|--------------------|
| Boardroom table and chairs | | | |
| Billiard table | | | |
| Lounge couches and chairs | | | |
| Chess table and chairs | | | |
| | | | |



Secretary BaysideMen'sShed <secretary.baysidemensshed@gmail.com>

Entertainment co report

1 message

Anthony Mason <ajmason53@gmail.com>

8 August 2022 at 13:03

To: Secretary BaysideMen'sShed <secretary.baysidemensshed@gmail.com>

Thirty people attended a talk by Anthony Mason on Thursday July 28th. Food in the form of pies from Ivan's bakery in Braeside were appreciated.

Cost was approximately \$10 per head.

We hope to encourage further members to present on a topic of their choice.

Should we also consider a nominal fee of \$5 to attend these events?

Tony Mason

Sent from my iPad



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Sent from my iPad

Equipment Sub Committee Report 9/8/22

From.. Charlie Rosa Convener

Don McDonald, John Parkinson, Allan Holliday, Jeff Dickens

Since our last committee meeting we have accepted delivery of our last piece of equipment namely a vertical oscillating sander. This item was the last piece of equipment which was part of our grant.

The next step in the process will be to re-arrange some items of equipment in the machinery room to best accomodate our new machinery.

I am disappointed to report that our jointer is no longer leaving a perfect mirror finish as it did when new as a result of some blade damage. Nobody has come forward to own the damage. I have reinforced with members that extreme care should be used when using jointer including checking for any foreign material which may cause damage.

I remind all shed leaders that until members have gained experience on jointer that they should be supervised.

Three drive belts were replaced on large table saw when existing belts noticed to be in poor condition.

We do not have room now for any more larger pieces of equipment and I have included our current wish list for information.

TOOL WISH LIST

This list is in no particular order.

1. Benchtop Morticer.....\$500
2. Tool Sharpening System.....up to \$1250
3. Ryobi Trim Router.....\$200
4. Large Scroll Saw.....\$1000

Charlie Rosa

Quiet Activities Sub-Committee Report

9 August 2022

Convener: Rob Carseldine

Members: David Hill, David Merrick

Activity :

| Item : | Topic: | Discussion : | Status and/or Action: |
|---------------|---------------------------|--|---|
| 1 | Television Set | Large TV is being used for entertainment and instruction in conjunction with the Mobile Network Internet access device. It would be useful to have an antenna installed and wired to the TV for viewing broadcast TV. | No further action required. Have an antenna installed. |
| 2 | Dart Board | The dart board is being used frequently, most Wednesday afternoons and at other times for informal games or practice. | No further action required. |
| 3 | Billiard Table | The three-quarter-size billiard table and related equipment donated by Bayside Council is very popular and a great success. Further donations and acquisitions of Pool Ball sets, Cues and other equipment, much of it obtained by Charlie Rosa, have complemented the table. | No further action required. |
| 4 | Table Tennis Table | An opportunity to acquire a table tennis table has been declined following installation of the pool table. | No further action required. |
| 5 | Card Tables | Three donated folding card tables have been acquired; one has been re-covered by David Wells. Cloth covers have been made for the tables and packs of cards have been purchased. One table has been used on Mondays for 500 over several weeks. Numbers attending on Monday afternoons vary and one afternoon was abandoned due to only two members attending. | No further action required. See action proposed in item 6. |

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| 6 | Quiet Activities in the Wells Shed | <p>Routine daily use of the Wells Shed for signing in/out, morning teas and weekly lunches has been very successful. It is also used informally for social interaction, TV viewing (entertainment and instructional) and for formal presentations. The 28 July presentation by Dr Tony Mason was attended by about thirty members.</p> <p>The Wednesday – Gamesday events have proven popular with pool, darts and carpet bowls and the occasional game of cards and chess. Attendance each week varies with an average of about eight or nine members present. Charlie Rosa has provided valuable leadership for this event. The Monday 500 Cards afternoon has been less well attended, though thoroughly enjoyed by the participants.</p> <p>Aside from these activities the Wells Shed facility is somewhat under-utilised. Some thought is needed on additional regular or periodic activities that support the Shed’s objectives, <i>to improve men’s health, well-being and social inclusion.</i></p> | <p>Continue regular Wednesday – Gamesday and Monday cards afternoons. QA Convenor to attempt to stimulate members’ interest in the Monday afternoon cards activities.</p> <p>QA Sub-committee to consider and recommend additional activities to better utilise the Wells Shed facility.</p> |
| 7 | Wells Shed Duty Officer Roster | <p>Sub-committee members continue to recruit Duty Officers to fill eleven scheduled shifts per week. New rosters are prepared on a four-weekly cycle and are circulated to rostered members and posted on the notice board. Some find the rostering process unfair to members who attend the shed on just one day weekly and have to give up a large part of their one day at the Shed.</p> <p>The Wells Shed door bell system (Item 7) is eagerly awaited so that the shift roster may be substantially reduced to ease the burden of duty shifts. With the door bell operational only one duty officer shift from 8:30am to after morning tea is expected to be needed.</p> | <p>QA Convenor to try to reduce or avoid rostering of members who attend only one day weekly.</p> <p>Once door bell has been installed QA Convenor to revise duty officer rostering.</p> |
| 8 | Wells Shed Door Bell | <p>Some very good work has been done to acquire, modify and install internal door locks and a door bell to allow the Wells Shed to be secured with no member(s) present. The wireless door bell with alarm sounding in the Bonanza Shed proved unreliable. Consequently a decision has been made to install a cable between the two buildings and work on this is proceeding. It would be very helpful to have Council implement key entry to the Wells Shed rear door ASAP. The current lock with no key will make access to the Wells Shed inconvenient once the door bell system is operational.</p> | <p>Cable connection to be installed between Wells and Bonanza Sheds and door bell system made operational.</p> <p>Facilities SC is asked to address rear door keyless lock issue.</p> |

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| 9 | Formal Opening of Wells Shed | Action has been deferred pending completion of some essential work on building facilities. Organisation of a formal opening will need some lead time, potentially including applying for an Event Grant from Bayside Council. The planning and management of this event exceeds the scope of the Quiet Activities Sub-Committee and a dedicated project team is recommended. | Recommended that Committee convene a separate project team to organise this event. |
| 10 | Library | Work has commenced by the Facilities Sub-committee on renovating the Wells Shed library room. This work needs to be completed and book shelves made or acquired to enable storage of books and equipment. Some locks may be needed on the fixed cupboards for secure storage. Pending completion of this work the bulk of the library books etc remain in the Bonanza Shed or stored in the office and store room. | Further action is pending completion of work needed in the Wells Shed library room. |
| 11 | Computers, Internet and Modern Technology | Facilities for use of Shed computers need to be established in Wells Shed. Opportunities for education of members in modern technology need to be considered further as part of the quiet activities. There has been no action on this item since the May Committee meeting due to work on the Library renovation and other priorities. | QASC to take action as time and priorities permit following Library renovation. |