

Casey Cardinia Libraries

Board Meeting – Wednesday 7 March

Minutes

Cardinia Shire Offices
Siding Avenue Officer, Council Chambers

Meeting started at 5.35pm

1. Present

Board Members:

*Jenny Scicluna (Cardinia Shire), Colette McMahon-Hoskinson (City of Casey),
Ms. Sally Curtain (City of Casey), Cr. Wayne Smith (City of Casey),
Cr. Damien Rosario (City of Casey) – arrived at 5.50pm*

Library Officers:

*Chris Buckingham, Daniel Lewis, Beth Luppino, Marjorie Crompton, Melissa Martin,
Melinda Rogers (Secretariat).*

2. Apologies

Board Members:

Cr. Jodie Owen (Cardinia Shire), Cr. Ray Brown (Cardinia Shire)

**3. Confirmation of the Minutes of The Casey-Cardinia Library Corporation
(CCL) Ordinary Board Meeting held on 22 November 2017.**

*It was resolved that the minutes of the Board Meeting held on 22 November 2017
CCL be approved and adopted.*

Moved Jenny Scicluna

Seconded Sally Curtain

4. Declaration of Conflicts of Interest

Nil

5. Strategy

CC01/2018	Marketing Action Plan
CC02/2018	Outreach Action Plan
CC03/2018	Draft Budget 2018-19

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MINUTE 01

It was resolved that the Reports as listed below be moved in block and the recommendations be adopted and that the Reports as listed below be withdrawn for further discussion.

Moved Jenny Scicluna

Seconded Sally Curtain

RECOMMENDATION ADOPTED	WITHDRAWN (DEFERRED) FOR FURTHER DISCUSSION
Strategy CC03/2018 Draft Budget 2018-19 Officers' Reports CC06/2018 Information Technology CC07/2018 People and Culture General Business CC10/2018 SWIFT Business Manager CC11/2018 MoU Between CCL and Federation University	Strategy CC01/2018 Marketing Action Plan CC02/2018 Outreach Action Plan Officers' Reports CC04/2018 Finance CC05/2018 Buildings and Facilities CC08/2018 Operations CC09/2018 Customer Experience General Business CC12/2018 Board Visits to Libraries

STRATEGY

CC01/2018 MARKETING ACTION PLAN

Report prepared by Beth Luppino and Erin Commerford

Purpose

To present to the Board CCL Marketing Action Plan 2018.

RECOMMENDATIONS

1. That the Board note the Marketing Action Plan Report

MINUTE 02

It was resolved that:

1. The Board note the Marketing Action Plan report.

Moved Jenny Scicluna

Seconded Sally Curtain

Carried

CC02/2018 OUTREACH ACTION PLAN

Report prepared by Beth Luppino and Cenza Fulco

Purpose

To present the Board with CCL Outreach Action Plan 2018.

RECOMMENDATIONS

1. That the Board note the Outreach Action Plan Report.

MINUTE 05

It was resolved that:

1. The Board note the Outreach Action Plan report.

Moved Cr. Damien Rosario

Seconded Sally Curtain

Carried

CC03/2018

DRAFT BUDGET 2018-2019

Report prepared by Chris Buckingham and Marjorie Crompton

Purpose

To present to the Board the CCL draft estimates for the operating budget for the 2018-2019 financial Year.

RECOMMENDATIONS

1. That the Board note changes to the draft budget 2018-19 in line with rate capping.

It was resolved that:

- 1. The Board note changes to the draft budget 2018-19 in line with rate capping*

Adopted minute 01

OFFICERS' REPORTS

CC04/2018 FINANCE

Report prepared by Marjorie Crompton

Purpose

To provide the Board an update of CCL's financial position as at January 31, 2018.

RECOMMENDATIONS

1. That the Finance Report be noted.

MINUTE 03

It was resolved that:

1. The Board note the Finance Report

Moved Colette McMahon-Hoskinson

Seconded Jenny Scicluna

Carried

CC05/2018 BUILDINGS AND FACILITIES

Report prepared by Chris Buckingham and Beth Luppino

Purpose

To provide the Board with an update on the status of CCL buildings and facilities, current and future.

RECOMMENDATIONS

1. That the Board note the Draft Facilities Development Plan.

MINUTE 04

It was resolved that:

1. The Board note the Draft Facilities Development Plan

Moved Colette McMahon-Hoskinson

Seconded Cr. Damien Rosario

Carried

CC06/2018 **INFORMATION TECHNOLOGY**

Report prepared by Daniel Lewis

Purpose

To provide the Board with an update on CCL Information and Technology strategies and implementation.

CCL Library Plan reference - 1.1 1.3, 1.4, 2.1, 2.3, 3.1, 5.1, and 5.2

RECOMMENDATIONS

1. That the Information Technology Report be noted.

It was resolved that:

1. *The Information Technology Report be noted.*

Adopted minute 01

CC07/2018 **PEOPLE AND CULTURE**

Report prepared by Melissa Martin

Purpose

To provide the Board with an update on team development and staffing opportunities.

CCL Library Plan reference - 1.3 .4, 2.1, 3.3, 4.1, 5.1, and 5.2.

RECOMMENDATIONS

1. That the People and Culture Report be noted.

It was resolved that:

1. *The People and Culture Report be noted.*

Adopted minute 01

CC08/2018 OPERATIONS

Report prepared by Melinda Rogers

Purpose

To describe CCL's monthly performance

RECOMMENDATIONS

1. That the Operations Report be noted.
-

MINUTE 06

It was resolved that:

1. *The Operations Report be noted.*

Moved Colette McMahon-Hoskinson

Seconded Cr. Damien Rosario

Carried

CC09/2018 CUSTOMER EXPERIENCE

Report prepared by Beth Luppino

Purpose

To provide the Board with an update on community engagement, collections and services, including programs, events and partnerships.

RECOMMENDATIONS

1. That the Customer Experience Report be noted.
-

MINUTE 07

It was resolved that:

1. *The Customer Experience Report be noted.*

Moved Jenny Scicluna

Seconded Colette McMahon-Hoskinson

Carried

GENERAL BUSINESS

CC10/2018 APPOINTED SWIFT BUSINESS MANAGER

Report prepared by Chris Buckingham

Purpose

To provide the Board with an update on the appointment of Daniel Lewis to the SWIFT Business Manager role.

RECOMMENDATIONS

1. That the Report be noted.

It was resolved that:

1. *The Appointed Swift Business Manager Report be noted.*

Adopted minute 01

CC11/2018 DRAFT MoU BETWEEN CCL AND FEDERATION UNIVERSITY

Report prepared by Chris Buckingham

Purpose

To provide the Board with a draft copy of the MoU between CCL and Federation University, partnership.

RECOMMENDATIONS

1. That the Board support the attached MoU between CCL and Federation University.
2. That the Board authorises the CEO to sign the MOU on behalf of CCL.

It was resolved that:

1. *The Board support the attached MoU between CCL and Federation University.*
2. *The Board authorises the CEO to sign the MOU on behalf of CCL.*

Adopted minute 01

CC12/2018 BOARD VISITS TO LIBRARIES

Report prepared by Chris Buckingham

Purpose

To look into options for members of the Board to visit CCL branches and other neighbouring libraries.

RECOMMENDATIONS

1. That the Board consider the best time for scheduled small group visits to CCL Branches and library services in neighbouring regions.

MINUTE 08

It was resolved that:

1. *The Board consider the best time for scheduled small group visits to CCL Branches and library services in neighbouring regions.*

Moved Cr. Damien Rosario

Seconded Jenny Scicluna

Carried

GENERAL BUSINESS

MINUTE 09

It was resolved that:

1. CCL investigate hosting events for local authors to celebrate and support their creativity and generate community awareness, interest and learnings.

Moved Cr. Damien Rosario

Seconded Sally Curtain

Carried

MINUTE 10

It was resolved that:

1. CCL, CEO Chris Buckingham make a submission to the Local Government Act Exposure Draft expressing concerns about the potential impact on Regional Libraries, the chairperson Cr. Wayne Smith will co-sign.
2. CCL circulate copies of the response to relevant State Government MP's and the Mayors.

Moved Colette McMahon-Hoskinson

Seconded Cr. Damien Rosario

Carried

NEXT MEETING

Wednesday 18 April, City of Casey, Bunjil Place Library, Meeting Rooms 3 and 4.

Meeting closed at 6.30pm