

Casey Cardinia Libraries

Board Meeting – Wednesday 18 April

Minutes

City of Casey
Bunjil Place Library, Meeting Rooms 3 and 4

Meeting started at 5.35pm

1. Present

Board Members:

*Jenny Scicluna (Cardinia Shire), Cr. Wayne Smith (City of Casey),
Cr. Rosalie Crestani (City of Casey – alternate delegate)
Colette McMahon-Hoskinson (City of Casey) and Ms. Sally Curtain (City of Casey).*

Library Officers:

*Chris Buckingham, Beth Luppino, Marjorie Crompton, Melinda Rogers
(Secretariat).*

2. Apologies

Board Members:

Cr. Damien Rosario (City of Casey) and Cr. Jodie Owen (Cardinia Shire).

Officers

Daniel Lewis and Melissa Martin.

**3. Confirmation of the Minutes of The Casey-Cardinia Library Corporation
(CCL) Ordinary Board Meeting held on 7 March 2018.**

*It was resolved that the minutes of the Board Meeting held on 7 March 2018 CCL
be approved and adopted.*

Moved Sally Curtain
Seconded Jenny Scicluna

4. Declaration of Conflicts of Interest
Nil

5.	Strategy	<i>Page No.</i>
	CC13/2018 Draft Library Plan 2018-2022	4
	CC14/2018 Draft Strategic Resource Plan 2018-2022	4
	CC15/2018 Library Budget 2018-2019	5

6.	Officers' Reports	
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MINUTE 14

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Reports as listed below be moved in block and the recommendations be adopted and that the Reports as listed below be withdrawn for further discussion.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 Colette McMahon-Hoskinson

Seconded Rosalie Crestani

RECOMMENDATION ADOPTED	WITHDRAWN (DEFERRED) FOR FURTHER DISCUSSION
Strategy CC14/2018 Draft Strategic Resource Plan 2018-2022 CC15/2018 Library Budget 2018-2019 Officers' Reports CC16/2018 Finance CC17/2018 Buildings and Facilities CC18/2018 Information Technology General Business CC22/2018 Code of Conduct 2018 for Board Members	Strategy CC13/2018 Draft Library Plan 2018- 2022 Officers' Reports CC19/2018 People and Culture CC20/2018 Operations CC21/2018 Customer Experience

STRATEGY

CC13/2018 DRAFT LIBRARY PLAN 2018-22

Report prepared by Chris Buckingham

Purpose

To present the Board with the four-year Library Plan 2018-2022 for endorsement.

RECOMMENDATIONS

1. That the Board endorse the draft Library Plan 2018-2022.
2. That CCL forward the Library Plan 2018-2022 to the member Councils for adoption.

MINUTE 15

It was resolved that:

1. *The Board endorse the draft Library Plan 2018-2022.*
2. *CCL forward the Library Plan 2018-2022 to the member Councils for adoption.*

Moved Sally Curtain

Seconded Jenny Scicluna

Carried

CC14/2018 DRAFT STRATEGIC RESOURCE PLAN

Report prepared by Chris Buckingham and Marjorie Crompton

Purpose

To present the Board with the four-year draft Strategic Resource Plan 2018-22 for endorsement.

RECOMMENDATIONS

1. *That the Board endorse Strategic Resource Plan 2018 - 22.*
2. *That CCL forward the Library Plan 2018 - 2022 including the Strategic Resource Plan 2018 - 22 to the member Councils for adoption.*

It was resolved that:

1. *The Board endorse Strategic Resource Plan 2018 - 22.*
2. *CCL forward the Library Plan 2018 - 2022 including the Strategic Resource Plan 2018 - 22 to the member Councils for adoption.*

Adopted minute 14

CC15/2018

LIBRARY BUDGET 2018-2019

Report prepared by Chris Buckingham and Marjorie Crompton

Purpose

To present the Library Budget 2018-19 financial year for endorsement by the Board.

RECOMMENDATIONS

1. That the Board endorse the Library Budget 2018-19.
2. That CCL Budget 2018-19 be forwarded to member Councils for approval prior to final adoption by the Board in June 2018.

It was resolved that:

1. *The Board endorse the Library Budget 2018-19.*
2. *CCL Budget 2018-19 be forwarded to member Councils for approval prior to final adoption by the Board in June 2018.*

Adopted minute 14

OFFICERS' REPORTS

CC16/2018 FINANCE

Report prepared by Marjorie Crompton

Purpose

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

RECOMMENDATIONS

1. That the Finance Report be noted.

It was resolved that:

1. *The Board note the Finance Report.*

Adopted minute 14

CC17/2018 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 adopt the Facilities Development Plan 2018-2022.
2. That CCL forward the Facilities Development Plan 2018-2022 to member Councils to pass onto relevant stakeholders.

It was resolved that:

1. *The Board adopt the Facilities Development Plan 2018-2022.*
2. *CCL forward the Facilities Development Plan 2018-2022 to member Councils to pass onto relevant stakeholders.*

Adopted minute 14

CC18/2018 INFORMATION TECHNOLOGY

Report prepared by Daniel Lewis

Purpose

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

RECOMMENDATIONS

1. That the Information Technology Report be noted.

It was resolved that

1. The Information Technology Report be noted.

Adopted minute 14

CC19/2018 PEOPLE AND CULTURE

Report prepared by Melissa Martin

Purpose

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

RECOMMENDATIONS

1. That the People and Culture Report be noted.

MINUTE 16

It was resolved that

1. The People and Culture Report be noted.
2. Cardinia Shire thank Melissa for her time at Pakenham Library.

Moved Colette McMahon-Hoskinson

Seconded Sally Curtain

Carried

CC20/2018 OPERATIONS

Report prepared by Melinda Rogers

Purpose

To describe CCL's monthly performance.

RECOMMENDATIONS

1. That the Operations Report be noted.

MINUTE 17

It was resolved that

1. *The Operations Report be noted.*

Moved Jenny Scicluna
Seconded Rosalie Crestani

Carried

CC21/2018 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.
2. That the Board note the Purchasing Plan 2018-19 – Collections and Resources.

MINUTE 18

It was resolved that

1. *The Customer Experience Report be noted.*
2. *The Board note the Purchasing Plan 2018-19 – Collections and Resources.*

Moved Jenny Scicluna
Seconded Sally Curtain

Carried

GENERAL BUSINESS

CC22/2018 CODE OF CONDUCT 2018 FOR BOARD MEMBERS

Report prepared by Chris Buckingham

Purpose

To present to the Board Casey Cardinia Libraries Code of Conduct for Board Members.

RECOMMENDATIONS

1. That CCL Board Members sign the Code of Conduct 2018 before the next Board Meeting in June and provide a copy to the CEO of CCL.

It was resolved that

1. *CCL Board Members sign the Code of Conduct 2018 before the next Board Meeting in June and provide a copy to the CEO of CCL.*

Adopted minute 14

Casey Cardinia Libraries and the Library Board would like to acknowledge Sally Curtain for her contribution and time on the Library Board representing City of Casey. CCL and the Library Board wish her well in her future endeavours.

NEXT MEETING

Wednesday 27 June, Cardinia Shire Offices, Officer, Dining Room.

Meeting closed at 6.15pm