

# **Casey Cardinia Libraries**

## **Board Meeting – Wednesday 27 June**

### **Minutes**

Cardinia Shire Offices  
Siding Avenue Officer, Dining Room

Meeting started at 5.30pm

**1. Present**

**Board Members:**

*Jenny Scicluna (Cardinia Shire), Cr. Jodie Owen (Cardinia Shire),  
Cr. Wayne Smith (City of Casey), Andrew Davis (City of Casey) and  
Cr. Damien Rosario (City of Casey) arrived at 5.50pm.*

**Officers**

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

**2. Apologies**

**Board Members:**

*Colette McMahon-Hoskinson (City of Casey)*

**Officers**

*Nil*

**3. Confirmation of the Minutes of The Casey-Cardinia Library Corporation  
(CCL) Ordinary Board Meeting held on 18 April 2018.**

*It was resolved that the minutes of the Board Meeting held on 18 April 2018 be  
approved and adopted.*

Moved Jenny Scicluna

Seconded Wayne Smith

**4. Declaration of Conflicts of Interest**

CC27/2018 Finance – VAGO Audit Strategy – Andrew Davis

**5. Strategy**

CC23/2018

Library Plan 2018–2022

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CC24/2018

Strategic Resource Plan 2018–2022

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**MINUTE 19**

*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Reports as listed below be moved in block and the recommendations be adopted and that the Reports as listed below be withdrawn for further discussion.*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 Jodie Owen

Seconded Jenny Scicluna

RECOMMENDATION ADOPTED	WITHDRAWN (DEFERRED) FOR FURTHER DISCUSSION
<b>STRATEGY</b> CC23/2018 Library Plan 2018-2022 CC26/2018 Action Plan 2018-2019  <b>OFFICERS REPORTS</b> CC28/2018 Buildings and Facilities CC31/2018 Operations	<b>STRATEGY</b> CC24/2018 Strategic Resource Plan 2018-2022 CC25/2018 Budget 2018-2019  <b>OFFICERS REPORTS</b> CC27/2018 Finance CC29/2018 Information Technology CC30/2018 People and Culture CC32/2018 Customer Experience  <b>GENERAL BUSINESS</b> CC33/2018 CEO's Performance Review

## STRATEGY

CC23/2018 LIBRARY PLAN 2018-22

*Report prepared by Chris Buckingham*

### Purpose

To provide the Board with an update on the four-year Library Plan 2018-2022.

### RECOMMENDATIONS

1. That the Board adopt the Library Plan 2018 – 2022.
2. That CCL forward a copy of the adopted Library Plan 2018 – 2022 to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.

*It was resolved that:*

1. *The Board adopt the Library Plan 2018 – 2022.*
2. *CCL forward a copy of the adopted Library Plan 2018 – 2022 to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

Adopted Minute 19

CC24/2018 STRATEGIC RESOURCE PLAN

*Report prepared by Chris Buckingham and Marjorie Crompton*

### Purpose

To provide the Board with an update on the four-year draft Strategic Resource Plan 2018-22.

### RECOMMENDATIONS

1. That the Board adopt the Strategic Resource Plan 2018 – 22.
2. That CCL forward a copy of the adopted Strategic Resource Plan 2018 – 22 to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.

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## MINUTE 20

*It was resolved that:*

1. *The Board adopt the Strategic Resource Plan 2018 – 22 noting that the State Government revenue figure will be revised downwards as a result of recent correspondence confirming funding levels for 2018-19.*
2. *CCL forward a copy of the adopted Strategic Resource Plan 2018 – 22 to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

Moved Andrew Davis  
Seconded Jenny Scicluna

Carried

**CC25/2018                      LIBRARY BUDGET 2018-2019**

*Report prepared by Chris Buckingham and Marjorie Crompton*

**Purpose**

To provide the Board with an update on the Library Budget 2018-19 financial year.

**RECOMMENDATIONS**

1. That the Board adopt the Library Budget 2018-19.

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**MINUTE 21**

*It was resolved that:*

1. *The Board adopt the Library Budget 2018-19 noting that the State Government revenue figure will be revised downwards as a result of recent correspondence confirming funding levels for 2018-19.*

Moved        Andrew Davis

Seconded   Jodie Owen

Carried

**CC26/2018                      Action Plan 2018-19**

*Report prepared by Chris Buckingham*

**Purpose**

To present the Action Plan 2018-19.

**RECOMMENDATIONS**

1. That the Board endorse the Action Plan 2018-19.

*It was resolved that:*

1. *The Board endorse the Action Plan 2018-19.*

Adopted Minute 19

## OFFICERS' REPORTS

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### CC28/2018 BUILDINGS AND FACILITIES

*Report prepared by Chris Buckingham and Beth Luppino*

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#### Purpose

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

#### RECOMMENDATIONS

1. That the Buildings and Facilities Report be noted.

*It was resolved that:*

1. *The Buildings and Facilities Report be noted.*

Adopted Minute 19

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### CC29/2018 INFORMATION TECHNOLOGY

*Report prepared by Daniel Lewis*

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#### 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.
2. That the Board approve the Public PC/Internet Access for Under 18s: Discussion Paper and Proposal.
3. That the Board note the ICT Journey Map and Roadmap.

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## MINUTE 22

*It was resolved that:*

1. *The Information Technology Report be noted.*
2. *The Board approve the Public PC/Internet Access for Under 18s: A Discussion Paper and Proposal.*
3. *The Board note the ICT Journey Map and Roadmap.*

Moved Jenny Scicluna  
Seconded Damien Rosario

Carried

Andrew Davis left the meeting at 5.55pm due to a declared Conflict of Interest in Item CC27/2018 Finance.

CC27/2018

FINANCE

*Report prepared by Marjorie Crompton*

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**Purpose**

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

**RECOMMENDATIONS**

1. That the Finance Report be noted.
  2. That the Board approve the Procurement Policy 2018.
  3. That the Board note the Audit Strategy 2018.
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**MINUTE 23**

*It was resolved that:*

1. *The Finance Report be noted.*
2. *The Board approve the Procurement Policy 2018.*
3. *The Board note the Audit Strategy 2018.*

Moved Damien Rosario

Seconded Jenny Scicluna

Carried

Andrew Davis returned to the meeting at 5.57pm

CC30/2018

PEOPLE AND CULTURE

*Report prepared by Melissa Martin*

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**Purpose**

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

**RECOMMENDATIONS**

1. That the People and Culture Report be noted.
  2. That the Volunteer Policy 2018 – 21 be noted.
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**MINUTE 24**

*It was resolved that:*

1. *The People and Culture Report be noted.*
2. *The Volunteer Policy 2018 – 21 be noted.*

Moved Jenny Scicluna

Seconded Jodie Owen

Carried

**CC31/2018      OPERATIONS**

*Report prepared by Melinda Rogers*

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**Purpose**

To describe CCL's monthly performance

**RECOMMENDATIONS**

1. That the Operations Report be noted.

*It was resolved that:*

1. *The Operations Report be noted.*

Adopted Minute 19

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**CC32/2018      CUSTOMER EXPERIENCE**

*Report prepared by Beth Luppino*

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**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 approve the Collection Development Policy.
3. That the Board approve the proposed 9-month trial extension of opening hours as detailed in the Extension of Opening Hours Business Case.

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**MINUTE 25**

*It was resolved that:*

1. *The Customer Experience Report be noted.*
2. *The Board approve the Collection Development Policy.*
3. *The Board approve the proposed 9-month trial extension of opening hours as detailed in the Extension of Opening Hours Business Case.*

Moved      Jenny Scicluna

Seconded   Damien Rosario

Carried

## GENERAL BUSINESS

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### CC33/2018      CEO'S PERFORMANCE REVIEW

*Report prepared by Chris Buckingham*

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#### Purpose

To inform the Board of progress with the CEO's Performance Review.

#### RECOMMENDATIONS

1. The that Board appoint a sub-committee to convene in early August 2018.
2. That the CEO finalise a report against KPI's by the end of July 2018.

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#### MINUTE 26

*It was resolved that:*

1. *The Board appoint a sub-committee including Cr. Wayne Smith, Colette McMahon-Hoskinson, Jenny Scicluna, Cr. Jodie Owen and Waudi Tahche General Manager People & Culture at Cardinia Shire to convene in early August 2018.*
2. *The CEO finalise a report against KPI's by the end of July 2018.*

Moved      Jenny Scicluna

Seconded   Andrew Davis

Carried

**NEXT MEETING**

Wednesday 22 August, City of Casey, Bunjil Place Library, Meeting Room 3 and 4.

Meeting closed at 6.30pm