

Casey Cardinia Libraries

Board Meeting – Wednesday 27 November 2019

Minutes

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

Meeting started at 6.20pm

1. Present

Board Members:

*Cr Jodie Owen (Cardinia Shire), Tracey Parker (Cardinia Shire),
Cr Wayne Smith (City of Casey), Steve Coldham (City of Casey),
Bernard Rohan (City of Casey) Cr Rosalie Crestani (City of Casey) and
Cr Damien Rosario (City of Casey) arrived at 6.25pm.*

Officers:

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

2. Apologies

Board Members

Nil

Officers:

Emily Ramaswamy

**3. Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL)
Ordinary Board Meeting held on 28 August 2019.**

*It was resolved that the minutes of the Board Meeting held on 28 August 2019 be
approved and adopted.*

Moved Steve Coldham

Seconded Bernard Rohan

Carried

4. Declaration of Conflicts of Interest

5. *Nil*

6. Confirmation of CCL Board Membership for 2020

Member Councils have reviewed their Delegates for Casey Cardinia Libraries.

City of Casey has made the following delegations:

- Cr Damien Rosario
- Cr Wayne Smith, BJ, JP
- Steve Coldham
- Bernard Rohan
- Cr Rosalie Crestani (alternate delegate)

The Cardinia Shire Council has made the following delegations:

- Cr Jodie Owen
- Tracey Parker
- Cr Ray Brown (alternate delegate)

Moved Wayne Smith

Seconded Steve Coldham

Carried

7. Election of Chairperson

Nominations were called for the role of Chairperson.

It was resolved that the Board elect Cr Damien Rosario from City of Casey as the Chairperson for Casey Cardinia Libraries for the November 2019 Board meeting and meetings scheduled for 2020.

Cr Jodie Owen was formally acknowledged for her work as the Chairperson for CCL during the previous 12 months.

Moved Wayne Smith

Seconded Jodie Owen

Carried

8. Strategies/Plans

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MINUTE 28

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Reports as listed below be moved in block and the recommendations be adopted and that the Reports as listed below be withdrawn for further discussion.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 Steve Coldham

RECOMMENDATION ADOPTED	WITHDRAWN (DEFERRED) FOR FURTHER DISCUSSION
Officers' Reports CC38/2019 Local Government Act Reform and LGV Update Presentation – Colin Morrison CC43/2019 Buildings and Facilities CC44/2019 Information, Digital Services and Technology CC46/2019 Operational Performance General Business CC49/2019 Board Members Draft Code of Conduct 2020	Strategies/Plans CC40/2019 CCL Face of the Library Presentation – Penny Molnar CC39/2019 Public Libraries Victoria – Library Performance CC41/2019 Draft Budget 2020 – 2021 Officers' Reports C42/2019 Finance CC45/2019 People and Culture CC47/2019 Customer Experience General Business CC48/2019 VAGO Report into Council Libraries CC50/2019 Meeting Schedule 2020 In Camera CC51/2019 Impending Legal Action Against CCL (Worksafe)

STRATEGIES/PLANS

CC38/2019 LOCAL GOVERNMENT ACT REFORM AND LGV UPDATE PRESENTATION

Report prepared by Chris Buckingham

Purpose

To provide the Board an update on the Local Government Act Reform and highlight the implications for Regional Library Corporations

CCL Library Plan reference – 5.3

RECOMMENDATIONS

- 1. That the Board note the presentation made by Colin Morrison.*

It was resolved:

- 1. That the Board note the presentation made by Colin Morrison.*

Adopted minute 28

CC39/2019 PUBLIC LIBRARIES VICTORIA – LIBRARY PERFORMANCE

Report prepared by Chris Buckingham

Purpose

To provide the Board a Report on Performance for Victorian Public Libraries for 2018 – 2019.

CCL Library Plan reference – 5.1, 5.2, and 5.3

RECOMMENDATIONS

- 1. That the Board note the performance of Victoria's Public Libraries and Casey Cardinia Libraries.*
- 2. That the Board note, Ian Phillips will be presenting to the Library Board at the next Board meeting in February 2020.*

MINUTE 29

It was resolved:

- 1. That the Board note the performance of Victoria's Public Libraries and Casey Cardinia Libraries.*
- 2. That the Board note, Ian Phillips will be presenting to the Library Board at the next Board meeting in February 2020.*

Moved Bernard Rohan

Seconded Tracey Parker

Carried

CC40/2019

CCL FACE OF THE LIBRARY PRESENTATION

Report prepared by Beth Luppino

Purpose

To provide the Board an update on CCL 'Face of the Library' campaign.

CCL Library Plan reference – 2.1

RECOMMENDATIONS

- 1. That the Board note Casey Cardinia Libraries 'Face of the Library' campaign.*

It was resolved:

- 1. That the Board note Casey Cardinia Libraries 'Face of the Library' campaign.*

Adopted minute 28

CC41/2019 DRAFT BUDGET 2020 – 2021

Report prepared by Chris Buckingham and Emily Ramaswamy

Purpose

To provide the draft estimates for the operating budget for the 2020–2021 financial Year.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

- 1. That the Board note the 2020 –2021 Draft Budget and Proposals for additional funding from Member Councils.*

MINUTE 30

It was resolved:

- 1. That the Board note the 2020 –2021 Draft Budget and Proposals for additional funding from Member Councils.*

Moved Bernard Rohan

Seconded Jodie Owen

Carried

OFFICERS' REPORTS

CC42/2019 FINANCE

Report prepared by Emily Ramaswamy

Purpose

To provide the Board an update on CCL's financial performance as at October 31, 2019.

CCL Library Plan reference - 5.3

RECOMMENDATIONS

- 1. That the Finance Report be noted.*
- 2. That the Board note the progress of the ongoing investigation and resolution of the Konica Minolta ceased Rental Agreement contract.*

MINUTE 31

It was resolved:

- 1. That the Finance Report be noted.*
- 2. That the Board note the progress of the ongoing investigation and resolution of the Konica Minolta ceased Rental Agreement contract.*

Moved Bernard Rohan

Seconded Tracey Parker

Carried

CC43/2019

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.

CCL Library Plan reference – 1.1, 1.2, 3.2, 4.2

RECOMMENDATIONS

1. *That the Buildings and Facilities report be noted.*
2. *That the Board note the Draft Facilities Development Plan 2019 – 2022.*

It was resolved:

1. *That the Buildings and Facilities report be noted.*
2. *That the Board note the Draft Facilities Development Plan 2019 – 2022.*

Adopted minute 28

CC44/2019

INFORMATION, DIGITAL SERVICES AND TECHNOLOGY

Report prepared by Daniel Lewis

Purpose

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

CCL Library Plan reference 1.2, 1.3, 1.4, 3.1, 4.1, 4.3, 5.2 and 5.3

RECOMMENDATIONS

1. *That the Information, Digital Services and Technology Report be noted.*

It was resolved:

1. *That the Information, Digital Services and Technology Report be noted.*

Adopted minute 28

CC45/2019 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 – 1.2,1.3 1.4, 3.3, 4.1, 5.1, 5.2 and 5.3.

RECOMMENDATIONS

1. *That the People and Culture Report be noted.*
2. *That the Risk Management Plan be noted.*
3. *That the Risk Management Assessment Quarterly Report be noted.*

MINUTE 32

It was resolved:

1. *That the People and Culture Report be noted.*
2. *That the Risk Management Plan be noted.*
3. *That the Risk Management Assessment Quarterly Report be noted.*

Moved Steve Coldham

Seconded Jodie Owen

Carried

CC46/2019 OPERATIONAL PERFORMANCE

Report prepared by Melinda Rogers

Purpose

To provide the Board with a summary of CCL's monthly performance.

CCL Library Plan reference – 1.1, 1.2, 3.1, 4.1 and 5.3

RECOMMENDATIONS

1. *That the Operational Performance Report be noted.*

It was resolved:

1. *That the Operational Performance Report be noted.*

Adopted minute 28

CC47/2019

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.

CCL Library Plan reference – 1.2, 2.1, 2.2, 2.3, 3.1, 3.3, 4.1

RECOMMENDATIONS

- 1. That the Customer Experience Report be noted*

MINUTE 33

It was resolved:

- 1. That the Customer Experience Report be noted*

Moved Steve Coldham

Seconded Tracey Parker

Carried

GENERAL BUSINESS

CC48/2019 VAGO REPORT INTO COUNCIL LIBRARIES

Report prepared by Chris Buckingham

Purpose

To present to the Board the VAGO Report into Council Libraries.

CCL Library Plan reference –5.3

RECOMMENDATIONS

- 1. That the Board note the VAGO Report into Council Libraries.*

MINUTE 34

It was resolved:

- 1. That the Board note the VAGO Report into Council Libraries.*

Moved Bernard Rohan

Seconded Jodie Owen

Carried

CC49/2019 BOARD MEMBERS CODE OF CONDUCT 2020

Report prepared by Chris Buckingham

Purpose

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

CCL Library Plan reference – 3.1, 5.1 and 5.3

RECOMMENDATIONS

- 1. That Board Members adopts CCL Code of Conduct 2020.*
- 2. That Board Members sign and provide a copy to the CEO of CCL before the next Board meeting in February 2020.*

It was resolved:

- 1. That Board Members adopts CCL Code of Conduct 2020.*
- 2. That Board Members sign and provide a copy to the CEO of CCL before the next Board meeting in February 2020.*

Adopted minute 28

CC50/2019 MEETING SCHEDULE 2020

Report prepared by Chris Buckingham

Purpose

To provide the Board with the meeting schedule for Casey Cardinia Libraries (CCL) Board meetings in 2020.

RECOMMENDATIONS

- 1. That the schedule of meeting dates and times for 2020 be agreed on and then forwarded to the Member Councils.*

MINUTE 35

It was resolved:

- 1. That the schedule of meeting dates and start time of 6.00pm for 2020 be agreed on and then forwarded to the Member Councils.*

Moved Damien Rosario

Seconded Steve Coldham

Carried

MINUTE 36

That the meeting resolved 'in camera' at 7.40pm and the doors to the meeting room be closed.

Moved Tracey Parker

Seconded Bernard Rohan

Carried

IN CAMERA

CC51/2019 IMPENDING LEGAL ACTION AGAINST CCL (WORKSAFE)

Report prepared by Chris Buckingham and Melissa Martin

This item has been left blank.

MINUTE 38

That the meeting resolved into 'open camera' at 7.55pm and the doors to the meeting room be opened.

Moved Steve Coldham

Seconded Jodie Owen

Carried

MINUTE 39

That the recommendations moved 'in camera' be resolved.

Moved Steve Coldham

Seconded Jodie Owen

Carried

NEXT MEETING

Wednesday 26 February 2019, Cardinia Shire Officer – Dining Room

Meeting closed at 8.00pm.