

Casey Cardinia Libraries

Board Meeting – Wednesday 18 March

Minutes

City of Casey
Bunjil Place Library, Meeting Room 1 and 2

Meeting started at 5.30pm

1. Present

Board Members:

Tracey Parker (Cardinia Shire), Cr Jodie Owen (Cardinia Shire), Noelene Duff (City of Casey), Steve Coldham (City of Casey) Bernard Rohan (City of Casey) and Callum Pattie (City of Casey)

Officers:

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

2. Board Membership

Cr Jodie Owen nominated Noelene Duff to act as the chairperson for this Board meeting.

Moved	Jodie Owen
Seconded	Tracey Parker

The significant contribution of former Directors Damien Rosario and Wayne Smith was formally acknowledged by the Board.

Chris Buckingham will write a letter of appreciation to Damien and Wayne on behalf of CCL.

3. Apologies

Board Members

Nil

Officers:

Nil

4. Acknowledgement of the Traditional Owners

5. Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Ordinary Board Meeting held on 27 November 2019.

It was resolved that the minutes of the Board Meeting held on 27 November 2019 be approved and adopted.

Moved Bernard Rohan
Seconded Steve Coldham

6. Declaration of Conflicts of Interest

Chris Buckingham, Casey Cardinia Libraries CEO, declared his Board membership at Outlook Victoria.

7. Strategies/Plans

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Reports as listed below be moved in block and the recommendations be adopted and that the Reports as listed below be withdrawn for further discussion.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

Seconded Bernard Rohan

Carried

RECOMMENDATION ADOPTED	WITHDRAWN (DEFERRED) FOR FURTHER DISCUSSION
<u>Officers' Reports</u> CC05/2020 Information, Digital Services and Technology CC07/2020 Operational Performance CC08/2020 Customer Experience <u>General Business</u> CC09/2020 Deed of Variation – Licence Agreement Cardinia Shire Council office space CC10/2020 CEO's Quarterly Report Against KPIs	<u>Strategies/ Plans</u> CC01/2020 Board Meeting Procedures and Protocols CC02/2020 Library Plan <u>Officers' Reports</u> CC03/2020 Finance CC04/2020 Buildings and Facilities CC06/2020 People and Culture <u>In Camera</u> CC11/2020 Legal Action Against CCL (Worksafe) CC12/2020 VCAT Directions Hearing

STRATEGIES/PLANS

CC01/2020 BOARD MEETING PROCEDURES AND PROTOCOLS

Report prepared by Chris Buckingham

Purpose

To discuss Board Meeting Procedures and Protocols for 2020.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

- 1. That the Board review Local Law No.1 and consider how it is serving the needs of Members Councils and CCL.*

MINUTE 02

It was resolved:

- 1. That the Board review Local Law No.1 consider how it is serving the needs of Members Councils and CCL.*
- 2. That the Board establish a working group to review the Local Law No.1 convened by CEO with the Tracey Parker and Steve Coldham.*

Moved Steve Coldham

Seconded Jodie Owen

Carried

CC02/2020

LIBRARY PLAN

Report prepared by Chris Buckingham and Beth Luppino

Purpose

To provide the Board with an update on Library Planning Processes.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

- 1. That the Board note the review of CCL's Key Performance Indicators.*
- 2. That the Board note progress with the development of the Library Plan.*

MINUTE 03

It was resolved:

- 1. That the Board note the review of CCL's Key Performance Indicators.*
- 2. That the Board note progress with the development of the Library Plan.*

Moved Bernard Rohan

Seconded Tracey Parker

Carried

OFFICERS' REPORTS

CC03/2020 FINANCE

Report prepared by Emily Ramaswamy

Purpose

To provide the Board an update on CCL's financial performance as at February 29, 2020.

CCL Library Plan reference - 5.3

RECOMMENDATIONS

- 1. That the Finance Report be noted.*
- 2. That the Board endorse the Procurement Policy as tabled.*

MINUTE 04

It was resolved:

- 1. That the Finance Report be noted.*
- 2. That the Board endorse the Procurement Policy as tabled.*

Moved Bernard Rohan

Seconded Callum Pattie

Carried

CC04/2020

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 adopt the Draft Facilities Development Plan 2020 - 2023.*
- 3. That Board Members advocate for new libraries as identified in the Facilities Development Plan 2020 - 2023 and work to ensure that appropriate allocations are made in Member Councils Major Capital Works Budgets.*
- 4. That CCL develop a 'Library Infrastructure Development Timeframe' with short (0-3 years), medium (3-5 years) and long term (5-10 years) actions with support from the Member Councils.*

MINUTE 05

It was resolved:

- 1. That the Buildings and Facilities report be noted.*
- 2. That the Board adopt the Draft Facilities Development Plan 2020 - 2023.*
- 3. That CCL work in partnership with member councils to develop a 'Library Infrastructure Development Timeframe' with short (0-3 years), medium (3-5 years) and long term (5-10 years) actions with support from the Member Councils.*

Moved Steve Coldham

Seconded Tracey Parker

Carried

CC05/2020

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 & 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 1

CC06/2020

PEOPLE AND CULTURE

Report prepared by Melissa Martin

Purpose

To provide the Board with an update on organisational development.

CCL Library Plan reference – 1.2,1.3 1.4, 3.3, 4.1, 5.1, 5.2 & 5.3.

RECOMMENDATIONS

- 1. That the People and Culture Report be noted.*
- 2. That CCL Risk Management Policy and Risk Management Plan be noted.*
- 3. That the Top Risks Register be noted.*
- 4. That the Board discuss the potential impacts of COVID-19 on CCL's capacity to deliver services.*

MINUTE 06

It was resolved:

- 1. That the People and Culture Report be noted.*
- 2. That CCL Risk Management Policy and Risk Management Plan be noted*
- 3. That the Top Risks Register be noted.*
- 4. That the Board discuss the potential impacts of COVID-19 on CCL's capacity to deliver services.*
- 5. That Casey Cardinia Libraries provide the Board with a report on the potential impact of the State Government's new industrial manslaughter laws that come into effect on July 1.*

Moved Bernard Rohan
Seconded Jodie Owen

Carried

CC07/2020 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 1

CC08/2020 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 and 5.2

RECOMMENDATIONS

- 1. That the Customer Experience Report be noted*

It was resolved

- 1. That the Customer Experience Report be noted*

Adopted minute 1

GENERAL BUSINESS

CC09/2020 DEED OF VARIATION – LICENCE AGREEMENT CARDINIA SHIRE COUNCIL OFFICE SPACE

Report prepared by Chris Buckingham

Purpose

To inform the Board of a Deed of Variation to the Licence Agreement for office space at Cardinia Shire Council.

RECOMMENDATIONS

- 1. That the Board note the Deed of Variation to the Licence Agreement for office space with Cardinia Shire Council.*

It was resolved that:

- 1. That the Board note the Deed of Variation to the Licence Agreement for office space with Cardinia Shire Council.*

Adopted minute 1

CC10/2020 CEO'S QUARTERLY REPORT AGAINST KPIS

Report prepared by Chris Buckingham

Purpose

To inform the Board of progress against CEO KPIs.

Discussion

The CEO provides quarterly reports to the Board against agreed Key Performance Indicators (KPIs) for review.

RECOMMENDATIONS

- I. That the Board note the CEO's Performance Review – KPI quarterly report.*

It was resolved that:

- I. That the Board note the CEO's Performance Review – KPI quarterly report.*

Adopted minute 1

MINUTE 07

That the meeting resolved 'in camera' at 6.05pm on and the doors to the meeting room be closed.

Moved Bernard Rohan

Seconded Tracey Parker

Carried

IN CAMERA

CC11/2020 LEGAL ACTION AGAINST CCL (WORKSAFE)

Report prepared by Chris Buckingham

This item has been left blank.

IN CAMERA

CC12/2020 VCAT DIRECTIONS HEARING

Report prepared by Chris Buckingham

This item has been left blank.

MINUTE 10

- 1. That the meeting resolved in 'open camera' at 6.12pm and the doors to the meeting room be opened.*

Moved Jodie Owen

Seconded Tracey Parker

Carried

MINUTE 11

- 1. That the recommendations moved 'in camera' be resolved.*

Moved Jodie Owen

Seconded Tracey Parker

Carried

NEXT MEETING

Wednesday 22 April 2020, City of Casey, Bunjil Place Library Level 2, Meeting Rooms 3 and 4.

Meeting closed at 6.15pm