

Casey Cardinia Libraries

Board Meeting – Tuesday 21 April 2020

Minutes

City of Casey
Bunjil Place, Level 1, Kulin Meeting.

Meeting start at 5.20pm

1. Present

Board Members

Noelene Duff (Chairperson – City of Casey), Steve Coldham (online – City of Casey), Callum Pattie (City of Casey), Bernard Rohan (City of Casey) and Tracey Parker (Cardinia Shire)

Officers:

Chris Buckingham (in-person) and Daniel Lewis, Beth Luppino, Melissa Martin, Emily Ramaswamy and Melinda Rogers (Secretariat) (online).

2. Apologies

Cr Jodie Owen (Cardinia Shire)

3. Acknowledgement of the Traditional Owners

4. Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Ordinary Board Meeting held on 18 March 2020.

It was resolved that the minutes of the Board Meeting held on 18 March 2020 be approved and adopted.

Moved	Callum Pattie
Seconded	Bernard Rohan

5. Declaration of Conflicts of Interest

Nil

6.	Strategies/Plans	<i>Page No.</i>
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STRATEGIES/PLANS

CC13/2020 DRAFT LIBRARY PLAN 2020 – 24

Report prepared by Chris Buckingham and Beth Luppino

Purpose

To present the Board with Casey Cardinia Libraries' draft Library Plan 2020 – 2024 for endorsement.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

- 1. That the Board endorses the draft CCL Library Plan 2020 – 2024.*
- 2. That CCL forward the Library Plan 2020 – 2024 to the member councils for adoption.*

MINUTE 12

It was resolved:

- 1. That the Board endorses the draft CCL Library Plan 2020 – 2024.*
- 2. That CCL forward the Library Plan 2020 – 2024 to the member councils for adoption.*

Moved Tracey Parker

Seconded Callum Pattie

Carried

CC14/2020 DRAFT STRATEGIC RESOURCE PLAN

Report prepared by Emily Ramaswamy

Purpose

To present the Board with Casey Cardinia Libraries four-year draft Strategic Resource Plan 2020 – 2024 for endorsement.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

- 1. That the Board endorses the draft CCL Strategic Resource Plan 2020 – 2024.*
- 2. That CCL forward the strategic Resource Plan 2020 – 2024 to the member councils for adoption.*

MINUTE 13

It was resolved:

- 1. That the Board endorses the draft CCL Strategic Resource Plan 2020 – 2024.*
- 2. That CCL forward the strategic Resource Plan 2020 – 2024 to the member councils to assist further discussion about their respective contributions.*

Moved Bernard Rohan
Seconded Steve Coldham

Carried

CC15/2020

DRAFT LIBRARY BUDGET

Report prepared by Emily Ramaswamy

Purpose

To present the Board with Casey Cardinia Libraries Budget for 2020 – 2021 financial year for endorsement.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

- 1. That the Board endorse the draft Library Budget 2020 – 2021.*
- 2. That the draft Library Budget 2020-2021 be forwarded to member Councils for approval prior to final adoption by the Board in June 2020.*

MINUTE 14

It was resolved:

- 1. That the Board endorse the draft Library Budget 2020 – 2021*
- 2. That the draft Library Budget 2020-2021 be forwarded to member Councils to assist further discussion about their respective contributions. prior to final adoption by the Board in June 2020.*

Moved Bernard Rohan

Seconded Tracey Parker

Carried

OFFICERS' REPORTS

CC16/2020 FINANCE

Report prepared by Emily Ramaswamy

Purpose

To provide the Board an update on CCL's financial performance as at 31 March, 2020.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

- 1. That the Finance Report be noted.*
- 2. That the request to redirect \$88,000 from the Capital Expenditure Budget to Operational Expenditure for Library Materials be approved.*

MINUTE 15

It was resolved:

- 1. That the Finance Report be noted.*
- 2. That the request to redirect \$88,000 from the Capital Expenditure Budget to Operational Expenditure for Library Materials be approved.*

Moved Tracey Parker

Seconded Callum Pattie

Carried

CC17/2020 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.*

MINUTE 16

It was resolved:

- 1. That the Buildings and Facilities report be noted.*

Moved Bernard Rohan

Seconded Callum Pattie

Carried

CC18/2020 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 and 5.3

RECOMMENDATIONS

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

MINUTE 17

It was resolved:

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

Moved Tracey Parker
Seconded Steve Coldham

Carried

CC19/2020 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 and 5.3.

RECOMMENDATIONS

- 1. That the People and Culture Report be noted.*

MINUTE 18

It was resolved:

- 1. That the People and Culture Report be noted.*

Moved Bernard Rohan
Seconded Callum Pattie

Carried

CC20/2020 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.*

MINUTE 19

It was resolved:

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

Moved Callum Pattie

Seconded Tracey Parker

Carried

CC21/2020 CUSTOMER EXPERIENCE

Report prepared by Beth Luppino and Chris Buckingham

Purpose

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

CCL Library Plan reference – 1.1, 1.3, 3.1, 4.2, 4.4 and 5.2

RECOMMENDATIONS

- 1. That the Customer Experience Report be noted*
- 2. That the Fundraising Policy be endorsed.*

MINUTE 20

It was resolved:

- 1. That the Customer Experience Report be noted*
- 2. That the Fundraising Policy be re-circulated for further discussion noting the need for alignment with member Council fundraising policies*

Moved Bernard Rohan

Seconded Callum Pattie

Carried

GENERAL BUSINESS

CC22/2020 COVID-19 Business Continuity Plan

CC23/2020 Local Law No. 1 Working Group Update

CC24/2020 Potential impact of the State Government's new Manslaughter Laws – Update

The Board acknowledged the collective efforts of the organisation responding to the COVID-19 Crisis and expressed appreciation for the way CCL have continued to adapt and change our service with a 'community first' led approach.

MINUTE 21

That the meeting resolved 'in camera' at 5.55pm on and the doors to the meeting room be closed.

Moved Bernard Rohan

Seconded Callum Pattie

Carried

IN-CAMERA

CC25/2020 LEGAL ACTION AGAINST CCL (WORKSAFE) UPDATE

Report prepared by Chris Buckingham and Melissa Martin

This item has been left blank.

CC26/2020 VCAT DIRECTIONS HEARING UPDATE

Report prepared by Chris Buckingham and Beth Luppino

This item has been left blank.

MINUTE 10

- 1. That the meeting resolved in 'open camera' at 6.00pm and the doors to the meeting room be opened.*

Moved Bernard Rohan

Seconded Callum Pattie

Carried

MINUTE 11

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

Moved Bernard Rohan

Seconded Callum Pattie

Carried

NEXT MEETING

Wednesday 24 June 2020 – online meeting.

Meeting closed at 6.05pm.