

Casey Cardinia Libraries

Board Meeting – Wednesday 24 November 2021

Minutes

Online Meeting via Teams

Meeting started at 4.05pm

1. **Present**

Board Members:

Cr, Jeff Springfield (Cardinia Shire), Lili Rosic (Cardinia Shire), Miguel Belmar (City of Casey-Administrator) – chairperson, Steve Coldham (City of Casey) and Bernard Rohan (City of Casey).

Officers:

Beth Luppino, Bec Mitchem, Daniel Lewis, Melissa Martin, Avi Singh, Emily Ramaswamy and Melinda Rogers (Secretariat).

2. **Apologies**

Nil

3. **Acknowledgement of the Traditional Owners**

4. **Election of Chairperson**

Nominations were called for the role of Chairperson.

It was resolved that the Board elect Miguel Belmar from City of Casey as the Chairperson for Casey Cardinia Libraries for this meeting and meetings scheduled for 2022.

Cr. Jeff Springfield (Cardinia Shire) was formally acknowledged for his work as the Chairperson for CCL during the previous 12 months.

Moved Steve Coldham

Seconded Bernard Rohan

5. **Confirmation of CCL Board Membership for 2022**

Member Councils have reviewed their Delegates for Casey Cardinia Libraries.

City of Casey has made the following delegations:

- Miguel Belmar – Administrator
- Steve Coldham – Director of Community Life
- Bernard Rohan – Chief Financial Officer
- Noelene Duff – Chair of Administrators (alternate delegate)

Cardinia Shire has made the following delegations:

- Lili Rosic – General Manager, Liveable Communities
- Cr Jeff Springfield – Councillor
- Cr Jack Kowarzik – Councillor (alternate delegate)

6. Declaration of Conflicts of Interest

Nil

7. Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Board Meeting held on 27 October 2021.

It was resolved that the minutes of the Board Meeting held on 27 October 2021 be approved and adopted.

Moved Bernard Rohan

Seconded Steve Coldham

		<i>Page No.</i>
8.	CC68/2021 Board Members Code of Conduct 2022	3
9.	Strategies/Plans	
	CC69/2021 Public Libraries Victoria – Library Performance	4
	CC70/2021 Draft Budget 2022-2023	4
10.	Officers' Reports	
	CC71/2021 Finance	5
	CC72/2021 People and Culture	5
	CC73/2021 Operational Performance	6
	CC74/2021 Customer Experience	6
11.	General Business	
	CC75/2021 CCL Transition	7
	CC76/2021 Meeting Schedule 2022	7
12.	In-Camera	
	CC77/2021 Employment Matter	9
13.	Next Meeting	11

CC68/2021

BOARD MEMBERS CODE OF CONDUCT 2022

Report prepared by Beth Luppino

Purpose

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

CCL Library Plan reference – 4.1, 4.6

RECOMMENDATIONS

- 1. That the Board adopts CCL Code of Conduct 2022*
- 2. That Board Members sign and provide a copy to the CEO of CCL before the next Board meeting scheduled in February 2022.*

MINUTE 84

It was resolved:

- 1. That the Board adopts CCL Code of Conduct 2022 with noted amendment.*
- 2. That Board Members sign and provide a copy to the CEO of CCL before the next Board meeting scheduled in February 2022.*

Moved Lili Rosic

Seconded Bernard Rohan

Carried

STRATEGIES/PLANS

CC69/2020 PUBLIC LIBRARIES VICTORIA – LIBRARY PERFORMANCE

Report prepared by Beth Luppino

Purpose

To provide the Board a Report on CCL Performance relative to Victorian Public Libraries for 2020–2021.

CCL Library Plan reference – 4.4

RECOMMENDATIONS

- 1. That the Board note the performance of Victoria's Public Libraries and Casey Cardinia Libraries.*

MINUTE 85

It was resolved:

- 1. That the Board note the performance of Victoria's Public Libraries and Casey Cardinia Libraries.*

Moved Steve Coldham

Seconded Lili Rosic

Carried

CC70/2021 DRAFT BUDGET 2022-2023

Report prepared by Avtar Singh

Purpose

To provide the draft estimates for the operating budget for the 2022 – 2023 financial year.

CCL Library Plan reference – 4.6

RECOMMENDATIONS

- 1. That the Board note the 2022-2023 Draft CCL Budget.*

MINUTE 86

It was resolved:

- 1. That the Board note the 2022-2023 Draft CCL Budget.*

Moved Bernard Rohan

Seconded Jeff Springfield

Carried

OFFICERS REPORT

CC71/2021 FINANCE

Report prepared by Avtar Singh

Purpose

To provide the Board an update on CCL's financial performance as at 31 October 2021.

CCL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

- 1. That the Finance Report be noted.*
-

MINUTE 87

It was resolved:

- 1. That the Finance Report be noted.*

Moved Bernard Rohan

Seconded Steve Coldham

Carried

CC72/2021 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 – 11.2, 3.5, 4.1, 4.3

RECOMMENDATIONS

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

MINUTE 88

It was resolved:

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

Moved Jeff Springfield

Seconded Steve Coldham

Carried

CC73/2021 OPERATIONAL PERFORMANCE

Report prepared by Melinda Rogers

Purpose

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

CCL Library Plan reference – 4.3, 4.4

RECOMMENDATIONS

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

MINUTE 89

It was resolved:

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

Moved Bernard Rohan
Seconded Steve Coldham

Carried

CC74/2021 CUSTOMER EXPERIENCE

Report prepared by Bec Mitchem

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, 1.5, 2.3, 3.1, 3.3, 3.4, 3.5, 4.5

RECOMMENDATIONS

1. *That the Customer Experience Report be noted.*

MINUTE 90

It was resolved:

1. *That the Customer Experience Report be noted.*

Moved Lili Rosic
Seconded Jeff Springfield

Carried

GENERAL BUSINESS

CC75/2021 CCL TRANSITION

Report prepared by Beth Luppino

Purpose

To provide the Board with relevant updates on the transition from CCL to future library structure.

CCL Library Plan reference – 4.6, 4.7

RECOMMENDATIONS

- 1. That the CCL Transition Report is noted.*
-

MINUTE 91

It was resolved:

- 1. That the CCL Transition Report is noted.*

Moved Bernard Rohan
Seconded Steve Coldham

Carried

CC76/2021 MEETING SCHEDULE 2022

Report prepared by Beth Luppino

Purpose

To provide the Board with the meeting schedule for Casey Cardinia Libraries (CCL) Board meetings in 2021.

CCL Library Plan reference – 4.1, 4.6

RECOMMENDATIONS

- 1. That the schedule of meeting dates and times for 2022 be agreed on and then forwarded to the Member Councils.*
-

MINUTE 92

It was resolved:

- 1. That the schedule of meeting dates and times for 2022 be agreed on and then forwarded to the Member Councils.*

Moved Jeff Springfield
Seconded Lili Rosic

Carried

MINUTE 93

That the meeting resolved 'in camera' at 5.15pm and the meeting be closed to members of the public.

Moved Bernard Rohan

Seconded Jeff Springfield

Carried

IN-CAMERA

CC77/2021 EMPLOYMENT MATTER

THIS PAGE HAS BEEN LEFT BLANK

THIS PAGE HAS BEEN LEFT BLANK

MINUTE 95

That the meeting resolved into 'open camera' at 5.30pm and the meeting be opened.

Moved Bernard Rohan

Seconded Steve Coldham

Carried

MINUTE 96

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

Moved Bernard Rohan

Seconded Steve Coldham

Carried

Meeting closed at 5.35pm

NEXT MEETING

Wednesday 23 February 2022 - Online Meeting