

Casey Cardinia Libraries

Board Meeting – Wednesday 22 June 2022

Minutes

Online Meeting via Teams

Meeting started at 4.05pm

1. **Present**

Board Members:

Lili Rosic (Cardinia Shire), Miguel Belmar (City of Casey-Administrator) – chairperson, Steve Coldham (City of Casey) and Keri New (City of Casey).

Officers:

Beth Luppino, Bec Mitchem, Daniel Lewis, Emily Ramaswamy, Janine Galvin and Melinda Rogers (Secretariat).

2. **Apologies**

Cr, Jeff Springfield (Cardinia Shire),

3. **Acknowledgement of the Traditional Owners**

4. **Declaration of Conflicts of Interest**

Nil

5. **Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Board Meeting held on Wednesday 27 April 2022.**

It was resolved that the minutes of the Board Meeting held on Wednesday 27 April 2022 be approved and adopted.

Moved Steve Coldham

Seconded Keri New

Page No.

6. **In-Camera**

CC22/2022	CCL Dissolution – Transition	3
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7. **Strategies/Plans**

CC23/2022	Library Plan 2021-2025 (update April 2022)	5
CC24/2022	Strategic Resource Plan 2022-2026	6
CC25/2022	Budget 2022-2023	6
CC26/2022	Annual Action Plan 2022-2023	7

8.	Officers' Reports		
	CC27/2022	Finance	8
	CC28/2022	Building and Facilities	8
	CC29/2022	Information, Digital Services and Technology	9
	CC30/2022	People and Culture	9
	CC31/2022	Operational Performance	10
	CC32/2022	Customer Experience	10
9.	General Business		
	CC33/2022	Virtual Meetings	11
10.	Next Meeting		12

MINUTE 31

That the meeting resolved 'in camera' at 4.07pm and the meeting be closed to members of the community.

Moved Lili Rosic

Seconded Keri New

Carried

IN-CAMERA

CC22/2022 CCL DISSOLUTION - TRANSITION

Report prepared by Beth Luppino

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MINUTE 33

That the meeting resolved into 'open camera' at 4.25pm and the meeting be opened.

Moved Keri New

Seconded Lili Rosic

Carried

MINUTE 34

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

Moved Keri New

Seconded Lili Rosic

Carried

STRATEGIES/PLANS

CC23/2022 LIBRARY PLAN 2021–2025 (UPDATE APRIL 2022)

Report prepared by Beth Luppino

Purpose

To present the Board with CCL Library Plan 2021–2025 (update April 2022) for adoption.

CCL Library Plan reference – 4.6

RECOMMENDATIONS

- 1. That the Board adopts the CCL Library Plan 2021–2025 (updated April 2022) pending formal approval from Cardinia Shire.*
- 2. That CCL forward a copy of the adopted Library Plan 2021–2025 (updated April 2022) pending to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

MINUTE 35

It was resolved:

- 1. That the Board adopts the CCL Library Plan 2021–2025 (updated April 2022) pending formal approval from Cardinia Shire.*
- 2. That CCL forward a copy of the adopted Library Plan 2021–2025 (updated April 2022) pending to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

Moved Steve Coldham

Seconded Lili Rosic

Carried

CC24/2022 STRATEGIC RESOURCE PLAN 2022-2026

Report prepared by Emily Ramaswamy

Purpose

To present the Board with CCL Strategic Resource Plan 2022-2026 for adoption.

CCL Library Plan reference – 4.6

RECOMMENDATIONS

- 1. That the Board adopts CCL Strategic Resource Plan 2022-2026 pending formal approval from Cardinia Shire.*
- 2. That CCL forward a copy of the adopted Strategic Resource Plan 2022-2026 to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

MINUTE 36

It was resolved:

- 1. That the Board adopts CCL Strategic Resource Plan 2022-2026 pending formal approval from Cardinia Shire.*
- 2. That CCL forward a copy of the adopted Strategic Resource Plan 2022-2026 to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

Moved Keri New

Seconded Lili Rosic

Carried

CC25/2022 BUDGET 2022-2023

Report prepared by Emily Ramaswamy

Purpose

To present the Board with Casey Cardinia Libraries Budget 2022-2023 for adoption.

CCL Library Plan reference – 4.6

RECOMMENDATIONS

- 1. That the Board adopts CCL Budget 2022-2023 pending formal approval from Cardinia Shire.*

MINUTE 37

It was resolved:

- 1. That the Board adopts CCL Budget 2022-2023 pending formal approval from Cardinia Shire.*

Moved Steve Coldham

Seconded Lili Rosic

Carried

CC26/2022 ANNUAL ACTION PLAN 2022-2023

Report prepared by Beth Luppino

Purpose

To present the Board with Casey Cardinia Libraries Annual Action Plan for 2022-2023.

CCL Library Plan reference – 4.6

RECOMMENDATIONS

- I. That the Board notes the Annual Action Plan 2022-2023.*

MINUTE 38

It was resolved:

- I. That the Board notes the Annual Action Plan 2022-2023.*

Moved Keri New

Seconded Steve Coldham

Carried

OFFICERS REPORTS

CC27/2022 FINANCE

Report prepared by Emily Ramaswamy

Purpose

To provide the Board an update on CCL's financial performance as at 31 May 2022.

CCL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

- 1. That the Finance Report be noted.*
- 2. That the updates to the Procurement Policy be noted.*

MINUTE 39

It was resolved:

- 1. That the Finance Report be noted.*
- 2. That the updates to the Procurement Policy be noted.*

Moved Lili Rosic

Seconded Steve Coldham

Carried

CC28/2022 BUILDINGS AND FACILITIES

Report prepared by Bec Mitchem

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, 2.1, 2.2, 4.5, 4.7

RECOMMENDATIONS

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

MINUTE 40

It was resolved:

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

Moved Lili Rosic

Seconded Steve Coldham

Carried

CC29/2022

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.

CCL Library Plan reference – 4.6; 4.7

RECOMMENDATIONS

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

MINUTE 41

It was resolved:

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

Moved Steve Coldham

Seconded Keri New

Carried

CC30/2022

PEOPLE AND CULTURE

Report prepared by Janine Galvin

Purpose

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

CCL Library Plan reference – 1.1, 1.4, 2.4, 3.5, 4.1, 4.3,4.6, 4.7

RECOMMENDATIONS

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

MINUTE 42

It was resolved:

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

Moved Keri New

Seconded Steve Coldham

Carried

CC31/2022 ORGANISATIONAL 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 43

It was resolved:

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

Moved Lili Rosic

Seconded Steve Coldham

Carried

CC32/2022 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, 1.2, 1.3, 1.4, 1.5, 1.6, 2.2, 2.3, 3.1, 3.4 and 3.5

RECOMMENDATIONS

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

MINUTE 44

It was resolved:

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

Moved Steve Coldham

Seconded Lili Rosic

Carried

GENERAL BUSINESS

CC33/2022 VIRTUAL MEETINGS

Report prepared by Beth Luppino

Purpose

To provide the Board with the latest information on the reforms related to electronic (virtual) meetings of Regional Library Boards.

CCL Library Plan reference – 4.6

RECOMMENDATIONS

- 1. The Board notes the Good Practice Guidelines related to Board meetings for Regional Libraries effective 2 September 2022*
- 2. The Board notes that the previous requirement for the Local Law to specify how many members must attend Board meetings in person has been repealed.*

MINUTE 45

It was resolved:

- 1. The Board notes the Good Practice Guidelines related to Board meetings for Regional Libraries effective 2 September 2022*
- 2. The Board notes that the previous requirement for the Local Law to specify how many members must attend Board meetings in person has been repealed.*

Moved Lili Rosic

Seconded Keri New

Carried

Meeting closed at 5.10pm

NEXT MEETING

Wednesday 24 August 2022 - Online Meeting