

Casey Cardinia Libraries

Board Meeting – Wednesday 24 August 2022

Minutes

Online Meeting via Teams

Meeting started at 4.10pm

1. **Present**

Board Members:

Lili Rosic (Cardinia Shire), Cr. Jeff Springfield (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**

Nil

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 22 June 2022.**

It was resolved that the minutes of the Board Meeting held on Wednesday 22 June 2022 be approved and adopted.

Moved Steve Coldham

Seconded Lili Rosic

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CC34/2022 ELECTRONIC MEETING

RECOMMENDATIONS

- I. *Participation in Meeting by electronic means of communication (Conditional Item)*

To consider and, if thought fit, to pass the following resolution:

'In accordance with clause 3.2(3), and subject to clauses 3.2(4) and 3.2(5) of the Local Law No. 1 (Meeting Procedures and Use of Common Seal Local Law), approval is given to all Members to participate at this Meeting by electronic means of communication.'

MINUTE 46

It was resolved:

- I. *Participation in Meeting by electronic means of communication (Conditional Item)*

To consider and, if thought fit, to pass the following resolution:

'In accordance with clause 3.2(3), and subject to clauses 3.2(4) and 3.2(5) of the Local Law No. 1 (Meeting Procedures and Use of Common Seal Local Law), approval is given to all Members to participate at this Meeting by electronic means of communication.'

Moved Jeff Springfield

Seconded Steve Coldham

Carried

CC35/2022 **CLOSED MEETING – (IN-CAMERA)**

RECOMMENDATIONS

I. Closed Meeting (in Camera)

To consider and, if thought fit, to pass the following resolution:

'In accordance with clause 3.14 of the Local Law No. 1 (Meeting Procedures and Use of Common Seal Local Law), approval is given for the Meeting to be closed to members if in the public.'

MINUTE 47

It was resolved:

I. Closed Meeting (in Camera)

To consider and, if thought fit, to pass the following resolution:

'In accordance with clause 3.14 of the Local Law No. 1 (Meeting Procedures and Use of Common Seal Local Law), approval is given for the Meeting to be closed to members if in the public.'

Moved Keri New

Seconded Jeff Springfield

Carried

MINUTE 48

That the meeting resolved 'in camera' at 4.15pm and the meeting be closed to members of the community.

Moved Keri New

Seconded Jeff Springfield

Carried

IN-CAMERA

CC36/2022	CCL TRANSITION
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MINUTE 50

That the meeting resolved into 'open camera' at 5.38pm and the meeting be opened.

Moved Steve Coldham

Seconded Jeff Springfield

Carried

MINUTE 51

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

Moved Steve Coldham

Seconded Jeff Springfield

Carried

STRATEGIES/PLANS

CC37/2022 DRAFT ANNUAL REPORT 2021-2022 INCLUDING YEAR END FINANCIAL REPORT

Report prepared by Beth Luppino and Emily Ramaswamy

Purpose

To present the Board with Casey Cardinia Libraries Draft Annual Report 2021-2022 including the Year End Financial Report for consideration.

CCL Library Plan reference – 4.6

RECOMMENDATIONS

- 1. That the Board approve the CCL Draft Annual Report 2021-2022 and associated Draft Financial Report 'in principle.'*
- 2. That the Board authorise the Chairperson, a Board member and the CEO to sign the Financial Report included in the Annual Report once it has been ratified by the Auditors.*
- 3. That the CEO sign the Management Representation Letter once the Audit has been finalised.*
- 4. That the Board note that CCL are applying to the Minister for Local Government for an extension on the submission deadline of the Annual Report including the Year End Financial Report from the 30 September 2022.*
- 5. That CCL forward the approved Annual Report including the Financial Report to the member Councils before submission to the Minister for Local Government.*
- 6. That CCL forward the approved Annual Report to the Minister for Local Government.*

MINUTE 52

It was resolved:

- 1. That the Board approve the CCL Draft Annual Report 2021-2022 and associated Draft Financial Report 'in principle.'*
- 2. That the Board authorise the Chairperson, a Board member and the CEO to sign the Financial Report included in the Annual Report once it has been ratified by the Auditors.*
- 3. That the CEO sign the Management Representation Letter once the Audit has been finalised.*
- 4. That the Board note that CCL are applying to the Minister for Local Government for an extension on the submission deadline of the Annual Report including the Year End Financial Report from the 30 September 2022.*
- 5. That CCL forward the approved Annual Report including the Financial Report to the member Councils before submission to the Minister for Local Government.*
- 6. That CCL forward the approved Annual Report to the Minister for Local Government.*

Moved Keri New

Seconded Jeff Springfield

Carried

OFFICERS REPORTS

CC38/2022 FINANCE

Report prepared by Emily Ramaswamy

Purpose

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

CCL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

- 1. That the Finance Report be noted.*
- 2. That the Draft Audit Strategy be noted.*

MINUTE 53

It was resolved:

- 1. That the Finance Report be noted.*
- 2. That the Draft Audit Strategy be noted.*

Moved Lili Rosic

Seconded Jeff Springfield

Carried

CC39/2022 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 54

It was resolved:

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

Moved Jeff Springfield

Seconded Keri New

Carried

CC40/2022 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 55

It was resolved:

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

Moved Lili Rosic

Seconded Keri New

Carried

CC41/2022 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 56

It was resolved:

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

Moved Jeff Springfield

Seconded Keri New

Carried

CC42/2022

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 57

It was resolved:

That the Customer Experience Report be noted.

Moved Jeff Springfield

Seconded Keri New

Carried

GENERAL BUSINESS

CC43/2022 CEO PERFORMANCE REVIEW – KPI'S 2021-2022

Report prepared by Beth Luppino

Purpose

To inform the Board of progress with Casey Cardinia Libraries CEO's Performance Review for 2021-2022

CCL Library Plan reference – 4.6

RECOMMENDATIONS

1. *That the Board acknowledge the CEO's performance in 2021-2022.*

MINUTE 58

It was resolved:

1. *That the Board acknowledge the CEO's performance in 2021-2022.*
2. *That Lili Rosic, Keri New and Steve Coldham form a sub-committee to meet with the CEO to discuss performance and establish performance goals for 2022-2023.*

Moved Keri New

Seconded Lili Rosic

Carried

Meeting closed at 5.58pm

NEXT MEETING

Special Closed Meeting – Thursday 29 September 2022, Online Meeting.