

Casey Cardinia Libraries

Board Meeting

Wednesday 23 November 2022

Minutes

Bunjil Place Library Meeting Room 3 and 4

Meeting started at 4.25pm

1. **Present**

Board Members:

Lili Rosic (Cardinia Shire), Cr Jack Kowarzik (Cardinia Shire), Miguel Belmar (City of Casey-Administrator), 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. **Election of Chairperson**

Nominations were called for the role of Chairperson, there was one nomination, and no vote was required. It was resolved that the Board elect Cr. Jack Kowarzik from Cardinia Shire as the Chairperson for Casey Cardinia Libraries for this meeting.

Miguel Belmar was formally acknowledged for his work as the Chairperson for CCL during the previous 12 months.

Moved	Steve Coldham
Seconded	Miguel Belmar

5. **Confirmation of CCL Board Membership for 2023**

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
- Keri New – Manager City and Asset Planning
- Noelene Duff – Chair of Administrators (alternate delegate)

Cardinia Shire has made the following delegations:

- Cr Jack Kowarzik – Councillor
- Lili Rosic – General Manager, Liveable Communities

Moved Miguel Belmar

Seconded Keri New

6. Declaration of Conflicts of Interest

Nil

7. Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Board Meeting held on Wednesday 26 October 2022.

It was resolved that the minutes of the Board Meeting held on Wednesday 26 October 2022 be approved and adopted.

Moved Lili Rosic

Seconded Keri New

8. In-Camera

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12. Next Meeting 16

MINUTE 75

That the meeting resolved 'in camera' at 4.30pm and the meeting be closed to members of the community.

Moved Miguel Belmar
Seconded Steve Coldham

Carried

IN-CAMERA

CC56/2022	CCL TRANSITION
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IN-CAMERA

CC57/2022	EMPLOYMENT MATTER
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MINUTE 78

That the meeting resolved into 'open camera' at 5.00pm and the meeting be opened.

Moved Miguel Belmar

Seconded Lili Rosic

Carried

MINUTE 79

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

Moved Miguel Belmar

Seconded Lili Rosic

Carried

STRATEGIES/PLANS

CC58/2022 DRAFT BUDGET 2023-2024

Report prepared by Emily Ramaswamy

Purpose

To provide the draft estimates for the operating budget for the 2023 – 2024 financial year.

CCL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

- 1. That the Draft Budget 2023-2024 Report be noted.*

MINUTE 80

It was resolved:

- 1. That the Draft Budget 2023-2024 Report be noted.*

Moved Miguel Belmar

Seconded Lili Rosic

Carried

OFFICERS REPORTS

CC59/2022 FINANCE

Report prepared by Emily Ramaswamy

Purpose

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

CCL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

- 1. That the Finance Report be noted.*

MINUTE 81

It was resolved:

- 1. That the Finance Report be noted.*

Moved Steve Coldham

Seconded Keri New

Carried

CC60/2022 BUILDINGS AND FACILITIES

Report prepared by Bec Mitchem

Purpose

To provide the Board with an update on library facilities across the Casey and Cardinia region, 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 82

It was resolved:

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

Moved Lili Rosic

Seconded Steve Coldham

Carried

CC61/2022 **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

RECOMMENDATIONS

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

MINUTE 83

It was resolved:

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

Moved Miguel Belmar

Seconded Lili Rosic

Carried

CC62/2022 **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 84

It was resolved:

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

Moved Keri New

Seconded Miguel Belmar

Carried

CC63/2022 ORGANISATIONAL PERFORMANCE

Report prepared by Melinda Rogers and Beth Luppino

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 85

It was resolved:

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

Moved Steve Coldham

Seconded Lili Rosic

Carried

CC64/2022 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 86

It was resolved:

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

Moved Miguel Belmar

Seconded Lili Rosic

Carried

GENERAL BUSINESS

CC65/2022 BOARD MEMBERS CODE OF CONDUCT 2023

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 2023.*
- 2. That Board Members sign and provide a copy to the CEO of CCL before the next Board meeting scheduled in February 2023.*

MINUTE 87

It was resolved:

- 1. That the Board adopts CCL Code of Conduct 2023.*
- 2. That Board Members sign and provide a copy to the CEO of CCL before the next Board meeting scheduled in February 2023.*

Moved Keri New

Seconded Steve Coldham

Carried

CC66/2022

MEETING SCHEDULE 2023

Report prepared by Beth Luppino

Purpose

To provide the Board with the meeting schedule for Casey Cardinia Libraries (CCL) Board meetings in 2023.

CCL Library Plan reference – 4.1, 4.6

RECOMMENDATIONS

- 1. That the schedule of meeting dates and times for 2023 be agreed on and then forwarded to the Member Councils.*

MINUTE 88

It was resolved:

- 1. That the draft schedule of meeting dates and times for 2023 be agreed on and then forwarded to the Member Councils.*

Moved Miguel Belmar

Seconded Steve Coldham

Carried

NEXT MEETING

Special Board Meeting – Tuesday 7 February 2023 – 2.00pm – Bunjil Place Library

Ordinary Board Meeting – Wednesday 22 February 2023 – 4.00pm – Online Teams Meeting

Meeting closed at 5.40pm