

# Casey Cardinia Libraries

## Board Meeting

### Wednesday 22 February 2023

### Minutes

#### Online Teams Meeting

Meeting started at 4.04pm

1. **Present**

**Board Members:**

*Angie Peresso (Cardinia Shire – Representative) Miguel Belmar (City of Casey-Administrator), Steve Coldham (City of Casey) and Keri New (City of Casey)*

**Officers:**

*Beth Luppino, Sue Brown, Daniel Lewis, Emily Ramaswamy, Janine Galvin and Melinda Rogers (Secretariat).*

**Guest**

*Alan Morrison and Mike Beck (Consultants – Fluid) and Erin Commerford (Casey Cardinia Libraries – Marketing Manager) – CC07/2023*

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) Special Board Meeting held on Tuesday 7 February 2023.**

*It was resolved that the minutes of the Special Board Meeting held on Tuesday 7 February 2023 be approved and adopted.*

Moved	Steve Coldham
Seconded	Miguel Belmar

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*MINUTE 10*

That the meeting resolved 'in camera' at 4.05pm and the meeting be closed to members of the community.

Moved        Steve Coldham

Seconded   Keri New

Carried

IN-CAMERA

CC07/2023 NAMING PROJECT UPDATE AND PRESENTATION

*Report prepared by Beth Luppino*

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IN-CAMERA

CC08/2023      CEO KEY PERFORMANCE INDICATOR (KPI) PLAN – JANUARY – JUNE 2023

*Report prepared by Angie Peresso*

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***MINUTE 13***

That the meeting resolved into 'open camera' at 4.40pm and the meeting be opened.

Moved Miguel Belmar

Seconded Keri New

Carried

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***MINUTE 14***

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

Moved Miguel Belmar

Seconded Keri New

Carried

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## STRATEGIES/PLANS

CC09/2023 LIBRARY PLAN 2021-2025 AND REVIEW KEY MEASURES

*Report prepared by Beth Luppino*

### Purpose

To provide the Board with an update on forecast end-of-year Key Output targets for 2022-2023, and revised targets for 2023-2025.

### RECOMMENDATIONS

- I. That the Board note the review of CCL's Key Performance Indicators.*

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### MINUTE 15

*It was resolved:*

- I. That the Board note the review of CCL's Key Performance Indicators.*

Moved Steve Coldham

Seconded Keri New

Carried

## OFFICERS REPORTS

CC10/2023 FINANCE

*Report prepared by Emily Ramaswamy*

### Purpose

To provide the Board an update on CCL's financial performance as at 31 January 2023.

*CCL Library Plan reference – 4.5, 4.6*

### RECOMMENDATIONS

- 1. That the Finance Report be noted.*

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### MINUTE 16

*It was resolved:*

- 1. That the Finance Report be noted.*

Moved Miguel Belmar

Seconded Steve Coldham

Carried

CC11/2023 PEOPLE AND CULTURE

*Report prepared by Janine Galvin*

### Purpose

To provide the Board with an update on workforce development, staffing changes and legislative requirements.

### RECOMMENDATIONS

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

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### MINUTE 17

*It was resolved:*

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

Moved Miguel Belmar

Seconded Keri New

Carried



**CC12/2023      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.*

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**MINUTE 18**

*It was resolved:*

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

Moved      Steve Coldham

Seconded   Keri New

Carried

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**CC13/2023      CUSTOMER EXPERIENCE**

*Report prepared by Sue Brown*

**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, 2.2, 2.3, 3.1, 3.4 and 3.5*

**RECOMMENDATIONS**

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

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**MINUTE 18**

*It was resolved:*

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

Moved      Miguel Belmar

Seconded   Steve Coldham

Carried

**GENERAL BUSINESS**

**NEXT MEETING**

Wednesday 26 April 2023 – 4.00pm – Online Teams Meeting

Meeting closed at 5.10pm