Casey Cardinia Libraries
Board Meeting
Wednesday 26 April 2023
Minutes

Online Teams Meeting

Meeting started at 4.00pm

1. **Present**
   <u>Board Members:</u>
   Angie Peresso (Cardinia Shire – Representative), Miguel Belmar (City of Casey-Administrator), Steve Coldham (City of Casey) and Keri New (City of Casey)

   <u>Officers:</u>
   Beth Luppino, Sue Brown, 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 February 2023**

   It was resolved that the minutes of the Board Meeting held on Wednesday 22 February 2023 be approved and adopted.

Moved	Keri New
Seconded	Steve Coldham

STRATEGIES/PLANS

CC07/2023   LIBRARY PLAN 2021-2025 (UPDATED – APRIL 2023)

Report prepared by Beth Luppino

Purpose

To provide the Board with CCL Library Plan 2021–2025 (update April 2023) for endorsement, with adjusted Key Measure Outputs as presented at the February 2023 Board meeting.

CCL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS
1. *That the Board endorses the Library Plan 2021-2025 (Updated April 2023)*

MINUTE 19

It was resolved:
1. *That the Board endorses the Library Plan 2021-2025 (Updated April 2023)*

Moved   Steve Coldham
Seconded Miguel Belmar   Carried

CC08/2023   DRAFT BUDGET 2023-2024

Report prepared by Emily Ramaswamy

Purpose

To present the Board with Casey Cardinia Libraries Draft Budget 2023-2024 for endorsement.

CCL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

1. *That the Board endorses CCL Draft Budget 2023-2024.*
2. *That CCL forward the endorsed CCL Budget 2023-2024 to the City of Casey for adoption.*
3. *That CCL advertise the CCL Budget 2023–2024 prior to adoption.*
4. *That the Board notes CCL will adopt the CCL Budget 2023–2024 after the City of Casey advise formal approval of the Budget.*

MINUTE 20

It was resolved:

1. *That the Board endorses CCL Draft Budget 2023-2024.*
2. *That CCL forward the endorsed CCL Budget 2023-2024 to the City of Casey for adoption.*
3. *That CCL advertise the CCL Budget 2023–2024 prior to adoption.*
4. *That the Board notes CCL will adopt the CCL Budget 2023–2024 after the City of Casey advise formal approval of the Budget.*

Moved   Miguel Belmar
Seconded Steve Coldham   Carried

CC09/2023	DRAFT STRATEGIC RESOURCE PLAN 2023-2027

Report prepared by Emily Ramaswamy

Purpose

To present the Board with Casey Cardinia Libraries Draft Strategic Resource Plan 2023-2027 for endorsement.

CCL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

1. *That the Board endorses CCL Draft Strategic Resource Plan 2023–2027.*
2. *That CCL forward the endorsed CCL Strategic Resource Plan 2023-2027 to the City of Casey for adoption.*
3. *That the Board notes CCL will adopt the CCL Strategic Resource Plan 2023-2027 after the City of Casey advise formal approval.*

MINUTE 21

It was resolved:

1. *That the Board endorses CCL Draft Strategic Resource Plan 2023–2027.*
2. *That CCL forward the endorsed CCL Strategic Resource Plan 2023-2027 to the City of Casey for adoption.*
3. *That the Board notes CCL will adopt the CCL Strategic Resource Plan 2023-2027 after the City of Casey advise formal approval.*

Moved   Keri New
Seconded   Miguel Belmar   Carried

CC10/2023   DRAFT FACILITIES DEVELOPMENT PLAN 2023-2027

Report prepared by Beth Luppino

Purpose

To provide an updated Facilities Development Plan that reflects the current and future library infrastructure needs for the Casey community.

Library Plan reference – 4.5, 4.6, 4.7

RECOMMENDATIONS

1.   *That the Board endorse the Draft Facilities Development Plan 2023-2027.*

MINUTE 22

It was resolved:

1.   *That the Board endorse the Draft Facilities Development Plan 2023-2027.*

Moved   Steve Coldham
Seconded   Miguel Belmar   Carried

OFFICERS REPORTS

CC11/2023   FINANCE

Report prepared by Emily Ramaswamy

Purpose

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

CCL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

1.   *That the Finance Report be noted.*
2.   *That the Board note the Draft Audit Strategy proposed by VAGO.*

MINUTE 23

It was resolved:

1.   *That the Finance Report be noted.*
2.   *That the Board note the Draft Audit Strategy proposed by VAGO.*

Moved   Keri New

Seconded   Steve Coldham   Carried

CC12/2023   PEOPLE AND CULTURE

Report prepared by Janine Galvin

Purpose

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

CCL Library Plan reference – 1.1, 1.4, 2.2, 3.5, 4.1, 4.3,4.6, 4.7

RECOMMENDATIONS

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

MINUTE 24

It was resolved:

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

Moved   Miguel Belmar

Seconded   Keri New   Carried

CC13/2023   ORGANISATIONAL PERFORMANCE

Report prepared by Melinda Rogers

Purpose

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

CCL Library Plan reference – 4.3, 4.4,

RECOMMENDATIONS

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

MINUTE 25

It was resolved Organisational Performance Report be noted.

Moved   Steve Coldham
Seconded Keri New   Carried

CC14/2023   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

Programs and events at CCL provide opportunities to promote the library as a community space where people of all ages gather for a range of activities including early literacy programs for young children; literacy and creative programs for school aged children and teens, school holiday programs; lifelong learning, digital literacy, and reader development programs for adults.

RECOMMENDATIONS

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

MINUTE 26

It was resolved:

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

Moved   Miguel Belmar
Seconded Keri New   Carried

MINUTE 27

That the meeting resolved 'in camera' at 4.55pm and the meeting be closed to members of the community.

Moved   Miguel Belmar
Seconded   Steve Coldham   Carried

IN-CAMERA

CC15/2023   INNOVATION PROJECTS PROPOSAL – OUTREACH EXPANSION

Report prepared by Beth Luppino

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IN-CAMERA

MINUTE 29

That the meeting resolved into 'open camera' at 5.10pm and the meeting be opened.

Moved   Miguel Belmar
Seconded Steve Coldham   Carried

MINUTE 30

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

Moved   Miguel Belmar
Seconded Steve Coldham   Carried

GENERAL BUSINESS

CC16/2023	**NON-EXECUTIVE INDEPENDENT BOARD MEMBER REMUNERATION**

Report prepared by Beth Luppino

Purpose

Each Independent Member, including the Independent Member elected to be the Chairperson of the Board, is eligible to be remunerated.

The Board will recommend the annual remuneration for Independent Members to the Chief Executive Officer of the Council for endorsement.

CCL Library Plan reference – 4.6, 4.7

RECOMMENDATIONS
1. *That the Board endorse the proposed remuneration for Independent Board members for 2023-2024.*
2. *That the CCLC CEO notify the Casey CEO of the Board's recommendation for Non-Executive Independent Board Members remuneration.*

MINUTE 31

It was resolved:
1. *That the Board endorse the proposed remuneration for Independent Board members for 2023-2024.*
2. *That the CCLC CEO notify the Casey CEO of the Board's recommendation for Non-Executive Independent Board Members remuneration.*

Moved   Keri New
Seconded   Miguel Belmar   Carried

NEXT MEETING

Rescheduled to Thursday 13 July 2023 – 4.00pm – Online Teams Meeting

Meeting closed at 5.15pm