

Connected Libraries Board Meeting Thursday 13 July 2023 Minutes

Online Teams Meeting

Meeting started at 4.10pm

1. Present

Board Members:

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

Officers:

Beth Luppino, Emily Ramaswamy, Janine Galvin and Melinda Rogers (Secretariat).

Guest:

Craig Kenny – Mach2 Consulting (CC27/2023)

2. Apologies

Nil

3. Acknowledgement of the Traditional Owners

4. Board Membership and Appointment of Independent Board Members

The City of Casey Chief Executive Officer has reviewed the recruitment panel recommendations for the positions of Independent Board Members and made the following appointments in accordance with the CCLC Board Governance Policy:

- Penny Holloway; and
- Helen Partridge

The following delegates remain on the Board:

- Miguel Belmar;
- Keri New;
- Steve Coldham;
- Noelene Duff (alternate delegate)

The following delegate will resign from the Board following the appointment of an Independent member to the role of Chair:

- Angie Peresso.

Recommendation:

That the Board acknowledges the changes to the Casey Cardinia Library Corporation Board membership.

Moved Steve Coldham
Seconded Miguel Belmar

5. Appointment of Board Chairperson

One nomination for Chair.

Penny Holloway is appointed to the role of Chairperson to Connected Libraries in line with Governance Policy and the Regional Library Agreement.

It was resolved that the Board elect Penny Holloway, Independent Board Member as the Chairperson for Connected Libraries for the following 12 months, after which will rotate to Helen Partridge

Angie Peresso was formally acknowledged for his work as the Chairperson for CCL during the previous 12 months.

Moved Steve Coldham

Seconded Miguel Belmar

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 April 2023.

It was resolved that the minutes of the Board Meeting held on Wednesday 26 April 2023 be approved and adopted.

Moved Keri New

Seconded Steve Coldham

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STRATEGIES/PLANS

CC17/2023 LIBRARY PLAN 2021-2025 (UPDATED – APRIL 2023)

Report prepared by Beth Luppino

Purpose

To provide the Board with Connected Libraries (Casey Cardinia Library Corporation) Library Plan 2021–2025 (updated April 2023) for adoption.

CCL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

- 1. That the Board adopts the CL Library Plan 2021–2025 (updated April 2023).*
- 2. That CL forward a copy of the adopted Library Plan 2021–2025 (updated April 2023) to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

MINUTE 32

It was resolved:

- 1. That the Board adopts the CL Library Plan 2021–2025 (updated April 2023).*
- 2. That CL forward a copy of the adopted Library Plan 2021–2025 (updated April 2023) to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

Moved Miguel Belmar

Seconded Keri New

Carried

CC18/2023 BUDGET 2023-2024

Report prepared by Emily Ramaswamy

Purpose

To present the Board with Connected Libraries (Casey Cardinia Library Corporation) Budget 2023-2024 for adoption.

CCL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

- 1. That the Board adopts CL Budget 2023-2024.*

MINUTE 33

It was resolved:

- 1. That the Board adopts CL Budget 2023-2024.*

Moved Miguel Belmar

Seconded Steve Coldham

Carried

CC19/2023 STRATEGIC RESOURCE PLAN 2023-2027

Report prepared by Emily Ramaswamy

Purpose

To present the Board with Connected Libraries (Casey Cardinia Library Corporation) Strategic Resource Plan 2023-2027 for adoption

CCL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

- 1. That the Board adopts CL Strategic Resource Plan 2023-2027.*
- 2. That CL forward a copy of the adopted Strategic Resource Plan 2023-2027 to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

MINUTE 34

It was resolved:

- 1. That the Board adopts CL Strategic Resource Plan 2023-2027.*
- 2. That CL forward a copy of the adopted Strategic Resource Plan 2023-2027 to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

Moved Keri New

Seconded Steve Coldham

Carried

CC20/2023 ANNUAL ACTION PLAN 2023-2024

Report prepared by Beth Luppino

Purpose

To present the Board with Connected Libraries (Casey Cardinia Library Corporation) Annual Action Plan for 2023-2024.

CCL Library Plan reference – 4.6

RECOMMENDATIONS

- 1. That the Board notes the Annual Action Plan 2023-2024.*

MINUTE 35

It was resolved:

- 1. That the Board notes the Annual Action Plan 2023-2024.*

Moved Miguel Belmar

Seconded Keri New

Carried

OFFICERS REPORTS

CC21/2023 FINANCE

Report prepared by Emily Ramaswamy

Purpose

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

CCL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

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

MINUTE 36

It was resolved:

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

Moved Steve Coldham

Seconded Miguel Belmar

Carried

CC22/2023 BUILDING AND FACILITIES

Report prepared by Beth Luppino

Purpose

To provide the Board an update on library buildings and facilities development in Casey.

CCL Library Plan reference – 1.1, 2.1, 2.2

RECOMMENDATIONS

1. *That the Building and Facilities report be noted.*
-

MINUTE 37

It was resolved:

1. *That the Building and Facilities report be noted.*

Moved Keri New

Seconded Miguel Belmar

Carried

CC23/2023 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 38

It was resolved:

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

Moved Steve Coldham

Seconded Miguel Belmar

Carried

CC24/2023 OPERATIONAL 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 Operational Performance Report be noted.*
-

MINUTE 39

It was resolved:

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

Moved Keri New

Seconded Miguel Belmar

Carried

CC25/2023 CUSTOMER EXPERIENCE

Report prepared by Beth Luppino

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.*

MINUTE 40

It was resolved:

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

Moved Miguel Belmar

Seconded Steve Coldham

Carried

MINUTE 41

That the meeting resolved ‘in camera’ at 5.05pm and the meeting be closed to members of the community.

Moved Miguel Belmar

Seconded Keri New

Carried

IN-CAMERA

CC26/2023 INFORMATION, DIGITAL SERVICES AND TECHNOLOGY

Report prepared by Emily Ramaswamy

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CC27/2023 BENEFICIAL ENTERPRISE

Report prepared by Beth Luppino

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MINUTE 44

That the meeting resolved into 'open camera' at 5.30pm and the meeting be opened.

Moved Miguel Belmar

Seconded Keri New

Carried

MINUTE 45

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

Moved Keri New

Seconded Miguel Belmar

Carried

GENERAL BUSINESS

CC28/2023 STRATEGIC WORKSHOP PROPOSAL

Report prepared by Beth Luppino

Purpose

To provide the Board with a proposal for a Strategic Workshop to support Connected Libraries governance and annual planning.

CL Library Plan reference – 4.7

RECOMMENDATIONS

1. *That the Board agrees to hold a Strategic Planning Workshop in September or October 2023, and a date be scheduled by agreement of the members.*

MINUTE 46

It was resolved:

1. *That the Board agrees to hold a Strategic Planning Workshop in September or October 2023, and a date be scheduled by agreement of the members.*

Moved Keri New

Seconded Miguel Belmar

Carried

NEXT MEETING

Wednesday 23 August 2023 – 4.00pm – Bunjil Place Library

Meeting closed at 5.50pm