

# Connected Libraries Board Meeting Wednesday 20 November 2024 Minutes

Online - Microsoft Teams

Meeting started at 4.03pm

**1. Present**

**Board Members:**

*Penny Holloway (Chairperson), Steve Coldham (City of Casey) and Keri New (City of Casey).*

**Officers:**

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

**Guests:**

*Eva Foster (City of Casey) and Emily Clarke (City of Casey)*

**Apologies**

**Board Members:**

*Helen Partridge*

**Officers:**

*Nil*

**2. Acknowledgement of the Traditional Owners**

**3. Declaration of Conflicts of Interest**

*Nil*

**4. Confirmation of the Minutes of the Casey-Cardinia Library Corporation, trading as Connected Libraries (CL) Board Meeting held on Wednesday 23 October 2024.**

*It was resolved that the minutes of the Board Meeting held on Wednesday 23 October 2024 be approved and adopted.*

Moved	Steve Coldham
Seconded	Keri New

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## STRATEGIES/PLANS

### CL45/2024 DRAFT BUDGET 2025-2026

***Report prepared by Emily Ramaswamy***

#### **Purpose**

To provide the draft estimates for the operating budget for the 2025 – 2026 financial year.

*CL Library Plan reference – 4.6*

#### **RECOMMENDATIONS**

1. *That the Draft Budget 2025-2026 Report be noted.*

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#### **MINUTE 60**

*It was resolved:*

1. *That the Draft Budget 2025-2026 Report be noted.*
2. *That Connected Libraries have discussions with council officers regarding any proposed initiatives for 2025-2026.*

Moved Keri New

Seconded Steve Coldham

Carried

### CL46/2024 DRAFT LIBRARY PLAN 2025-2029

***Report prepared by Beth Luppino***

#### **Purpose**

To provide the Board with an update of the development of the Draft Library Plan 2025-2029.

*CL Library Plan reference – 4.6, 4.7*

#### **RECOMMENDATIONS**

1. *That the Draft Library Plan 2025-2029 Report be noted.*

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#### **MINUTE 61**

*It was resolved:*

1. *That the Draft Library Plan 2025-2029 Report be noted.*

Moved Steve Coldham

Seconded Keri New

Carried

## OFFICERS REPORTS

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### CL47/2024 FINANCE

#### *Report prepared by Emily Ramaswamy*

##### **Purpose**

To provide the Board an update on Connected Libraries' financial performance as at 31 October 2024.

*CL Library Plan reference – 4.5, 4.6*

##### **RECOMMENDATIONS**

1. *That the Finance Report be noted.*

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### **MINUTE 62**

*It was resolved:*

1. *That the Finance Report be noted.*
2. *That CL prepare a report for the February board meeting for the allocation of surplus funds to a project.*

Moved Keri New

Seconded Steve Coldham

Carried

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### CL48/2024 ORGANISATIONAL RISK

#### *Report prepared by Janine Galvin*

##### **Purpose**

To provide the Board with a progress report on matters that impact Connected Libraries' operations or strategic goals.

*CL Library Plan reference –4.3, 4.6, 4.7*

##### **RECOMMENDATIONS**

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

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### **MINUTE 63**

*It was resolved:*

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

Moved Steve Coldham

Seconded Keri New

Carried

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**CL49/2024      OPERATIONAL PERFORMANCE**

***Report prepared by Koula Kalaitzoglou and Melinda Rogers***

**Purpose**

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

*CL Library Plan reference – 4.3, 4.4*

**RECOMMENDATIONS**

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

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**MINUTE 64**

*It was resolved:*

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

Moved      Keri New

Seconded   Steve Coldham

Carried

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**CL50/2024      LIBRARY PLAN – 2021-2025 – ACTIONS AND ACHIEVEMENTS**

***Report prepared by Beth Luppino and Koula Kalaitzoglou***

**Purpose**

To provide the Board with key achievements from the Library Plan 2021-2025. This report will provide a summary of achievements against the 2024-2025 Action Plan, including traffic-light tracking of Key Activities. Also, provided is an overview of feedback gathered from the recent Community Survey – Your Library, Your Say!

*CL Library Plan reference – 4.6 - Good governance and compliance with legislative requirements*

**RECOMMENDATIONS**

1. *That the Library Plan 2021-2025 – Actions and Achievements Report be noted.*

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**MINUTE 65**

*It was resolved:*

1. *That the Library Plan 2021-2025 – Actions and Achievements Report be noted.*

Moved      Steve Coldham

Seconded   Keri New

Carried

## GENERAL BUSINESS

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### CL51/2024 BENEFICIAL ENTERPRISE

**Report prepared by Beth Luppino**

#### **Purpose**

To provide the Board with an update of the upcoming steps to transition Connected Libraries to a compliant entity under the Local Government Act 2020.

*CL Library Plan reference – 4.6, 4.7*

#### **RECOMMENDATIONS**

1. *That the Beneficial Enterprise Report be noted.*

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#### **MINUTE 66**

*It was resolved:*

1. *That the Beneficial Enterprise Report be noted.*

Moved Keri New

Seconded Steve Coldham

Carried

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### CL52/2024 BOARD CODE OF CONDUCT DRAFT 2025

**Report prepared by Beth Luppino**

#### **Purpose**

To present to the Board Connected Libraries Code of Conduct for annual review.

*CL Library Plan reference – 4.1, 4.6*

#### **RECOMMENDATIONS**

1. *That the Board adopts Connected Libraries Board Code of Conduct 2025.*
2. *That Board Members sign and provide a copy to the CEO of CL before the next Board meeting scheduled in February 2025.*

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#### **MINUTE 67**

*It was resolved:*

1. *That the Board adopts Connected Libraries Board Code of Conduct 2025.*
2. *That Board Members sign and provide a copy to the CEO of CL before the next Board meeting scheduled in February 2025.*

Moved Steve Coldham

Seconded Keri New

Carried

**CL53/2024**

**MEETING SCHEDULE 2025**

***Report prepared by Beth Luppino***

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**Purpose**

To provide the Board with the meeting schedule for Connected Libraries Board meetings in 2025.

*CL Library Plan reference – 4.1, 4.6*

**RECOMMENDATIONS**

- 1. That the schedule of meeting dates and times for 2025 be agreed on and then forwarded to City of Casey and invitations sent to CL Board members.*
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**MINUTE 68**

*It was resolved:*

- 1. That the schedule of meeting dates and times for 2025 be agreed on in principle and then forwarded to City of Casey and invitations sent to CL Board members.*

Moved      Keri New

Seconded   Steve Coldham

Carried

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**MINUTE 69**

That the meeting resolved 'in camera' at 5.24pm and the meeting be closed to members of the community.

Moved Steve Coldham

Seconded Keri New

Carried



**IN CAMERA**

**CL54/2024                      BENEFICIAL ENTERPRISE TRANSITION**

***Report prepared by Beth Luppino***

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**MINUTE 71**

That the meeting resolved into 'open camera' at 5.29pm and the meeting be opened.

Moved Steve Coldham

Seconded Keri New

Carried

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**MINUTE 72**

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

Moved Keri New

Seconded Steve Coldham

Carried

**NEXT MEETING**

Wednesday 26 February 2025 – Hybrid (*in person at Bunjil Place Library and Online*)

Meeting closed at 5.30pm