

Connected Libraries Board Meeting Wednesday 26 February 2025 Minutes

Online - Microsoft Teams

Meeting started at 4.00pm

1. Present

Board Members:

Penny Holloway (Chairperson), Helen Partridge, Steve Coldham (City of Casey), Keri New (City of Casey) and Cr Scott Dowling.

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)

2. Apologies

Board Members:

Nil

Officers:

Nil

3. Acknowledgement of the Traditional Owners

4. Board Membership

City of Casey have appointed Councillor Scott Dowling to Connected Libraries Board at their council meeting on 10 December 2024 as their Councillor Delegate.

Connected Libraries Board members include:

- Independent Board Members
 - Penny Holloway; and
 - Helen Partridge
- Council Officers
 - Keri New, and
 - Steve Coldham
- Councillor Delegate
 - Cr Scott Dowling.

Recommendation:

That the Board acknowledges the changes to the Connected Libraries Board membership.

Moved Steve Coldham
Seconded Helen Partridge

5. Declaration of Conflicts of Interest

Nil

6. Confirmation of the Minutes of the Casey-Cardinia Library Corporation, trading as Connected Libraries (CL) Board Meeting held on Wednesday 20 November 2024.

It was resolved that the minutes of the Board Meeting held on Wednesday 20 November 2024 be approved and adopted.

Moved Keri New
Seconded Steve Coldham

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STRATEGIES/PLANS

CL01/2025 DRAFT BUDGET 2025-2026

Report prepared by Emily Ramaswamy

Purpose

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

CL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

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

MINUTE 01

It was resolved:

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

Moved Helen Partridge

Seconded Steve Coldham

Carried

CL02/2025 DRAFT FACILITIES DEVELOPMENT PLAN 2023-2027 (*Updated February 2025*)

Report prepared by Beth Luppino and Koula Kalaitzoglou

Purpose

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

CL Library Plan reference – 4.5, 4.6, 4.7

RECOMMENDATIONS

1. *That the Board endorses the updated Facilities Development Plan 2023-2027, and that the CEO provides the Facilities Development Plan 2023-2027 (updated February 2025) to Council officers.*

MINUTE 02

It was resolved:

1. *That the Board endorses the updated Facilities Development Plan 2023-2027, and that the CEO provides the Facilities Development Plan 2023-2027 (updated February 2025) to Council officers.*

Moved Steve Coldham

Seconded Helen Partridge

Carried

OFFICERS REPORTS

CL03/2025 FINANCE

Report prepared by Emily Ramaswamy

Purpose

To provide the Board with an update on Connected Libraries' financial performance as at 31 January 2025.

CL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

1. That the Finance Report be noted.

MINUTE 03

It was resolved:

1. That the Finance Report be noted.

Moved Keri New

Seconded Helen Partridge

Carried

CL04/2025 ORGANISATIONAL RISK

Report prepared by Beth Luppino and 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.

MINUTE 04

It was resolved:

1. That the Organisational Risk Report be noted.

Moved Helen Partridge

Seconded Scott Dowling

Carried

CL05/2025 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.*

MINUTE 05

It was resolved:

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

Moved Steve Coldham

Seconded Keri New

Carried

CL06/2025 LIBRARY PLAN – 2021-2025 – ACTIONS AND ACHIEVEMENTS

Report prepared by Koula Kalaitzoglou

Purpose

To provide the Board with key achievements from the Library Plan 2021-2025.

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.*

MINUTE 06

It was resolved:

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

Moved Helen Partridge

Seconded Scott Dowling

Carried

GENERAL BUSINESS

CL07/2025 CONNECTED LIBRARIES BOARD MEETING SCHEDULE AND WORKSHOP 2025

Report prepared by Beth Luppino

Purpose

To provide the Board with the agreed meeting schedule for Connected Libraries Board meetings in 2025 and begin discussions around a Board Workshop for 2025.

CL Library Plan reference – 4.1, 4.6

RECOMMENDATIONS

- 1. That the Connected Libraries Board Meeting Schedule and Workshop 2025 Report be noted.*

MINUTE 07

It was resolved:

- 1. That the Connected Libraries Board Meeting Schedule and Workshop 2025 Report be noted.*

Moved Steve Coldham

Seconded Scott Dowling

Carried

MINUTE 08

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

Moved Helen Partridge

Seconded Keri New

Carried

IN CAMERA

CL08/2025 LIBRARY FACILITIES UPDATE

Report prepared by Koula Kalaitzoglou

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IN CAMERA

CL09/2025 BENEFICIAL ENTERPRISE UPDATE

Report prepared by Beth Luppino

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MINUTE 11

That the meeting resolved into 'open camera' at 5.15pm and the meeting be opened.

Moved Scott Dowling
Seconded Helen Partridge

Carried

MINUTE 12

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

Moved Scott Dowling
Seconded Helen Partridge

Carried

NEXT MEETING

Wednesday 16 April – 4.00pm – in person at Bunjil Place Library.

Meeting closed at 5.20pm