

Connected Libraries Board Meeting Wednesday 16 April 2025 Minutes

Bunjil Place Library, Meeting Room 3 and 4

Meeting started at 4.10pm

1. Present

Board Members:

Penny Holloway (Chairperson), Helen Partridge, Steve Coldham (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)

2. Apologies

Board Members:

Keri New (City of Casey)

Officers:

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, trading as Connected Libraries (CL) Board Meeting held on Wednesday 26 February 2025.

It was resolved that the minutes of the Board Meeting held on Wednesday 16 February be approved and adopted.

Moved Helen Partridge
Seconded Steve Coldham

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6. Strategies/Plans

CL10/2025 **Library Plan 2025-2029**

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CONNECTED LIBRARIES BOARD MEETING
Wednesday 16 April 2025

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STRATEGIES/PLANS

CL10/2025 LIBRARY PLAN 2025-2029

Report prepared by Beth Luppino

Purpose

To provide the Board with the updated draft Library Plan 2025-2029 for consideration and, if thought fit, adoption ahead of the new financial year 2025-2026.

CL Library Plan reference – 4.6, 4.7

RECOMMENDATIONS

- 1. That the Board adopts the CL Library Plan 2025-2029.*
- 2. That CL forward a copy of the adopted Library Plan 2025-2029 to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

MINUTE 13

It was resolved:

- 1. That the Board endorses CL Draft Library Plan 2025-2029.*
- 2. That CL forward the endorsed CL Draft Library Plan 2025-2029 to the City of Casey for adoption.*
- 3. That the Board notes Connected Libraries Ltd adopt the CL Draft Library Plan 2025-2029.*
- 4. That CL forward a copy of the adopted Library Plan 2025-2029 to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

Moved Helen Partridge

Seconded Scott Dowling

Carried

CL11/2025 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 Board endorses CL Draft Budget 2025-2026.*
- 2. That CL forward the endorsed CL Budget 2025-2026 to the City of Casey for adoption.*
- 3. That CL advertise the CL Budget 2025–2026 prior to adoption.*
- 4. That the Board notes CL will adopt the CL Budget 2025–2026 after the City of Casey advise formal approval of the Budget.*

MINUTE 14

It was resolved:

- 1. That the Board endorses CL Draft Budget 2025-2026.*
- 2. That CL forward the endorsed CL Budget 2025-2026 to the City of Casey for adoption.*
- 3. That CL advertise the CL Budget 2025–2026 prior to adoption.*
- 4. That the Board notes CL will adopt the CL Budget 2025–2026 after the City of Casey advise formal approval of the Budget.*

Moved Steve Coldham
Seconded Helen Partridge

Carried

CL12/2025 DRAFT STRATEGIC RESOURCE PLAN 2025-2029

Report prepared by Emily Ramaswamy

Purpose

To present the Board with Connected Libraries Draft Strategic Resource Plan 2025-2029 for endorsement.

CL Library Plan reference – 4.5, 4.6

Background

Connected Libraries' Strategic Resource Plan aligns with the requirements of the Library Plan under the Local Government Act 1989, Section 125, and the Regional Library Agreement. The SRP identifies the resources required to support the strategic objectives set out in the Library Plan and provides the financial foundation for their delivery over the four-year planning period.

In the transition to Connected Libraries Ltd, the Board of the new entity will be required to adopt the 2025-2029 SRP

RECOMMENDATIONS

1. *That the Board endorses CL Draft Strategic Resource Plan 2025-2029.*
2. *That CL forward the endorsed CL Strategic Resource Plan 2025-2029 to the City of Casey for adoption.*
3. *That the Board notes CL Ltd will be required to adopt the CL Strategic Resource Plan 2025-2029 after the City of Casey advise formal approval.*

MINUTE 15

It was resolved:

1. *That the Board endorses CL Draft Strategic Resource Plan 2025-2029.*
2. *That CL forward the endorsed CL Strategic Resource Plan 2025-2029 to the City of Casey for adoption.*
3. *That the Board notes CL Ltd will be required to adopt the CL Strategic Resource Plan 2025-2029 after the City of Casey advise formal approval.*

Moved Helen Partridge

Seconded Scott Dowling

Carried

CL13/2025 DRAFT ANNUAL ACTION PLAN (YEAR 1) 2025-2026

Report prepared by Beth Luppino

Purpose

To provide an overview of the draft Annual Action Plan and Key Performance Indicators for year one of the Draft Library Plan 2025-2029.

CL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

- 1. That the Board notes the draft Annual Action Plan (Year 1) 2025-2026 including key performance indicator targets.*
- 2. That Connected Libraries key performance indicator targets are forwarded to Council Officers for inclusion in relevant Service Level Agreements.*

MINUTE 16

It was resolved:

- 1. That the Board notes the draft Annual Action Plan (Year 1) 2025-2026 including key performance indicator targets.*
- 2. That Connected Libraries key performance indicator targets are forwarded to Council Officers for inclusion in relevant Service Level Agreements.*

Moved Steve Coldham
Seconded Scott Dowling

Carried

OFFICERS REPORTS

CL14/2025 FINANCE

Report prepared by Emily Ramaswamy

Purpose

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

CL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

1. That the Finance Report be noted.

MINUTE 17

It was resolved:

1. That the Finance Report be noted.

Moved Helen Partridge

Seconded Scott Dowling

Carried

CL15/2025 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 18

It was resolved:

1. That the Organisational Risk Report be noted.

Moved Steve Coldham

Seconded Scott Dowling

Carried

CL16/2025 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 19

It was resolved:

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

Moved Helen Partridge

Seconded Scott Dowling

Carried

CL17/2025 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 20

It was resolved:

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

Moved Steve Coldham

Seconded Helen Partridge

Carried

GENERAL BUSINESS

CL18/2025 BENEFICIAL ENTERPRISE

Report prepared by Beth Luppino

Purpose

To provide the Board with an update on the transition of Casey Cardinia Library Corporation to a Beneficial Enterprise as defined under the Local Government Act 2020.

CL Library Plan reference – 4.6, 4.7

RECOMMENDATIONS

1. *That the Board notes the Beneficial Enterprise report.*
2. *That the Board recommends the Board Chair and Connected Libraries CEO sign and execute the finalised Library Agreement on behalf of Casey Cardinia Library Corporation, and on behalf of Connected Libraries Ltd.*
3. *That the Connected Libraries CEO provides the signed Library Agreement to City of Casey CEO to sign and execute on behalf of Council.*

MINUTE 21

It was resolved:

1. *That the Board notes the Beneficial Enterprise report.*
2. *That the Board recommends the Board Chair and Connected Libraries CEO sign and execute the finalised Library Agreement on behalf of Casey Cardinia Library Corporation, and on behalf of Connected Libraries Ltd.*
3. *That the Connected Libraries CEO provides the signed Library Agreement to City of Casey CEO to sign and execute on behalf of Council.*

Moved Steve Coldham
Seconded Helen Partridge

Carried

MINUTE 22

That the meeting resolved 'in camera' at 5.18pm and the meeting be closed to members of the community.

Moved Helen Partridge
Seconded Scott Dowling

Carried

IN CAMERA

CL19/2025 TRANSITION UPDATE

Report prepared by Beth Luppino

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MINUTE 24

That the meeting resolved into 'open camera' at 5.28pm and the meeting be opened.

Moved Scott Dowling

Seconded Steve Coldham

Carried

MINUTE 25

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

Moved Scott Dowling

Seconded Steve Coldham

Carried

NEXT MEETING

Wednesday 25 June 2025 – 4.00pm – Online Teams Meeting

Meeting closed 5.30pm