

Connected Libraries Limited

Special Board Meeting

Monday 19 May 2025

Minutes

Online Meeting via Teams

Meeting started at 4.10pm

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. Declaration of Conflicts of Interest

Nil

5. General Business

Page No.

01/2025	Board Membership and Chairperson	2
02/2025	Update of company details	3
03/2025	Banking and Treasury Arrangements	4

6. Next Meeting 5

GENERAL BUSINESS

01/2025 BOARD MEMBERSHIP AND CHAIRPERSON

Report prepared by Beth Luppino

Purpose

To outline the membership and role of Chairperson for Connected Libraries Limited.

Library Plan 2025-2029 – 4.5 Implement updated and emerging governance, regulatory and compliance standards

RECOMMENDATIONS

1. *That the Board Membership and Chairperson report be noted.*
2. *That the Board endorse that Penny Holloway continue in the role of Chair until July 2025.*

MINUTE 01

It was resolved:

1. *That the Board Membership and Chairperson report be noted.*
2. *That the Board endorse that Penny Holloway continue in the role of Chair until July 2025.*

Moved Scott Dowling
Seconded Steve Coldham

Carried

02/2025 UPDATE TO COMPANY DETAILS

Report prepared by Beth Luppino & Emily Ramaswamy

Purpose

To recommend the appointment of a Public Officer for Connected Libraries Ltd, and update Connected Libraries Ltd Company Details in accordance with legislative and reporting obligations under Australian taxation and corporate law.

Library Plan 2025-2029 – 4.5 Implement updated and emerging governance, regulatory and compliance standards

RECOMMENDATIONS

1. That the Board appoints Emily Ramaswamy, General Manager Finance and Digital Operations, as the Public Officer for Connected Libraries Ltd.
2. That the Board Chair with the Company Secretary notifies the ABR and ATO of the below Changes:
 - a. Authorised Contact Person being Emily Ramaswamy (appointed Public Officer)
 - b. Additional Entity Associates:
 - i. Steve Coldham
 - ii. Scott Dowling
 - iii. Emily Ramaswamy
3. That the Board Chair or Authorised Person updates the ACNC Authorised Persons to include:
 - a. Beth Luppino (Company Secretary/CEO)
 - b. Emily Ramaswamy (General Manager Finance and Digital Operations / Public Officer)

MINUTE02

It was resolved:

1. That the Board appoints Emily Ramaswamy, General Manager Finance and Digital Operations, as the Public Officer for Connected Libraries Ltd.
2. That the Board Chair with the Company Secretary notifies the ABR and ATO of the below Changes:
 - a. Authorised Contact Person being Emily Ramaswamy (appointed Public Officer)
 - b. Additional Entity Associates:
 - i. Steve Coldham
 - ii. Scott Dowling
 - iii. Emily Ramaswamy
3. That the Board Chair or Authorised Person updates the ACNC Authorised Persons to include:
 - a. Beth Luppino (Company Secretary/CEO)
 - b. Emily Ramaswamy (General Manager Finance and Digital Operations / Public Officer)

Moved Helen Partridge
Seconded Keri New

Carried

03/2025 BANKING AND TREASURY ARRANGEMENTS

Report prepared by Emily Ramaswamy

Purpose

To seek Board approval for the establishment of foundational banking, investment, and treasury arrangements for Connected Libraries Ltd, in preparation for the commencement of operations on 1 July 2025.

Library Plan 2025-2029 – 4.5 Implement updated and emerging governance, regulatory and compliance standards

RECOMMENDATIONS

1. *That the Board approves the establishment of Westpac bank accounts for Connected Libraries Ltd, linked to the City of Casey Corporate Online platform.*
2. *That the Board approves the creation of a NAB investment profile to enable transfer of term deposits from CCLC.*
3. *That the Board approves a corporate credit card facility for Connected Libraries Ltd with a total limit of \$20,000.*
4. *That the Board confirms Penny Holloway, Beth Luppino, Emily Ramaswamy, Glenn Patterson and Melissa Baker as authorised account signatories.*
5. *That the Board appoints Beth Luppino and Emily Ramaswamy as Verifying Officers for the corporate card facility.*

MINUTE 03

It was resolved:

1. *That the Board approves the establishment of Westpac bank accounts for Connected Libraries Ltd, linked to the City of Casey Corporate Online platform.*
2. *That the Board approves the creation of a NAB investment profile to enable transfer of term deposits from CCLC.*
3. *That the Board approves a corporate credit card facility for Connected Libraries Ltd with a total limit of \$20,000.*
4. *That the Board confirms Penny Holloway, Beth Luppino, Emily Ramaswamy, Glenn Patterson and Melissa Baker as authorised account signatories.*
5. *That the Board appoints Beth Luppino and Emily Ramaswamy as Verifying Officers for the corporate card facility.*

Moved Scott Dowling
Seconded Steve Coldham

Carried

NEXT MEETING

Wednesday 25 June 2025 – online.

Meeting closed at 4.25pm