

# Connected Libraries Board Meeting Wednesday 25 June 2025 Minutes

## Online Meeting via Teams

Meeting started at 4.40pm

### 1. Present

#### **Board Members:**

*Penny Holloway (Chairperson), Helen Partridge, 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:**

*Steve Coldham (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 16 April 2025 and the Special Board Meeting held on Monday 28 April 2025.

*It was resolved that the minutes of the Board Meeting held on Wednesday 16 April 2025 and the Special Board Meeting held on Monday 28 April 2025 be approved and adopted.*

Moved                      Scott Dowling  
Seconded                Keri New

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## STRATEGIES/PLANS

### **CL21/2025 LIBRARY PLAN 2025-2029, STRATEGIC RESOURCE PLAN 2025-2029 AND BUDGET 2025-2026**

***Report prepared by Beth Luppino***

#### **Purpose**

To provide the Board with an update on the status of the Library Plan 2025-2029 Strategic Resource Plan 2025-2029 and the Budget 2025-2026.

*Library Plan 2021-2025 reference – 4.6*

*Library Plan 2025-2029 reference – 4.5*

#### **RECOMMENDATIONS**

1. *That the Board notes that the Library Plan 2025-2029, Strategic Resource Plan 2025-2029 and Budget 2025-2026 have been endorsed at City of Casey Council meeting and that these have been formally adopted by the CL Limited Board at its meeting on 25 June 2025.*

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#### **MINUTE 30**

*It was resolved:*

1. *That the Board notes that the Library Plan 2025-2029, Strategic Resource Plan 2025-2029 and Budget 2025-2026 have been endorsed at City of Casey Council meeting and that these have been formally adopted by the CL Limited Board at its meeting on 25 June 2025.*

Moved Helen Partridge

Seconded Scott Dowling

Carried

### **CL22/2025 ACTION PLAN 2025-2026**

***Report prepared by Koula Kalaitzoglou***

#### **Purpose**

To provide the Board with an update on Connected Libraries Action Plan 2025-2026.

*Library Plan 2021-2025 reference – 4.5, 4.6*

*Library Plan 2025-2029 reference – 4.5*

#### **RECOMMENDATIONS**

1. *That the Action Plan Report be noted.*

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#### **MINUTE 31**

*It was resolved:*

1. *That the Action Plan Report be noted.*

Moved Helen Partridge

Seconded Keri New

Carried

## OFFICERS REPORTS

### CL23/2025 FINANCE

#### ***Report prepared by Emily Ramaswamy***

##### **Purpose**

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

*Library Plan 2021-2025 reference – 4.5, 4.6*

*Library Plan 2025-2029 reference – 4.5*

##### **RECOMMENDATIONS**

1. *That the Finance Report be noted.*
2. *That the updated Procurement Policy be noted.*

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### MINUTE 32

*It was resolved:*

1. *That the Finance Report be noted.*
2. *That the updated Procurement Policy be noted.*

Moved           Helen Partridge

Seconded       Scott Dowling

*Carried*

### CL24/2025 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.

*Library Plan 2021-2025 reference – 4.3, 4.6, 4.7*

*Library Plan 2025-2029 reference – 2.4, 4.3, 4.4, 4.5*

##### **RECOMMENDATIONS**

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

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### MINUTE 33

*It was resolved:*

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

Moved           Helen Partridge

Seconded       Keri New

*Carried*

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**CL25/2025      OPERATIONAL PERFORMANCE**

***Report prepared by Melinda Rogers***

**Purpose**

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

*Library Plan 2021-2025 reference – 4.3, 4.5*

*Library Plan 2025-2029 reference – 2.2, 2.6, 4.5*

**RECOMMENDATIONS**

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

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**MINUTE 34**

*It was resolved:*

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

*Moved                Helen Partridge*

*Seconded        Scott Dowling*

*Carried*

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**CL26/2025      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, specifically the 2024-2025 Action Plan.

*Library Plan 2021-2025 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 35**

*It was resolved:*

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

*Moved                Scott Dowling*

*Seconded        Keri New*

*Carried*

## GENERAL BUSINESS

**CL27/2025      CHAIRPERSON**

***Report prepared by Beth Luppino***

### **Purpose**

To outline the Board Governance policy requirements regarding the terms of office for the Board Chair position and to support the Board in the election of a Chairperson from 1 July 2025.

*Library Plan 2021-2025 reference – 4.6*

*Library Plan 2025-2029 reference - 4.5*

### **RECOMMENDATIONS**

1. *That the Board Chairperson report be noted.*
2. *That the Board endorse an Independent Board member in the role of Chair from July 2025 until July 2026.*

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### **MINUTE 36**

*It was resolved:*

1. *That the Board Chairperson report be noted.*
2. *That the Board endorse Independent Board member, Penny Holloway in the role of Chair from July 2025 until July 2026.*

*Moved              Helen Partridge*

*Seconded        Scott Dowling*

*Carried*

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**CL28/2025      BENEFICIAL ENTERPRISE**

***Report prepared by Beth Luppino***

**Purpose**

To provide the Board with information on the scheduled transfer of assets including cash holdings from CCLC to CL Ltd on July 1, to enable CL Ltd to begin trading in accordance with the Library Agreement.

*Library Plan 2021-2025 reference – 4.6, 4.7*

*Library Plan 2025-2029 reference – 4.5*

**RECOMMENDATIONS**

1. *That the Board approves the scheduling of the transfer of CCLC's available cash assets to Connected Libraries Ltd on 1 July 2025, except for a \$50,000 retained balance to meet anticipated wind-up costs.*

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**MINUTE 37**

*It was resolved:*

1. *That the Board approves the scheduling of the transfer of CCLC's available cash assets to Connected Libraries Ltd on 1 July 2025, except for a \$50,000 retained balance to meet anticipated wind-up costs.*
2. *That the Board delegate authority to the CEO of Connected Libraries to approve the payment request.*

Moved            Helen Partridge

Seconded       Keri New

Carried

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**MINUTE 38**

*That the meeting resolved 'in camera' at 5.23pm and the meeting be closed to members of the community.*

Moved            Helen Partridge

Seconded       Scott Dowling

Carried

**IN CAMERA**

**CL29/2025      TRANSITION UPDATE**

***Report prepared by Beth Luppino***

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**MINUTE 40**

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

Moved            Scott Dowling  
Seconded       Keri New

*Carried*

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**MINUTE 41**

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

Moved            Scott Dowling  
Seconded       Keri New

*Carried*

**NEXT MEETING**

Wednesday 27 August 2025 – 4.00pm – Online Teams Meeting

Meeting closed at 5.30pm