

# Connected Libraries Limited Board Meeting Wednesday 25 June 2025 Minutes

## Online Meeting via Teams

Meeting started at 4.00pm

### 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 Connected Libraries Limited Board Meeting held on Monday 19 May 2025.

*It was resolved that the minutes of the Board Meeting held on Monday 19 May be approved and adopted.*

Moved	Scott Dowling
Seconded	Helen Partridge

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### 6. Strategies/Plans

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## STRATEGIES/PLANS

### 04/2025 LIBRARY AGREEMENT

**Report prepared by Beth Luppino**

#### Purpose

To present the Board with Connected Libraries 'Library Agreement' for formal adoption, having been signed and executed as an Agreement by all parties.

*Library Plan 2025-2029 reference – 4.5*

#### RECOMMENDATIONS

1. That the Board adopts the signed Library Agreement between Connected Libraries Limited, Casey City Council and Casey Cardinia Library Corporation.

### MINUTE 04

*It was resolved:*

1. That the Board adopts the signed Library Agreement between Connected Libraries Limited, Casey City Council and Casey Cardinia Library Corporation.

Moved Keri New

Seconded Scott Dowling

Carried

### 05/2025 LIBRARY PLAN 2025-2029

**Report prepared by Beth Luppino**

#### Purpose

To provide the Board with CL endorsed Library Plan 2025-2029 for adoption ahead of the new financial year 2025-2026.

*Library Plan 2025-2029 reference – 4.5*

#### RECOMMENDATIONS

1. That the CL Limited 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 05

*It was resolved:*

1. That the CL Limited 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.

Moved Helen Partridge

Seconded Keri New

Carried

**06/2025                      STRATEGIC RESOURCE PLAN 2025-2029*****Report prepared by Emily Ramaswamy*****Purpose**

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

*Library Plan 2025-2029 reference – 4.5*

**RECOMMENDATIONS**

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

**MINUTE 06**

*It was resolved:*

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

Moved                      Scott Dowling  
Seconded                  Helen Partridge

*Carried*

**07/2025                      BUDGET 2025-2026*****Report prepared by Emily Ramaswamy*****Purpose**

To present the Board with Connected Libraries Budget for the operating budget for the 2025–2026 financial year for adoption.

*Library Plan 2025-2029 reference – 4.5*

**RECOMMENDATIONS**

1. *That the Board adopts CL Budget 2025-2026.*
2. *That the Board notes a revised CL Budget which includes the additional projects approved by City of Casey will be presented for adoption at the August meeting.*

**MINUTE 07**

*It was resolved:*

1. *That the Board adopts CL Budget 2025-2026.*
2. *That the Board notes a revised CL Budget which includes the additional projects approved by City of Casey will be presented for adoption at the August meeting.*

Moved                      Scott Dowling  
Seconded                  Helen Partridge

*Carried*

## GENERAL BUSINESS

**08/2025 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 08**

*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 Keri New

Carried

**09/2025 AUDIT AND RISK**

***Report prepared by Beth Luppino and Emily Ramaswamy***

### **Purpose**

To provide the Board with information and options for the introduction of a Finance, Audit and Risk Board Sub-Committee (ARC).

*Library Plan 2025-2029 reference – 4.5*

### **RECOMMENDATIONS**

1. *That the Board consider the formation of a Finance Audit and Risk sub-committee.*
2. *That the CEO procures external advice and recommendations on internal audit practices for CL Ltd.*

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### **MINUTE 09**

*It was resolved:*

1. *That the Board decision to consider the formation of a Finance Audit and Risk sub-committee be deferred to the next meeting.*
2. *That the CEO procures external advice and recommendations on internal audit practices for CL Ltd.*

Moved Helen Partridge

Seconded Keri New

Carried

## 10/2025 CL LIMITED BOARD CODE OF CONDUCT 2025-2026

**Report prepared by Beth Luppino**

### **Purpose**

To present the draft Connected Libraries Limited Board Code of Conduct for review and consideration.

*Library Plan 2021-2025 reference – 4.1, 4.6*

*Library Plan 2025-2029 reference – 4.5*

### **RECOMMENDATIONS**

1. *That the Board adopts Connected Libraries Limited Board Code of Conduct 2025-2026.*
2. *That Board Directors sign and provide a copy to the CEO of CL Limited by 1 July 2025.*

### **MINUTE 10**

*It was resolved:*

1. *That the Board adopts Connected Libraries Limited Board Code of Conduct 2025-2026.*
2. *That Board Directors sign and provide a copy to the CEO of CL Limited by 1 July 2025.*

Moved Scott Dowling  
Seconded Helen Partridge

Carried

### **MINUTE 11**

*That the meeting resolved 'in camera' at 4.30pm and the meeting be closed to members of the community.*

Moved Keri New  
Seconded Helen Partridge

Carried

**IN-CAMERA**

**11/2025                      CEO PERFORMANCE REVIEW SUB-COMMITTEE**

***Report prepared by Steve Coldham***

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**MINUTE 13**

*That the meeting resolved into 'open camera' at 4.35pm and the meeting be opened.*

*Moved Keri New*

*Seconded Helen Partridge*

*Carried*

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**MINUTE 14**

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

*Moved Keri New*

*Seconded Helen Partridge*

*Carried*



**NEXT MEETING**

Wednesday 27 August 2025 – 4.00pm – Online Teams Meeting

Meeting closed at 4.40pm