

Connected Libraries Board Meeting Wednesday 27 August 2025 Minutes

Online Meeting via Teams

Meeting started at 4.03pm

1. Present

Board Members:

Penny Holloway (Chairperson), Keri New (City of Casey), 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) and Emily Clarke (City of Casey)

2. Apologies

Board Members:

Helen Partridge

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 25 June 2025.

It was resolved that the minutes of the Board Meeting held on Wednesday 25 June 2025 be approved and adopted.

Moved Scott Dowling
Seconded Keri New

| | <i>Page No.</i> |
|--|-----------------|
| 6. Strategies/Plans | |
| CL30/2025 Draft Annual Report 2024-2025 including Year End Financial Report | 3 |
| 7. In-Camera | |
| CL31/2025 Transition Update | 4 |
| 8. General Business | 6 |
| 9. Next Meeting | 6 |

STRATEGIES/PLANS

CL30/2025 DRAFT ANNUAL REPORT 2024-2025

Report prepared by Beth Luppino and Emily Ramaswamy

Purpose

To present the Board with Connected Libraries Draft Annual Report 2023-2024 including the Year End Financial Report for consideration.

Library Plan 2025-2029 reference – 4.5

RECOMMENDATIONS

1. *That the Board approve “in principle” Connected Libraries Draft Annual Report 2024–2025 and associated Draft Financial Report.*
2. *That the Board authorise the Chairperson, a Board member and the CEO to sign the Financial Report included in the Annual Report once it has been ratified by the Auditors.*
3. *That the Chairperson and the CEO sign the Management Representation Letter once the Audit has been finalised.*
4. *That Connected Libraries forward the approved and signed Annual Report including the Year End Financial report to the Minister for Local Government and the City of Casey.*

MINUTE 42

It was resolved:

1. *That the Board approve “in principle” Connected Libraries Draft Annual Report 2024–2025 and associated Draft Financial Report.*
2. *That the Board authorise the Chairperson, a Board member and the CEO to sign the Financial Report included in the Annual Report once it has been ratified by the Auditors.*
3. *That the Chairperson and the CEO sign the Management Representation Letter once the Audit has been finalised.*
4. *That Connected Libraries forward the approved and signed Annual Report including the Year End Financial report to the Minister for Local Government and the City of Casey.*

Moved Steve Coldham
Seconded Scott Dowling

Carried

MINUTE 43

That the meeting resolved ‘in camera’ at 4.18pm and the meeting be closed to members of the community.

Moved Keri New
Seconded Steve Coldham

Carried

IN CAMERA

CL31/2025 TRANSITION UPDATE

Report prepared by Beth Luppino

THIS PAGE HAS BEEN LEFT BLANK.

MINUTE 45

That the meeting resolved into 'open camera' at 4.23pm and the meeting be opened.

Moved Steve Coldham

Seconded Keri New

Carried

MINUTE 46

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

Moved Steve Coldham

Seconded Keri New

Carried

GENERAL BUSINESS

NEXT MEETING

Wednesday 22 October 2025 – 4.00pm – Online Teams Meeting

Meeting closed at 4.25pm.