

# Connected Libraries Limited Board Meeting Wednesday 27 August 2025 Minutes

## Online Meeting via Teams

Meeting started at 4.25pm

### 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 Connected Libraries Limited Board Meeting held on Wednesday 25 June 2025.

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

Moved                Scott Dowling  
Seconded            Keri New

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## STRATEGIES/PLANS

**12/2025**                      **REVISED BUDGET 2025-2026**

***Report prepared by Emily Ramaswamy***

### **Purpose**

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

*Library Plan 2025-2029 reference – 4.5*

### **RECOMMENDATIONS**

1. *That the Board notes and adopts the revised CL Budget 2025-2026 that includes the additional projects approved by City of Casey.*

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### **MINUTE 15**

*It was resolved:*

1. *That the Board notes and adopts the revised CL Budget 2025-2026 that includes the additional projects approved by City of Casey.*

*Moved*                      *Steve Coldham*

*Seconded*                *Scott Dowling*

*Carried*

## OFFICERS REPORTS

### 13/2025 FINANCE

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

##### **Purpose**

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

*Library Plan 2025-2029 reference – 4.5*

##### **RECOMMENDATIONS**

1. *That the Finance Report be noted.*

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### **MINUTE 16**

*It was resolved:*

1. *That the Finance Report be noted.*

*Moved Keri New*

*Seconded Steve Coldham*

*Carried*

### 14/2025 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 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 17**

*It was resolved:*

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

*Moved Steve Coldham*

*Seconded Scott Dowling*

*Carried*

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**15/2025                    OPERATIONAL PERFORMANCE**

***Report prepared by Melinda Rogers***

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**Purpose**

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

*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 18**

*It was resolved:*

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

*Moved                    Steve Coldham*

*Seconded                Keri New*

*Carried*

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**16/2025                    LIBRARY PLAN – 2025-2029 – ACTIONS AND ACHIEVEMENTS**

***Report prepared by Koula Kalaitzoglou***

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**Purpose**

To provide the Board with key achievements from the Library Plan 2025-2029, specifically the 2025-2026 Action Plan.

*Library Plan 2025-2029 reference –4.5*

**RECOMMENDATIONS**

1. *That the Library Plan 2025-2029 – Actions and Achievements Report be noted.*
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**MINUTE 19**

*It was resolved:*

1. *That the Library Plan 2025-2029 – Actions and Achievements Report be noted.*

*Moved                    Scott Dowling*

*Seconded                Keri New*

*Carried*

## GENERAL BUSINESS

### 17/2025            AUDIT AND RISK COMMITTEE

**Report prepared by Beth Luppino**

#### **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 notes the Audit and Risk Committee Report.*
2. *That the Board considers options for managing its finance, audit, and risk oversight responsibilities.*

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#### **MINUTE 20**

*It was resolved:*

1. *That the Board notes the Audit and Risk Committee Report.*
2. *That the Board discussed options for managing its finance, audit, and risk oversight responsibilities and will not establish an Audit and Risk sub-committee at this time.*
3. *That the CEO of CL Ltd obtain cost estimates from an external provider to develop a four-year audit plan that includes one internal audit per year. A report on this is to be presented at the next Board meeting.*

*Moved            Scott Dowling*  
*Seconded       Steve Coldham*

*Carried*

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#### **MINUTE 21**

*That the meeting resolved ‘in camera’ at 5.13pm and the meeting be closed to members of the community.*

*Moved            Steve Coldham*  
*Seconded       Scott Dowling*

*Carried*

**IN-CAMERA**

**18/2025          STAFF CULTURE SURVEY**

*Report prepared by Beth Luppino*

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**IN-CAMERA**

**19/2025                    CEO PERFORMANCE REVIEW AND PLAN**

*Report prepared by the CEO Performance Sub-committee - Penny Holloway, Helen Partridge and Steve Coldham*

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**MINUTE 24**

*That the meeting resolved into 'open camera' at 5.35pm and the meeting be opened.*

*Moved*            *Scott Dowling*

*Seconded*      *Steve Coldham*

*Carried*

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**MINUTE 25**

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

*Moved*            *Scott Dowling*

*Seconded*      *Steve Coldham*

*Carried*

**NEXT MEETING**

Wednesday 22 October 2025 – 4.00pm – Online Teams Meeting

Meeting closed at 5.37pm