

Connected Libraries Limited Board Meeting Wednesday 22 October 2025 Minutes

Online Meeting via Teams

Meeting started at 4.25pm

1. Present

Board Members:

*Penny Holloway (Chairperson), Helen Partridge, 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)

2. Apologies

Board Members:

Nil

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 27 August 2025.

It was resolved that the minutes of the Board Meeting held on Wednesday 27 August be approved and adopted.

Moved Keri New
Seconded Steve Coldham

		<i>Page No.</i>
6. Officers' Reports		
20/2025	Finance	3
21/2025	Organisational Risk	4
22/2025	Operational Performance	5
23/2025	Library Plan 2025-2029- Actions and Achievements	6
7. In-Camera		
24/2025	Incident Update	6
8. General Business		
25/2025	Internal Audit	8
9. Next Meeting		9

OFFICERS REPORTS

20/2025 FINANCE

Report prepared by Emily Ramaswamy

Purpose

To provide the Board with an update on Connected Libraries' financial performance as at 30 September 2025.

Library Plan 2025-2029 reference – 4.5

RECOMMENDATIONS

1. *That the Finance Report be noted.*

MINUTE 26

It was resolved:

1. *That the Finance Report be noted.*

Moved Helen Partridge

Seconded Scott Dowling

Carried

21/2025 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.*

MINUTE 27

It was resolved:

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

Moved Helen Partridge

Seconded Keri New

Carried

22/2025 OPERATIONAL PERFORMANCE

Report prepared by Melinda Rogers

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.*
-

MINUTE 28

It was resolved:

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

Moved Helen Partridge
Seconded Scott Dowling

Carried

23/2025 LIBRARY PLAN – 2025-2029 – ACTIONS AND ACHIEVEMENTS

Report prepared by Koula Kalaitzoglou

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.*
-

MINUTE 29

It was resolved:

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

Moved Scott Dowling
Seconded Steve Coldham

Carried

MINUTE 30

That the meeting resolved 'in camera' at 4.50pm and the meeting be closed to members of the community.

Moved *Scott Dowling*
Seconded *Helen Partridge*

Carried

IN-CAMERA

24/2025

INCIDENT UPDATE

Report prepared by Beth Luppino

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MINUTE 32

That the meeting resolved into 'open camera' at 5.00pm and the meeting be opened.

Moved Helen Patridge

Seconded Steve Coldham

Carried

MINUTE 33

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

Moved Helen Patridge

Seconded Steve Coldham

Carried

GENERAL BUSINESS

25/2025 INTERNAL AUDIT

Report prepared by Beth Luppino

Purpose

To provide the Board with an update on request for quotes for a four-year, outsourced Internal Audit plan.

Library Plan 2025-2029 reference – 4.5

RECOMMENDATIONS

1. *That the Board notes the Internal Audit update.*

MINUTE 34

It was resolved:

1. *That the Board notes the Internal Audit update.*

Moved Helen Partridge

Seconded Keri New

Carried

NEXT MEETING

Wednesday 26 November 2025 – 4.00pm – Online Teams Meeting

Meeting closed at 5.15pm