

Connected Libraries Limited Board Meeting Wednesday 26 November 2025 Minutes

Online Meeting via Teams

Meeting started at 4.13pm

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, Koula Kalaitzoglou and Melinda Rogers (Secretariat).

Guests:

Eva Foster (City of Casey) and Emily Clarke (City of Casey)

2. Apologies

Board Members:

Nil

Officers:

Janine Galvin

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 22 October 2025.

It was resolved that the minutes of the Board Meeting held on Wednesday 22 October be approved and adopted.

Moved Scott Dowling
Seconded Keri New

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STRATEGIES/PLANS

26/2025 DRAFT BUDGET 2026-2027

Report prepared by Emily Ramaswamy

Purpose

To provide the draft estimates for the operating budget for the 2026–2027 financial year.

Library Plan 2025-2029 reference – 4.5

RECOMMENDATIONS

1. *That the Board note the 2026-2027 Draft Budget.*

MINUTE 35

It was resolved:

1. *That the Board note the 2026-2027 Draft Budget.*

Moved Helen Partridge

Seconded Scott Dowling

Carried

OFFICERS REPORTS

27/2025 FINANCE

Report prepared by Emily Ramaswamy

Purpose

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

Library Plan 2025-2029 reference – 4.5

RECOMMENDATIONS

1. *That the Finance Report be noted.*

MINUTE 36

It was resolved:

1. *That the Finance Report be noted.*

Moved Steve Coldham

Seconded Keri New

Carried

28/2025 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 37

It was resolved:

1. *That the Organisational Risk Report be noted.*
2. *That the Board review the Connected Libraries Risk Management Plan annually at start of financial year.*

Moved Helen Partridge

Seconded Scott Dowling

Carried

29/2025 OPERATIONAL PERFORMANCE

Report prepared by Melinda Rogers and Beth Luppino

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 38

It was resolved:

1. That the Operational Performance Report be noted.

Moved Keri New

Seconded Steve Coldham

Carried

30/2025 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.*
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MINUTE 39

It was resolved:

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

Moved Scott Dowling

Seconded Helen Partrdige

Carried

GENERAL BUSINESS

31/2025 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 40

It was resolved:

1. *That the Board notes the Internal Audit update.*
2. *That the Board develop a prioritised list of high-risk areas, with the intention of addressing one top priority risk in the next 12 months (2026-2027).*

Moved Scott Dowling
Seconded Keri New

Carried

32/2025 MEETING SCHEDULE 2026

Report prepared by Beth Luppino

Purpose

To provide the Board the meeting schedule for Connected Libraries Limited Board meetings in 2026.

Library Plan 2025-2029 reference – 4.5

RECOMMENDATIONS

1. *That the schedule of meeting dates and times for 2026 be agreed on and then forwarded to City of Casey and invitations sent to Connected Libraries Limited Board members.*

MINUTE 41

It was resolved:

1. *That the schedule of meeting dates and times for 2026 be agreed on and then forwarded to City of Casey and invitations sent to Connected Libraries Limited Board members.*

Moved Helen Partridge
Seconded Keri New

Carried

Board Director retirement

Steve Coldham has submitted his resignation to the City of Casey, leaving his role as Director Community Life in the coming weeks. As per the Board Governance Policy, section 5.3, this means that Steve will no longer sit on the board of Directors of Connected Libraries Limited as a Council representative. This will be Steve's final Board meeting before he departs the City of Casey

MINUTE 42

It was resolved:

1. That Connected Libraries and its Board members would like to acknowledge the significant contribution Steve has made since joining the Board as council-nominated representative in February 2019 and wish him well in his future endeavours.
2. That Connected Libraries CEO writes to the City of Casey CEO on behalf of the Board, requesting that Council nominates a representative to replace Steve Coldham as Director on the CL Board.

Moved Keri New

Seconded Helen Partridge

Carried

NEXT MEETING

Wednesday 25 February 2026 – Online Teams Meeting

Meeting closed at 5.30pm