

Connected Libraries Limited Board Meeting Wednesday 24 June 2026 Minutes

In person at Bunjil Place Library, Meeting Room 3 and 4

Meeting started at 4.04pm

1. Present

Board Members:

Penny Holloway (Chairperson), Keri New (City of Casey), Callum Pattie (City of Casey), Cr Scott Dowling and Helen Partridge (virtual attendance).

Officers:

Beth Luppino, Koula Kalaitzoglou, Emily Ramaswamy, Janine Galvin and Melinda Rogers (Secretariat).

Guests:

Eva Foster (City of Casey)

2. Apologies

Board Members:

Nil

Officers:

Nil

Guests:

Brad Spolding (City of Casey)

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 April 2026

It was resolved that the minutes of the Board Meeting held on Wednesday 22 April 2026 approved and adopted.

Moved	Keri New
Seconded	Callum Pattie

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STRATEGIES/PLANS

16/2026 BUDGET 2026-2027

Report prepared by Emily Ramaswamy

Purpose

To provide the Board with Connected Libraries Budget 2026-2027 for approval.

Library Plan 2025-2029 reference – 4.5

RECOMMENDATIONS

1. That the Board notes that CL Budget 2026-2027 was approved at City of Casey Council meeting.
2. That the Board adopts CL Budget 2026-2027.

MINUTE 20

It was resolved:

1. That the Board notes that CL Budget 2026-2027 was approved at City of Casey Council meeting.
2. That the Board adopts CL Budget 2026-2027.

Moved Scott Dowling
Seconded Helen Partridge

Carried

17/2026 STRATEGIC RESOURCE PLAN 2026-2030

Report prepared by Emily Ramaswamy

Purpose

To present the Board with Connected Libraries Strategic Resource Plan 2026-2030 for adoption.

Library Plan 2025-2029 reference – 4.5

RECOMMENDATIONS

1. That the Board notes that CL Strategic Resource Plan 2026-2030 was approved at City of Casey Council meeting.
2. That the Board adopts CL Strategic Resource Plan 2026–2030.

MINUTE 21

It was resolved:

1. That the Board notes that CL Strategic Resource Plan 2026-2030 was approved at City of Casey Council meeting.
2. That the Board adopts CL Strategic Resource Plan 2026–2030.

Moved Callum Pattie
Seconded Helen Partridge

Carried

18/2026 ANNUAL ACTION PLAN 2026-2027

Report prepared by Koula Kalaitzoglou

Purpose

To provide an overview of the Annual Action Plan for year two (2026-2027) of the Library Plan 2025-2029.

Library Plan 2025-2029 reference – 4.5

RECOMMENDATIONS

1. *That the Board notes Connected Libraries Annual Action Plan for 2026-2027.*

MINUTE 22

It was resolved:

1. *That the Board notes Connected Libraries Annual Action Plan for 2026-2027.*

Moved Helen Partridge

Seconded Scott Dowling

Carried

19/2026 ANNUAL RISK REVIEW

Report prepared by Beth Luppino

Purpose

To provide the Board with a draft organisational Risk Appetite Statement and updated Risk Management Plan to support the annual review of Connected Libraries Ltd risk management framework.

Library Plan 2025-2029 reference – 4.5

RECOMMENDATIONS

1. *That the Annual Risk Review Report be noted.*
2. *That the Board endorses the Risk Appetite Statement.*
3. *That the Board endorses the Risk Management Plan 2026-2027.*

MINUTE 23

It was resolved:

1. *That the Board endorses the Risk Appetite Statement incorporating the amendments discussed regarding the external environment and the definition of the risk tolerance.*

Moved Scott Dowling

Seconded Keri New

Carried

MINUTE 24

It was resolved:

2. *That the Annual Risk Review Report be noted.*
3. *That the Board endorses the Risk Management Plan 2026-2027.*

Moved Callum Pattie

Seconded Helen Partridge

Carried

OFFICERS REPORTS

20/2026 FINANCE

Report prepared by Emily Ramaswamy

Purpose

To provide the Board with an update on Connected Libraries' financial performance as at 31 May 2026.

Library Plan 2025-2029 reference – 4.5

RECOMMENDATIONS

1. *That the Finance Report be noted.*
2. *That the Board endorses the updated Procurement Policy.*

MINUTE 25

It was resolved:

1. *That the Finance Report be noted.*
2. *That the Board endorses the updated Procurement Policy, incorporating the amendments discussed in the meeting including the removal of reference to Local Government Act and changes to the CEO credit card limit.*

Moved Helen Partridge
Seconded Keri New

Carried

21/2026 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 26

It was resolved:

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

Moved Helen Partridge
Seconded Scott Dowling

Carried

22/2026 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 27

It was resolved:

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

Moved Scott Dowling

Seconded Callum Pattie

Carried

23/2026 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 activities related to 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 28

It was resolved:

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

Moved Callum Pattie

Seconded Keri New

Carried

GENERAL BUSINESS**24/2026 BOARD CODE OF CONDUCT 2026-2027*****Report prepared by Beth Luppino*****Purpose**

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

Library Plan 2025-2029 reference – 4.5

RECOMMENDATIONS

1. *That the Board adopts Connected Libraries Limited Board Code of Conduct 2026-2027.*
2. *That Board Directors sign and provide a copy to the CEO of CL Limited by 1 July 2026.*

MINUTE 29

It was resolved:

1. *That the Board adopts Connected Libraries Limited Board Code of Conduct 2026-2027.*
2. *That Board Directors sign and provide a copy to the CEO of CL Limited by 1 July 2026.*

Moved Scott Dowling
Seconded Helen Patridge

Carried

25/2026 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 01 July 2026.

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 01 July 2026 until 30 June 2027.*

MINUTE 30

It was resolved:

1. *That the Board Chairperson report be noted.*
2. *That the Board endorse an Independent Board member, Penny Holloway in the role of Chair from 01 July 2026 until 30 June 2027.*

Moved Scott Dowling
Seconded Keri New

Carried

MINUTE 31

That the meeting resolved 'in camera' at 5.55pm and the meeting be closed to members of the community.

Moved Callum Pattie
Seconded Scott Dowling

Carried

IN-CAMERA**26/2026****CEO PERFORMANCE REVIEW SUB-COMMITTEE*****Report prepared by Penny Holloway***

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MINUTE 33

That the meeting resolved into 'open camera' at 6.00pm and the meeting be opened.

Moved Scott Dowling
Seconded Callum Pattie

Carried

MINUTE 34

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

Moved Scott Dowling
Seconded Callum Pattie

Carried

NEXT MEETING

Wednesday 26 August 2026 – Online – Microsoft Team

Meeting closed at 6.05pm