

CASEY-CARDINIA LIBRARY CORPORATION

BOARD MEETING MINUTES

Wednesday 23 November 2016
5.00pm

City of Casey, VIBE
(Casey Works Centre, Vesper Drive, Narre Warren)

Meeting started at 5.00pm

1. Present

Board Members:

*Cr. Ray Brown (Cardinia), Cr. Jenny Scicluna (Cardinia)
Ms. Colette McMahon-Hoskinson (Casey), Ms. Sally Curtain (Casey),
Cr. Wayne Smith (Casey) - arrived at 5.05pm.*

Library Officers:

*Chris Buckingham, Pam Vickers, Cenza Fulco, Michelle McLean,
Marika Szendroe, Melinda Rogers (Secretariat)*

2. Apologies

Board Members:

*Cr. Jodie Owen (Cardinia)
Cr. Damien Rosario (Casey), Mr. Andrew Davis (Casey).*

Library Officers:

Nil

3. Election of Chairperson

The CEO, Chris Buckingham welcomed attendees and called for nominations for the role of Chairperson.

*It was resolved that the Board elect Cr. Jodie Owen from Cardinia Shire as the Chairperson for Casey Cardinia Libraries Corporation (CCL) for the November 2016 Board meeting and meetings scheduled for 2017.
Nominated by Cr. Wayne Smith and seconded Ms. Sally Curtain.*

Cr. Damien Rosario was formally acknowledged for his work as the Chairperson for CCL over the last 12 months.

The CEO, Chris Buckingham called for nominations for an alternate Chairperson to chair the meeting in the absence of Cr. Jodie Owen.

Cr. Ray Brown was nominated by Ms. Colette McMahon-Hoskinson and Ms. Sally Curtain.

4.	Confirmation of the Minutes of CCL Ordinary Board Meeting held on 24 August 2016.	
	<i>It was resolved that the minutes of the Board Meeting held on 24 August 2016 of CCL be approved and adopted.</i>	
	<i>Moved Cr. Wayne Smith Seconded Ms. Sally Curtain.</i>	
5.	Confirmation of Council Board Appointments	3
	CC54/2016 Council Board Appointments	3
6.	Declaration of Conflicts of Interest	
	<i>Nil</i>	
7.	Meeting Schedule	3
	CC55/2016 Meeting Schedule for 2017	3
8.	Officers' Reports	Page No.
	CC56/2016 Finance	4
	CC57/2016 Draft Budget for 2017-18 to 2020-21	4
	CC58/2016 Buildings and Facilities	4
	CC59/2016 Information Technology	5
	CC60/2016 People and Culture	5
	CC61/2016 Operations	5
	CC62/2016 Community Engagement	6
	CC63/2016 Marketing and Communications	6
9.	General Business	
	CC64/2016 Strategic Planning and Establishment of new Library Plan	7
	CC65/2016 Code of Conduct	7
	CC66/2016 Regional Library Agreement	8
	CC67/2016 Register of Interests	8
	CC68/2016 Establishment of CEO Key Performance Indicators	9
10.	Next Meeting	9

MINUTE 50

It was resolved that the Officers Reports as listed below be moved in block and the recommendations be adopted and that the Officers Reports as listed below be withdrawn for further discussion.

Moved Sally Curtain seconded Colette McMahon-Hoskinson

RECOMMENDATION ADOPTED	WITHDRAWN (DEFERRED) FOR FURTHER DISCUSSION
CC56, CC59, CC61, CC63, CC64, CC67, CC68	CC54, CC55, CC57, CC58, CC60, CC62 CC65, CC66

CC54/2016 COUNCIL BOARD APPOINTMENTS

Report prepared by Chris Buckingham

Purpose

To confirm Board members of the Casey Cardinia Library Corporation.

RECOMMENDATIONS

That the Board:

1. Note the changes to the member Council representatives for CCL Board; and
2. Acknowledge the contribution of past Board members in writing.

MINUTE 51

It was resolved that the Board:

1. Note Cr. Ray Brown as the alternate for Cardinia Shire; and
2. Acknowledge the contribution of recent past Board members in writing.

Moved Jenny Scicluna seconded Wayne Smith

CC55/2016 MEETING SCHEDULE FOR 2017

Report prepared by Chris Buckingham

Purpose

To establish the meeting schedule for CCL Board meetings in 2017.

RECOMMENDATION

That the draft schedule of meeting dates and times for 2017 be agreed and then forwarded to the member Councils.

MINUTE 52

It was resolved that the Board adopt the meeting schedule for 2017.

Moved Sally Curtain seconded Collette McMahon-Hoskinson

CC56/2016 FINANCE

Report prepared by Pam Vickers and Chris Buckingham

Purpose

To inform the Board of CCL's financial position for the month ended October 31, 2016.

RECOMMENDATION

That the Finance Report be noted.

Adopted minute 50

CC57/2016 DRAFT BUDGET FOR 2017-18 TO 20-2021

Report prepared by Pam Vickers and Chris Buckingham

Purpose

To present to the Board the CCL draft estimates for the operating budget for the 2017-2018 financial Year. The report also includes preliminary forecast figures for the years ending June 2019-2021.

RECOMMENDATION

That the Board endorse the draft 4 year budget 2017-18 to 2020-21 for forwarding to the member Councils for consideration as part of their budget process.

MINUTE 53

It was resolved that the Board note the 4 year draft budget 2017-18 to 2020-21 and following the strategic planning process be forward to member Councils for their budget process.

Moved Collette McMahon-Hoskinson seconded Sally Curtain

CC58/2016 BUILDINGS AND FACILITIES

Report prepared by Chris Buckingham and Pam Vickers

Purpose

To provide an update on the status of CCL buildings and facilities.

RECOMMENDATIONS

- 1. That the Buildings and Facilities Report be noted.**
- 2. That the updated Lease of the Regional Library Administration be signed and sealed by the Chairperson.**

MINUTE 54

It was resolved that:

- 1. That the Buildings and Facilities Report be noted.*
- 2. That the updated Lease of the Regional Library Administration be signed and sealed by the Chairperson.*
- 3. That the CEO, Chris Buckingham provide a Business Case for consideration for Headquarters relocation to be presented at the February Board meeting.*

Moved Jenny Scicluna seconded Wayne Smith

CC59/2016 INFORMATION TECHNOLOGY

Report prepared by Michelle McLean

Purpose

To provide an update on CCL Information Technology strategies for the future.

RECOMMENDATION

That the Information Technology Report be noted.

Adopted minute 50

CC60/2016 PEOPLE AND CULTURE

Report prepared by Marika Szendroe

Purpose

To provide an update on team development and staffing opportunities.

Colette McMahon-Hoskinson acknowledged the progress made with the Enterprise Agreement, the 20th birthday celebration and the staff engagement with programs at the City of Casey.

RECOMMENDATION

That the People and Culture Report be noted.

MINUTE 55

It was resolved that the People and Culture Report be noted.

Moved Sally Curtain seconded Jenny Scicluna

CC61/2016 OPERATIONS

Report prepared by Chris Buckingham

Purpose

1. To describe CCL's monthly performance in from August to October 2016.
2. To provide the Board with Branch December-January 2016-17 opening hours. .

RECOMMENDATIONS

1. **That the Operations Report be noted.**
2. **That the opening and closing hours for the December – January period including Christmas and New Year be noted by the Board.**

Adopted minute 50

CC62/2016 COMMUNITY ENGAGEMENT

Report prepared by Cenza Fulco

Purpose

Provide an update on CCL programs, events and partnerships.

RECOMMENDATIONS

1. That the Community Engagement Report be noted.
 2. That the Board note the Forgiving Tree Campaign.
-

MINUTE 56

It was resolved that:

1. *That the Community Engagement Report be noted.*
2. *That the Board note the Forgiving Tree Campaign.*

Moved Sally Curtain seconded Wayne Smith

CC63/2016 MARKETING AND COMMUNICATIONS

Report prepared by Chris Buckingham

Purpose

To inform the Board about the progress of the development of a comprehensive Marketing and Communications Strategy and new brand

RECOMMENDATIONS

That the Marketing and Communications Report be noted.

Adopted minute 50

GENERAL BUSINESS

CC64/2016 STRATEGIC PLANNING AND ESTABLISHMENT OF A NEW LIBRARY PLAN

Report prepared by Chris Buckingham

Purpose

To advise the Board of the process undertaken in the development of the new Library Plan as required under the Local Government Act 1989 section 125.

RECOMMENDATIONS

1. That the Board participate in the All Staff Planning Day on November 28th
2. That a draft Library Plan 2017 – 2020 be presented to the Board for consideration at the February Board Meeting.

Adopted minute 50

CC65/2016 CODE OF CONDUCT

Report prepared by Chris Buckingham

Purpose

To discuss requirement and potential process for establishment of a Code of Conduct for Board Members and to seek initial reflections from the Board about what are the important elements of a Code of Conduct.

RECOMMENDATIONS

1. That the Code of Conduct Report be noted.
2. That a draft Code of Conduct be prepared and presented for the February 2017 Board meeting for adoption.

MINUTE 57

It was resolved that:

1. *That the Code of Conduct Report be noted.*
2. *That a draft Code of Conduct be prepared and presented for the February 2017 Board meeting for adoption.*
3. *That a working group be formed including Cr. Jodie Owen, Cr. Jenny Scicluna, Ms. Colette-McMahon-Hoskinson and Ms Sally Curtain.*

Moved Sally Curtain seconded Jenny Scicluna

CC66/2016 REGIONAL LIBRARY AGREEMENT

Report prepared by Chris Buckingham

Purpose

To inform the Board about the need for a review of the current Regional Library Agreement 2012.

RECOMMENDATIONS

1. That the Regional Library Agreement Report be noted.
2. That a Working Group be established to develop a draft Regional Library Agreement for the February Board meeting.

MINUTE 58

It was resolved that:

1. *That the Regional Library Agreement Report be noted.*
2. *That a Working Group be established to develop a discussion paper to inform the review of the 2012 Regional Library Agreement for the February Board meeting along with a timetable for consultation.*

Moved Jenny Scicluna seconded Sally Curtain

CC67/2016 REGISTER OF INTEREST

Report prepared by Chris Buckingham

Purpose

To seek a Register of Interests from CCL Board members.

RECOMMENDATION

That CCL Board members provide the Finance Manager, Pam Vickers their Primary and Ordinary Register of Interests.

Adopted minute 50

CC68/2016 ESTABLISHMENT OF CEO'S KEY PERFORMANCE INDICATORS

Report prepared by Chris Buckingham

Purpose

To inform the Board of intentions to develop CCL CEO Key Performance Indicators and Measures

RECOMMENDATIONS –

That the:

1. Chairperson and CEO work together to refine Key Performance Indicators and Measures after the Strategic Planning Day on November 28th and before the end of the year.
2. Final draft of Key Performance Indicators and Measures be circulated to the Board for review and feedback prior to sign off by the Chairperson and CEO.

Adopted minute 50

NEXT MEETING

Wednesday 22 February 2017 at the Cardinia Shire Offices.

Meeting Closed at 5.40pm