

Casey Cardinia Libraries

Board Meeting – Wednesday 22 February

Minutes

Cardinia Shire Offices,
Siding Avenue, Officer

Meeting started at 5.30pm

1. **Present**

Board Members:

Cr. Jodie Owen (Cardinia), Cr. Jenny Scicluna (Cardinia),

*Ms. Colette McMahon-Hoskinson (Casey), Ms. Sally Curtain (Casey),
Cr. Damien Rosario (Casey), Cr. Wayne Smith (Casey) departed at 6.30pm.*

Library Senior Officers:

*Chris Buckingham, Daniel Lewis, Pam Vickers, Narelle Stute,
Marika Szendroe.*

2. **Apologies**

Board Members:

Nil

Library Officers:

Nil

3. **Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Ordinary Board Meeting held on 23 November 2016.**

It was resolved that the minutes of the Board Meeting held on 23 November 2016 of CCL be approved and adopted.

Moved Cr. Wayne Smith

Seconded Jenny Scicluna

4. **Declaration of Conflicts of Interest**

Nil

CASEY-CARDINIA LIBRARY CORPORATION BOARD MEETING
Wednesday 22 February 2017

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CASEY-CARDINIA LIBRARY CORPORATION BOARD MEETING
Wednesday 22 February 2017

MINUTE 01

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as listed below be moved in block and the recommendations be adopted and that the Officers Reports as listed below be withdrawn for further discussion.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 Cr. Wayne Smith
 Seconded Sally Curtain

Carried

MINUTE 02

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as listed below be moved in block and the recommendations be adopted and that the General Business as listed below be withdrawn for further discussion.

Moved Sally Curtain
 Seconded Collette McMahon-Hoskinson

Carried

RECOMMENDATION ADOPTED	WITHDRAWN (DEFERRED) FOR FURTHER DISCUSSION
Officers Reports CC02 Application for Deductable Gift CC03 Procurement Policy Update CC07 Operations CC09 Marketing and Communications	Officers Reports CC01 Finance CC04 Buildings and Facilities CC05 Information Technology CC06 People and Culture CC08 Community Engagement
General Business CC10 Strategic Planning/Library Plan CC12 Regional Library Agreement	General Business CC11 Code of Conduct for Board CC13 Advocacy Policy CC14 CEO KPIs

CC01/2017 FINANCE

Report prepared by Pam Vickers and Chris Buckingham

Purpose

To inform the Board of CCL's financial position for the month ended January 31, 2017.

RECOMMENDATIONS

1. That the Finance Report be noted.

MINUTE 03

It was resolved that the Finance Report including Balance Sheet and Bank Statements be noted and that a summary of the key expenditures aligned with the Library Plan be tabled for discussion at the April Board Meeting.

Moved Cr. Damien Rosario
Seconded Jenny Scicluna

Carried

CC02/2017 APPLICATION FOR DEDUCTABLE GIFT RECIPIENT STATUS

Report prepared by Pam Vickers and Chris Buckingham

Purpose

As part of the organisation's strategy to seek alternative income streams CCL has submitted an application to the Australian Taxation Office for endorsement as a Deductible Gift Recipient (DGR).

A DGR endorsement from the ATO allows the CCL to receive tax deductible gifts and tax-deductible contributions. CCL would be able to provide a receipt to the giver, who can then claim their donation as a personal tax deduction.

RECOMMENDATIONS

That the Board:

1. Authorise establishment of a CCL DGR Fund
2. Endorses compliance with ATO Ruling TR95/27 and TR2000/10 for the purpose of obtaining DGR status and the CEO forward the relevant documentation to the ATO
3. Agree to oversee management of the CCL DGR Fund
4. Authorise creation of a bank account and separate accounting procedure for DGR gifts and contributions
5. Pass a resolution agreeing that in the event CCL is wound up all funds and assets accrued through the CCL DGR Fund will be disbursed to another like entity in conformance with subsection 78(4) or 78(5) of the Act
6. Agree to include a specific reference to the disbursement of funds and assets in the event that CCL is wound up in accordance with the Board's resolution under Clause 13 Dissolution of Regional Library in the 2012 RLA
7. Nominate a minimum of three people as "responsible persons" to oversee the DGR account, and advise the ATO of the nominations.

It was resolved that the Board:

1. Authorise establishment of a CCL DGR Fund
2. Endorses compliance with ATO Ruling TR95/27 and TR2000/10 for the purpose of obtaining DGR status and the CEO forward the relevant documentation to the ATO
3. Agree to oversee management of the CCL DGR Fund

4. Authorise creation of a bank account and separate accounting procedure for DGR gifts and contributions
5. Pass a resolution agreeing that in the event CCL is wound up all funds and assets accrued through the CCL DGR Fund will be disbursed to another like entity in conformance with subsection 78(4) or 78(5) of the Act
6. Agree to include a specific reference to the disbursement of funds and assets in the event that CCL is wound up in accordance with the Board's resolution under Clause 13 Dissolution of Regional Library in the 2012 RLA
7. Nominate a minimum of three people as "responsible persons" to oversee the DGR account, and advise the ATO of the nominations.

Adopted minute 01

CC03/2017 PROCUREMENT POLICY UPDATE

Report prepared by Pam Vickers

Purpose

To inform the Board of the updated Attachment 1 of the Procurement Policy reflecting the changes in leadership and responsibility within CCL.

RECOMMENDATIONS

1. That the Board approve the amendments to Attachment 1 Delegation of Authority of the Procurement Policy.

It was resolved that the Board approve the amendments to Attachment 1 Delegation of Authority of the Procurement Policy.

Adopted minute 01

CC04/2017 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 Facilities Development Plan be noted and provided to key stakeholders in Member Councils.
2. That the Business Case for Relocation of CCL Headquarters be further developed in consultation with Member Councils
3. That the Board note the additional allocation of funds from CCL balance sheet towards Creative Spaces in our libraries

MINUTE 04

It was resolved that the

- 1. That the Facilities Development Plan be noted and provided to key stakeholders in Member Councils.*
- 2. That the Business Case for Relocation of CCL Headquarters be further developed in consultation with both Member Councils*
- 3. That the Board note the additional allocation of funds from CCL balance sheet towards Creative Spaces in our libraries.*

Moved Collette McMahon-Hoskinson
Seconded Jenny Scicluna

Carried

CC05/2017 INFORMATION TECHNOLOGY

Report prepared by Michelle McLean and Daniel Lewis

Purpose

To provide the Board with relevant material with regards to the Information and Technology strategies within the organisation.

RECOMMENDATIONS

- 1. That the Information Technology Report be noted.**

MINUTE 05

It was resolved that the Information Technology Report be noted and that future reports link the new initiatives to the Library Plan and relevant budget lines.

Moved Cr. Damien Rosario
Seconded Sally Curtain

Carried

CC06/2017 PEOPLE AND CULTURE

Report prepared by Marika Szendroe

Purpose

To provide an update on team development and staffing opportunities.

RECOMMENDATIONS

- 1. That the People and Culture Report be noted.**
- 2. That the Board acknowledge the significant contribution made by Cenza Fulco and Michelle McLean over the past 8 months as Acting Managers.**

MINUTE 06

It was resolved

- 1. That the People and Culture Report be noted and welcome the new appointments, former Shelves as Assistant Library Officers, Daniel Lewis Information Services and Technology Manager and Beth Luppino Customer Experience Manager*
- 2. That the Board acknowledge the significant contribution made by Cenza Fulco and Michelle McLean over the past 8 months as Acting Managers.*

Moved Cr. Wayne Smith
Seconded Collette McMahon-Hoskinson

Carried

CC07/2017 OPERATIONS

Report prepared by Chris Buckingham

Purpose

To describe CCL's monthly performance from November 2016 to January 2017.

RECOMMENDATIONS

- 1. That the Operations Report be noted.**
-

It was resolved that the Operations Report be noted.

Adopted minute 01

CC08/2017 COMMUNITY ENGAGEMENT

Report prepared by Cenza Fulco and Narelle Stute

Purpose

The purpose of the Community Engagement Report is to provide an update on CCL programs, events and partnerships.

Programs and events at CCL provide opportunities to promote the library as a community space where people of all ages gather for a range of activities including early literacy programs for young children; literacy and creative programs for school aged children and teens, school holiday programs; lifelong learning, digital literacy, and reader development programs for adults.

RECOMMENDATIONS

- 1. That the Community Engagement Report be noted.**
-

MINUTE 07

It was resolved that the Community Engagement Report be noted and with acknowledgement of the outstanding success of the Forgiving Tree Campaign, the Australia Day Award received by Cranbourne Library and the launch of the 1000 Books campaign.

Moved Collette McMahon-Hoskinson
Seconded Sally Curtain

Carried

CC09/2017 MARKETING AND COMMUNICATIONS

Report prepared by Chris Buckingham

Purpose

To inform the Board about the progress of the development of a comprehensive Marketing Communications Strategy and the Social Media Strategy.

RECOMMENDATIONS

1. That the Marketing Communications Strategy and Social Media Strategy are in final draft format available for Board review on request.
-

It was resolved that the Marketing Communications Strategy and Social Media Strategy are in final draft format available for Board review on request.

Adopted minute 01

GENERAL BUSINESS

**CC10/2017 STRATEGIC PLANNING AND ESTABLISHMENT OF A NEW LIBRARY
PLAN 2017 - 21**

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 and provide a draft Library Plan for consideration.

RECOMMENDATIONS

1. That the Board note the draft Library Plan 2017 – 2020
 2. That the final version of the Library Plan 2017 – 2020 be tabled at the April Board Meeting.
-

It was resolved that the

1. *That the Board note the draft Library Plan 2017 – 2020*
2. *That the final version of the Library Plan 2017 – 2020 be tabled at the April Board Meeting.*

Adopted minute 02

CC11/2017 CODE OF CONDUCT FOR BOARD MEMBERS

Report prepared by Chris Buckingham

Purpose

To consider the proposed Code of Conduct for Board Members.

RECOMMENDATIONS

1. That the Code of Conduct for CCL Board Members be adopted to by the Board.
 2. That CCL Board Members sign the Code of Conduct before the next Board Meeting and provide a copy to the CEO.
-

MINUTE 08

It was resolved that the Draft Code of Conduct be reviewed by all Board Members and that the Board Members give feedback to the CEO prior to the April Meeting.

Moved Cr. Damien Rosario
Seconded Sally Curtain

Carried

CC12/2017 2012 REGIONAL LIBRARY AGREEMENT REVIEW

Report prepared by Chris Buckingham

Purpose

To inform the Board of progress made with the review of the Regional Library Agreement 2012.

RECOMMENDATIONS

1. That the Regional Library Agreement Report be noted.
-

It was resolved that the Regional Library Agreement Report be noted.

Adopted minute 02

CC13/2017 ADVOCACY POLICY

Report prepared by Chris Buckingham

Purpose

To inform the Board of CCL Draft Advocacy Policy.

RECOMMENDATIONS

1. That the Advocacy Policy be noted.
-

MINUTE 09

It was resolved that the Advocacy Policy be noted.

Moved Cr. Damien Rosario
Seconded Sally Curtain

Carried

CC14/2017 CEO KPIs

Report prepared by Chris Buckingham

Purpose

To inform the Board of the development of the CEO's KPIs and associated measures.

RECOMMENDATIONS

1. That the CEO's KPIs be adopted.
-

MINUTE 10

1. *It was resolved that the CEO's KPIs be adopted*
2. *That the Board note the additional notes as follows:*
 - a) *Measures can be re-negotiated by mutual agreement between the Board and CEO*
 - b) *An Interim report against KPIs to be provided to the full Board at the end of March 2017*
 - c) *An Annual report against KPIs to be provided as of end of each Financial Year to a Board appointed sub-committee.*

Moved Cr. Damien Rosario
Seconded Sally Curtain

Carried

NEXT MEETING

Wednesday 26 April at the City of Casey, VIBE.

Meeting closed at 6.38pm