

# Casey Cardinia Libraries

## Board Meeting – Wednesday 26 April 2017

### Minutes

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

Meeting started at 5.37pm.

1. **Present**

Board Members:

*Cr. Ray Brown Acting Chairperson (Cardinia) - alternate delegate, Ms. Jenny Scicluna (Cardinia), Cr. Wayne Smith (Casey), Ms. Colette McMahon-Hoskinson (Casey), Mr. Andrew Davis (Casey) - alternate delegate. Cr. Damien Rosario (Casey) - arrived 5.42pm.*

Library Officers:

*Chris Buckingham, Pam Vickers, Daniel Lewis, Beth Luppino, Marika Szendroe, Melinda Rogers (Secretariat).*

2. **Apologies**

Board Members:

*Cr. Jodie Owen (Cardinia), Ms. Sally Curtain (Casey).*

Library Officers:

Nil.

3. **Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Ordinary Board Meeting held on 22 February 2017.**

*It was resolved that the minutes of the Board Meeting held on 22 February 2017 of CCL be approved and adopted.*

Moved            Colette McMahon-Hoskinson

Seconded        Jenny Scicluna

4. **Declaration of Conflicts of Interest**

Nil.

|           |  |                 |
|-----------|--|-----------------|
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**MINUTE 11**

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that the Reports as listed below be moved in block, the recommendations be adopted and the Reports as listed below be withdrawn for further discussion.*

Moved Cr. Wayne Smith

Seconded Colette McMahon-Hoskinson

Carried

| RECOMMENDATION<br>ADOPTED  | WITHDRAWN (DEFERRED)<br>FOR FURTHER DISCUSSION  |
|--|---|
| <b>Officers Reports</b><br>CC19 Finance<br>CC20 Deductible Gift Recipient Status<br>CC22 Information Technology<br>CC23 People and Culture<br>CC24 Operations<br><br><b>General Business</b><br>CC26 Code of Conduct for Board Members<br>CC27 Regional Library Agreement Review | <b>Strategy – Budget and Plan Reports</b><br>CC15 Library Plan 2017 – 21<br>CC16 Strategic Resource Plan 2017 – 21<br>CC17 Action Plan 2017 – 18<br>CC18 Library Budget 2017 – 18<br><br><b>Officers Reports</b><br>CC21 Buildings and Facilities<br>CC25 Customer Experience |

STRATEGY – BUDGET AND PLANS

CC15/2017 LIBRARY PLAN 2017 – 21

*Report prepared by Chris Buckingham*

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**Purpose**

To provide the Board with the four year Library Plan 2017 – 2021 for endorsement.

**RECOMMENDATIONS**

1. That the Board endorse the Library Plan 2017 – 2021.
  2. That CCL forward the Library Plan 2017 – 2021 to the member councils for adoption.
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**MINUTE 12**

*It was resolved:*

1. That the Board endorse the Library Plan 2017 – 2021.
2. That CCL forward the Library Plan 2017 – 2021 to the member councils for adoption.

Moved Andrew Davis

Seconded Jenny Scicluna

Carried

The Board shared enthusiasm for the vision, mission and values articulated in the Library Plan and expressed support for the Goals.

The Board noted that there will be further minor amendments to the Library Plan including a review of the following measures: average age of collection, visitation and cost per capita.

CC16/2017 STRATEGIC RESOURCE PLAN 2017 – 21

*Report prepared by Chris Buckingham and Pam Vickers*

**Purpose**

To provide the Board with the four-year Strategic Resource Plan 2017 – 21 for endorsement.

*CCL Library Plan reference – 5.3*

**RECOMMENDATIONS**

1. That the Board endorse Strategic Resource Plan 2017 – 21.
2. That CCL forward the Strategic Resource Plan 2017 – 21 to the member councils for adoption.

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**MINUTE 13**

*It was resolved:*

1. That the Board endorse Strategic Resource Plan 2017 – 21.
2. That CCL forward the Strategic Resource Plan 2017 – 21 to the member councils for adoption.
3. That member councils move forward with conversations on the 4 year Strategic Resource Plan including considerations of the impact of population growth and the need for per capita contributions to CCL.

Moved Cr. Wayne Smith

Seconded Jenny Scicluna

Carried

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CC17/2017 ACTION PLAN 2017 – 18

*Report prepared by Chris Buckingham*

**Purpose**

To provide the Board with the Action Plan 2017 – 18 for endorsement.

*CCL Library Plan reference – 5.3*

**RECOMMENDATIONS**

1. That the Board endorse the Action Plan 2017 – 18.

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**MINUTE 14**

*It was resolved:*

1. That the Board endorse the Action Plan 2017 – 18.

Moved Colette McMahon-Hoskinson

Seconded Andrew Davis

Carried

CC18/2017 LIBRARY BUDGET 2017-18

*Report prepared by Chris Buckingham and Pam Vickers*

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**Purpose**

To provide the Board with the Library Budget 2017 - 18 for endorsement.

*CCL Library Plan reference - 5.3*

**RECOMMENDATIONS**

1. That the Board endorse CCL Budget 2017 - 18.
2. That CCL Budget 2017 - 18 be forwarded to member Councils for approval prior to final adoption by the Board in June 2017.

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**MINUTE 15**

*It was resolved:*

1. *That the Board endorse CCL Budget 2017 - 18.*
2. *That CCL Budget 2017 - 18 be forwarded to member Councils for approval prior to final adoption by the Board in June 2017.*

Moved Jenny Scicluna

Seconded Cr. Damien Rosario

Carried

OFFICERS' REPORTS

CC19/2017      FINANCE

*Report prepared by Pam Vickers and Chris Buckingham*

**Purpose**

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

*CCL Library Plan reference - 5.3*

**RECOMMENDATIONS**

1. That the Finance Report be noted.

*It was resolved that the Finance Report be noted.*

Adopted minute 11

CC20/2017 DEDUCTABLE GIFT RECIPIENT STATUS

*Report prepared by Chris Buckingham and Pam Vickers*

**Purpose**

As part of the organisation's strategy to seek alternative income streams CCL submitted an application to the Australian Taxation Office for endorsement as a Deductable 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.

*CCL Library Plan reference – 3.2*

**RECOMMENDATIONS**

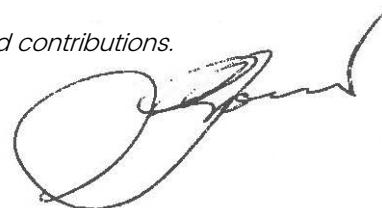
**That the Board resolves:**

1. To include the following 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 as follows:
  - a) If CCL is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be transferred to another organisation with similar objects, which is charitable at law, to which income tax deductible gifts can be made:
  - b) Gifts of money or property for the principal purpose of the organisation
  - c) Contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation
  - d) Money received by the organisation because of such gifts and contributions.

*It was resolved:*

1. *To include the following 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 as follows:*
  - a) If CCL is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be transferred to another organisation with similar objects, which is charitable at law, to which income tax deductible gifts can be made:*
  - b) Gifts of money or property for the principal purpose of the organisation*
  - c) Contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation*
  - d) Money received by the organisation because of such gifts and contributions.*

Adopted minute 11



*Note:*

*That CEO, Chris Buckingham requested the Board approved the Chairperson, Cr. Ray Brown to sign off the Deductable Gift Recipient application.*



**CC21/2017 BUILDINGS AND FACILITIES**

*Report prepared by Chris Buckingham and Pam Vickers*

**Purpose**

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

*CCL Library Plan reference - 1.3*

**RECOMMENDATIONS**

1. That the Buildings and Facilities report be noted.

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**MINUTE 16**

*It was resolved:*

1. That the Buildings and Facilities report be noted.
2. That CCL provide for the next Board meeting an update on Bunjil and the relocation of Local History Archive and the Narre Warren Local History Group.
3. That Cardinia's proposal for the relocation of Headquarters to be distributed to the Board before the next Board meeting and be considered at the June Board meeting.

Moved Jenny Scicluna

Seconded Cr. Damien Rosario

Carried

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**CC22/2017 INFORMATION TECHNOLOGY**

*Report prepared by Daniel Lewis*

**Purpose**

To advise the Board on development and delivery of CCL Information and Technology strategies.

*CCL Library Plan reference - 1.1 1.3, 1.4, 2.3 & 5.4*

**RECOMMENDATIONS**

1. That the Information Technology Report be noted.

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*It was resolved:*

1. That the Information Technology Report be noted.

Adopted minute 11

**CC23/2017**      **PEOPLE AND CULTURE**

*Report prepared by Marika Szendroe*

**Purpose**

To provide an update on team development and staffing opportunities.

*CCL Library Plan reference - 1.4, 2.2, 3.3, 4.1, 5.1, 5.2, 5.3*

**RECOMMENDATIONS**

1. That the People and Culture Report be noted.

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*It was resolved:*

1. That the People and Culture Report be noted.

Adopted minute 11

**CC24/2017**      **OPERATIONS**

*Report prepared by Chris Buckingham*

**Purpose**

To describe CCL's monthly performance from February to March 2017.

*CCL Library Plan reference - 1.1, 1.2, 3.1 & 5.3*

**RECOMMENDATIONS**

1. That the Operations Report be noted.

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*It was resolved:*

1. That the Operations Report be noted.

Adopted minute 11

CC25/2017      CUSTOMER EXPERIENCE

*Report prepared by Beth Luppino*

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**Purpose**

An update on community engagement, collections and services and including programs, events and partnerships.

*CCL Library Plan reference - 1.1, 1.2, 1.3, 2.2, 3.1, 3.3, 4.1, 4.2, 4.3, 4.4, 5.4*

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 Customer Experience Report be noted.

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**MINUTE 17**

*It was resolved:*

1. That the Customer Experience Report be noted.

Moved      Cr. Wayne Smith

Seconded      Jenny Scicluna

Carried

GENERAL BUSINESS

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**CC26/2017            CODE OF CONDUCT FOR BOARD MEMBERS**

*Report prepared by Chris Buckingham*

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**Purpose**

To consider the revised proposed Code of Conduct for Board Members.

*CCL Library Plan reference – 3.1, 5.1, 5.3*

**RECOMMENDATIONS**

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

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*It was resolved:*

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

Adopted minute 11

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**CC27/2017            REGIONAL LIBRARY AGREEMENT REVIEW**

*Report prepared by Chris Buckingham*

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**Purpose**

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

*CCL Library Plan reference – 5.1, 5.3*

**RECOMMENDATIONS**

1. That the Regional Library Agreement Report be noted.

*It was resolved:*

1. That the Regional Library Agreement Report be noted.

Adopted minute 11

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**NEXT MEETING**

Wednesday 28 June at the Cardinia Shire offices.

Meeting closed at 6.33pm