

Casey Cardinia Libraries

Board Meeting – Wednesday 28 June 2017

Minutes

Cardinia Shire Offices,
Siding Avenue Officer

Meeting started at 5.35pm

1. Present

Board Members:

Cr. Jodie Owen Chairperson (Cardinia Shire), Ms. Jenny Scicluna (Cardinia Shire), Cr. Wayne Smith (City of Casey), Ms. Colette McMahon-Hoskinson (City of Casey)

Library Officers:

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

2. Apologies

Board Members:

Cr. Damien Rosario (City of Casey), Ms. Sally Curtain (City of Casey), Mr Andrew Davis (City of Casey) - alternate delegate

Library Officers:

Marika Szendroe

3. Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Ordinary Board Meeting held on 26 April 2017.

It was resolved that the minutes of the Board Meeting held on 26 April 2017 of CCL be approved and adopted.

Moved Colette McMahon-Hoskinson

Seconded Jenny Scicluna

4. Declaration of Conflicts of Interest

Nil

5. Strategy		<i>Page No.</i>
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6. Officers' Reports		
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MINUTE 18

It was resolved that the Reports as listed be withdrawn for further discussion.

Moved Jenny Scicluna

Seconded Colette McMahon-Hoskinson

Carried

WITHDRAWN (DEFERRED) FOR FURTHER DISCUSSION	
Strategy	
CC28/2017	Library Plan 2017 – 21
CC29/2017	Strategic Resource Plan 2017 – 21
CC30/2017	Library Budget 2017 – 18
Officers' Reports	
CC33/2017	Buildings and Facilities
CC34/2017	Bunjil Place
General Business	
CC40/2017	CEO's Key Performance Indicators Review

MINUTE 19

It was resolved that reflections on Mick Morland's contribution to the Casey Cardinia Region be considered as Urgent Business.

STRATEGY

CC28/2017 LIBRARY PLAN 2017 – 21

Report prepared by Chris Buckingham

Purpose

To provide the Board with the Library Plan 2017 – 21.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

1. That the Board adopt the Library Plan 2017 – 2021.
2. That CCL forward a copy of the adopted Library Plan 2017 – 2021 to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.

MINUTE 20

It was resolved:

1. *That the Board adopt the Library Plan 2017 – 2021.*
2. *That CCL forward a copy of the adopted Library Plan 2017 – 2021 to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

Moved Jenny Scicluna

Seconded Colette McMahon-Hoskinson

Carried

CC29/2017 STRATEGIC RESOURCE PLAN 2017 – 21

Report prepared by Chris Buckingham

Purpose

To provide the Board with the Strategic Resource Plan 2017 – 2021.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

1. That the Board note progress made with adoption of the Strategic Resource Plan 2017-2021.

MINUTE 21

It was resolved:

1. That the Board note progress made with adoption of the Strategic Resource Plan 2017-2021.

Moved Jenny Scicluna

Seconded Colette McMahon-Hoskinson

Carried

CC30/2017 LIBRARY BUDGET 2017-18

Report prepared by Chris Buckingham and Pam Vickers

Purpose

To provide the Board with an update on the Library Budget 2017 – 18.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

1. That the Board adopt the CCL Library Budget 2017 – 18.

MINUTE 22

It was resolved:

1. That the Board adopt the CCL Library Budget 2017 – 18.

Moved Cr. Wayne Smith

Seconded Colette McMahon-Hoskinson

Carried

CC31/2017 PROCUREMENT POLICY

Report prepared by Pam Vickers

Purpose

The purpose of the Procurement Policy is to:

- Provide a procurement framework that seeks to achieve best value in price,
- Consistent, competitive and transparent process, and
- Minimise and manage risks in procurement.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

1. That the Board adopt the revised Procurement Policy as attached.

It was resolved that the Board adopt the revised Procurement Policy as attached in the Agenda.

Adopted minute 26

OFFICERS' REPORTS

CC32/2017 FINANCE

Report prepared by Pam Vickers and Chris Buckingham

Purpose

To provide the Board and update of CCL's financial position and related financial matters:

- Financial Report month ended May 30, 2017
- Deductible Gift Recipient status
- Financial Review Report
- Year End Audit Strategy
- Related Party Transaction Declaration
- Ordinary Returns

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 26

CC33/2017 BUILDINGS AND FACILITIES

Report prepared by Chris Buckingham and Pam Vickers

Purpose

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

CCL Library Plan reference – 1.2, 1.3, 3.2, and 5.2

Discussion

RECOMMENDATIONS

1. That the Buildings and Facilities Report be noted.

MINUTE 23

It was resolved:

1. That the Buildings and Facilities Report be noted.

Moved Jenny Scicluna

Seconded Cr. Wayne Smith

Carried

CC34/2017 BUNJIL PLACE UPDATE

Report prepared by Daniel Lewis

Purpose

To provide an update on the status of Bunjil Place Library.

CCL Library Plan reference – 1.2 and 5.2

RECOMMENDATIONS

1. That the Bunjil Place Update Report be noted.

MINUTE 24

It was resolved:

1. That the Bunjil Place Update Report be noted.

Moved Cr. Wayne Smith

Seconded Colette McMahon-Hoskinson

Carried

CC35/2017

INFORMATION TECHNOLOGY

Report prepared by Daniel Lewis

Purpose

To provide the Board an update on CCL Information and Technology strategies and implementation.

CCL Library Plan reference - 1.1 1.3, 1.4, 2.1, 2.3, 3.1, 5.1, 5.2 and 5.4

RECOMMENDATIONS

1. That the Information Technology Report be noted.
2. That the ICT Roadmap is in final draft format available for Board review on request.

It was resolved:

1. *That the Information Technology Report be noted.*
2. *That the ICT Roadmap is in final draft format available for Board review on request.*

Adopted minute 26

CC36/2017

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, and 5.3

RECOMMENDATIONS

1. That the People and Culture Report be noted.

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

Adopted minute 26

CC37/2017 OPERATIONS

Report prepared by Chris Buckingham

Purpose

To describe CCL's monthly performance from April to May 2017.

CCL Library Plan reference - 1.1, 1.2, 3.1, 4.1 and 5.3

RECOMMENDATIONS

1. That the Operations Report be noted.

It was resolved that the Operations Report be noted.

Adopted minute 26

CC38/2017 CUSTOMER EXPERIENCE

Report prepared by Beth Luppino

Purpose

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

CCL Library Plan reference - 1.4, 2.1, 4.1, 4.2, 4.4, 5.1 and 5.2

RECOMMENDATIONS

1. That the Customer Experience Report be noted.

It was resolved that the Customer Experience Report be noted.

Adopted minute 26

GENERAL BUSINESS

CC39/2017 REGIONAL LIBRARY AGREEMENT REVIEW

Report prepared by Chris Buckingham

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 and 5.3

RECOMMENDATIONS

1. That the Regional Library Agreement Report be noted.

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

Adopted minute 26

CC40/2017 CEO'S PERFORMANCE REVIEW

Report prepared by Chris Buckingham

Purpose

To inform the Board of progress with CEO Performance Review.

RECOMMENDATIONS

1. That the Board appoint a sub-committee to convene in early August 2017.
2. That the CEO finalise report against KPIs by the end of July 2017.

MINUTE 25

It was resolved:

1. *That the Board appointed a sub-committee including Cr. Jodie Owen, Cr, Damien Rosario, Ms Sally Curtain and Waudi Tahche General Manager People & Culture at Cardinia Shire to convene in early August 2017.*
2. *That the CEO finalise report against KPIs by the end of July 2017.*

Moved Jenny Scicluna

Seconded Cr. Wayne Smith

Carried

CC41/2017 COMMUNITIES FOR CHILDREN

Report prepared by Beth Luppino

Purpose

To update the Board on the status of the Communities for Children Funding.

CCL Library Plan reference – 5.1

RECOMMENDATIONS

1. That the Board approve the use of the Common Seal and that the CEO and Chairperson sign the Communities for Children Funding Agreement with Windermere.

It was resolved that the Board approve the use of the Common Seal and that the CEO and Chairperson sign the Communities for Children Funding Agreement with Windermere.

Adopted minute 26

MINUTE 26

It was resolved that the Reports as listed below be moved in block and the recommendations be adopted.

Moved Jenny Scicluna

Seconded Colette McMahon-Hoskinson

Carried

RECOMMENDATION ADOPTED
Strategy CC31/2017 Procurement Policy
Officers' Reports CC32/2017 Finance CC35/2017 Information Technology CC36/2017 People and Culture CC37/2017 Operations CC38/2017 Customer Experience
General Business CC39/2017 Regional Library Agreement Review CC41/2017 Communities for Children

URGENT BUSINESS

CC42/2017 REFLECTIONS ON MICK MORLAND'S CONTRIBUTION

Report prepared by Casey Cardinia Libraries Board

MINUTE 27

It was resolved:

- 1. That CEO, Chris Buckingham write a letter of Condolence on behalf of CCL and the Board to Kay Morland and family on the passing of Mick Morland, acknowledging his outstanding contribution to the community over many years.*

Moved Cr. Wayne Smith

Seconded Colette McMahon-Hoskinson

Carried

NEXT MEETING

Wednesday 23 August at the City of Casey, VIBE - Casey Works Centre, Vesper Drive, Narre Warren

Apologies: Ms Jenny Scicluna (Cardinia Shire) – Pamela Martin will be the acting delegate.

Meeting closed at 6.00pm