

# Casey Cardinia Libraries

## Board Meeting – Wednesday 24 October 2018

### Minutes

Cardinia Shire, Siding Avenue Officer,  
Dining Room

Meeting started at 5.35pm

#### 1. Present

##### Board Members:

*Cr Jodie Owen (Cardinia Shire), Kristen Jackson (Cardinia Shire)  
Cr Wayne Smith (City of Casey), Andrew Davis (City of Casey),  
Colette McMahon-Hoskinson (City of Casey),  
Cr Damien Rosario (City of Casey) – arrived late 6pm*

##### Officers

*Chris Buckingham, Beth Luppino, Daniel Lewis, Marjorie Crompton, Melissa Martin,  
Melinda Rogers (Secretariat).*

#### 2. Apologies

##### Board Members:

*Jenny Scicluna (Cardinia Shire) – Acting in General Manager Corporate Services  
from October 2018 – mid January 2019.*

##### Officers

*Nil*

#### 3. Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Ordinary Board Meeting held on 22 August 2018.

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

Moved                    Jodie Owen  
Seconded                Andrew Davis

#### 4. Declaration of Conflicts of Interest

*Nil*

<b>5.</b>	<b>Strategy</b>		<i>Page No.</i>
	CC43/2018	PLVN Statistical Presentation – Ian Phillips	4
<b>6.</b>	<b>Officers' Reports</b>		
	CC44/2018	Finance	5
	CC45/2018	Buildings and Facilities	5
	CC46/2018	Information, Digital Services and Technology	6
	CC47/2018	People and Culture	6
	CC48/2018	Operations	7
	CC49/2018	Customer Experience	7
<b>7.</b>	<b>General Business</b>		<b>8</b>
<b>8.</b>	<b>Next Meeting</b>		<b>8</b>

**MINUTE 37**

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Reports as listed below be moved in block and the recommendations be adopted and that the Reports as listed below be withdrawn for further discussion.*

Moved Colette McMahon-Hoskinson

Seconded Jodie Owen

RECOMMENDATION ADOPTED	WITHDRAWN (DEFERRED) FOR FURTHER DISCUSSION
<p><b>Strategy</b> CC43/2018 PLVN Statistical Presentation – Ian Phillips</p> <p><b>Officers' Reports</b> CC48/2018 Operations CC49/2018 Customer Experience</p> <p>General Business</p>	<p><b>Officers' Reports</b> CC44/2018 Finance CC45/2018 Buildings and Facilities CC46/2018 Information, Digital Services and Technology CC47/2018 People and Culture</p>

STRATEGY

CC43/2018 PLVN STATISTICAL PRESENTATION – IAN PHILLIPS

*Report prepared by Chris Buckingham*

**Purpose**

To provide Board with a presentation from Ian Phillips on CCL's performance for 2017-18 in comparison to other library services in the state and on previous years.

*RECOMMENDATIONS*

- 1. That the Board note Ian Phillips presentation on the performance of Victoria's public libraries.*

*It was resolved that:*

- 1. That the Board note Ian Phillips presentation on the performance of Victoria's public libraries.*

*Adopted minute 37*

OFFICERS' REPORTS

CC44/2018 FINANCE

*Report prepared by Marjorie Crompton*

**Purpose**

To provide the Board an update of CCL's financial position as at September 30, 2018.

**RECOMMENDATIONS**

- 1. That the Finance Report be noted.*

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**MINUTE 38**

*It was resolved that:*

- 1. That the Finance Report be noted.*

Moved Andrew Davis

Seconded Kristen Jackson

Carried

CC45/2018 BUILDINGS AND FACILITIES

*Report prepared by Chris Buckingham and Beth Luppino*

**Purpose**

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

**RECOMMENDATIONS**

- 1. That the Buildings and Facilities Report be noted.*

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**MINUTE 39**

*It was resolved that:*

- 1. That the Buildings and Facilities Report be noted.*

Moved Kristen Jackson

Seconded Damien Rosario

Carried

**CC46/2018                    INFORMATION, DIGITAL SERVICES AND TECHNOLOGY**

*Report prepared by Daniel Lewis*

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**Purpose**

To provide the Board with an update on CCL Information, Digital Services and Technology strategies and implementation.

**RECOMMENDATIONS**

1. *That the Information, Digital Services and Technology Report be noted.*
- 

**MINUTE 40**

*It was resolved that:*

1. *That the Information, Digital Services and Technology Report be noted.*

Moved        Kristen Jackson

Seconded    Damien Rosario

Carried

**CC47/2018                    PEOPLE AND CULTURE**

*Report prepared by Melissa Martin*

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**Purpose**

To provide the Board with an update on workforce development and staffing opportunities.

**RECOMMENDATIONS**

1. *That the People and Culture Report be noted.*
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**MINUTE 41**

*It was resolved that:*

1. *That the People and Culture Report be noted.*

Moved        Kristen Jackson

Seconded    Jodie Owen

Carried

CC48/2018

OPERATIONS

*Report prepared by Melinda Rogers*

**Purpose**

To describe CCL's monthly performance

*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:*

1. *That the Operations Report be noted.*

*Adopted minute 37*

CC49/2018

CUSTOMER EXPERIENCE

*Report prepared by Beth Luppino*

**Purpose**

To provide the Board with an update on community engagement, collections and services, including programs, events and partnerships.

**RECOMMENDATIONS**

1. *That the Customer Experience Report be noted.*
2. *That the Board note Casey Cardinia Libraries commitment to Libraries Change Lives.*
3. *That the Board note the success of the trial of removal of overdue fines and endorse Casey Cardinia Libraries permanent removal of overdue fines.*

*It was resolved that:*

1. *That the Customer Experience Report be noted.*
2. *That the Board note Casey Cardinia Libraries commitment to Libraries Change Lives.*
3. *That the Board note the success of the trial of removal of overdue fines and endorse Casey Cardinia Libraries permanent removal of overdue fines.*

*Adopted minute 37*

**GENERAL BUSINESS**

**NEXT MEETING**

Wednesday 28 November, City of Casey, Bunjil Place Library, Meeting Room 3 and 4.

Meeting closed at 6.35pm