

# Casey Cardinia Libraries

## Board Meeting – Wednesday 27 February

### Minutes

City of Casey  
Bunjil Place Library, Meeting Room 3 and 4

Meeting started at 5.45pm

1. **Present**

**Board Members:**

*Kristen Jackson (Cardinia Shire), Cr Wayne Smith (City of Casey) acting chairperson, Steve Coldham (City of Casey), Bernard Rohan (City of Casey) Cr Damien Rosario (City of Casey) – late 5.55pm*

**Officers**

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

2. Apologies

**Board Members:**

*Cr Jodie Owen (Cardinia Shire), Cr Ray Brown (Cardinia Shire) – alternate delegate*

**Officers**

Nil

3. **Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Ordinary Board Meeting held on 28 November 2018.**

*It was resolved that the minutes of the Board Meeting held on 28 November be approved and adopted.*

Moved                      Kristen Jackson

Seconded                 Wayne Smith

4. **Declaration of Conflicts of Interest**

Nil

**5. Confirmation of CCL Board Membership for 2019**

City of Casey has made changes to the Officer delegates for CCL Board, welcome to our new Boards:

- Bernard Rohan (Chief Finance Officer)
- Steve Coldham (Director Community Life)

Cr Jodie Owen elected Cr Wayne Smith to act as Chairperson for this meeting in her absence.

Casey Cardinia Libraries would like to acknowledge the enthusiastic contribution that Colette McMahon-Hoskinson has made to the Library.

**MINUTE 1**

*It was resolved that:*

1. Casey Cardinia Libraries will write a letter on behalf of the Library Board to acknowledge Colette McMahon-Hoskinson contribution to the Library.

Moved Kristen Jackson

Seconded Wayne Smith

**6. Strategy**

*Page No.*

Nil

**7. Officers' Reports**

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**9. Next Meeting**

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**MINUTE 2**

*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Reports as listed below be moved in block and the recommendations be adopted and that the Reports as listed below be withdrawn for further discussion.*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 Steve Coldham

Seconded Bernard Rohan

RECOMMENDATION ADOPTED	WITHDRAWN (DEFERRED) FOR FURTHER DISCUSSION
<b>Officers' Reports</b> CC05/2019 Operations	<b>Officers' Reports</b> CC01/2019 Finance CC02/2019 Buildings and Facilities CC03/2019 Information, Digital Services and Technology CC04/2019 People and Culture CC06/2019 Customer Experience  <b>General Business</b> CC07/2019 Code of Conduct

OFFICERS' REPORTS

CC01/2019 FINANCE

*Report prepared by Emily Ramaswamy*

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**Purpose**

To provide the Board an update of CCL's financial position as at January 31, 2019.

**RECOMMENDATIONS**

1. *That the Finance Report be noted.*
2. *That the Board adopt the changes to the Procurement Policy Attachment 1 Delegation of Authority and Attachment 2 Bank Signatories*

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**MINUTE 3**

*It was resolved:*

1. *That the Finance Report be noted.*
2. *That the Board adopt the changes to the Procurement Policy Attachment 1 Delegation of Authority and Attachment 2 Bank Signatories*

Moved Kristen Jackson

Seconded Steve Coldham

Carried

CC02/2019

BUILDINGS AND FACILITIES

*Report prepared by Chris Buckingham and Beth Luppino*

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**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.*
  2. *That the Board adopt the Facilities Development Plan 2019 – 2022.*
  3. *That CCL forward the Facilities Development Plan 2019 – 2022 to Member Councils to pass onto relevant stakeholders.*
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**MINUTE 4**

*It was resolved:*

1. *That the Buildings and Facilities report be noted.*
2. *That the Board adopt the Facilities Development Plan 2019 – 2022.*
3. *That CCL forward the Facilities Development Plan 2019 – 2022 to Member Councils to pass onto relevant stakeholders.*

Moved Steve Coldham

Seconded Bernard Rohan

Carried

CC03/2019

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.*
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**MINUTE 5**

*It was resolved:*

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

Moved Damien Rosario

Seconded Bernard Rohan

Carried

**CC04/2019**                      **PEOPLE AND CULTURE**

*Report prepared by Melissa Martin*

**Purpose**

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

**RECOMMENDATIONS**

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

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**MINUTE 6**

*It was resolved:*

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

Moved        Damien Rosario

Seconded    Kristen Jackson

Carried

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**CC05/2019**                      **OPERATIONS**

*Report prepared by Melinda Rogers*

**Purpose**

To provide the Board with a story on CCL's monthly performance.

**RECOMMENDATIONS**

- 1. That the Operations Report be noted.*

*It was resolved:*

- 1. That the Operations Report be noted.*

Adopted Minute 2

CC06/2019

CUSTOMER EXPERIENCE

*Report prepared by Beth Luppino*

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**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.*
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**MINUTE 7**

*It was resolved:*

1. *That the Customer Experience Report be noted.*
2. *That CCL Board would like to acknowledge the Sensitive Santa program that CCL delivered,*

Moved Kristen Jackson

Seconded Steve Coldham

Carried

## GENERAL BUSINESS

CC07/2019 CODE OF CONDUCT

*Report prepared by Chris Buckingham*

### Purpose

To present to the Board Casey Cardinia Libraries Code of Conduct for all Board members.

### RECOMMENDATIONS

- 1. That Board Members adopts CCL Code of Conduct 2019.*
- 2. That Board Members sign and provide a copy to the CEO of CCL before the next Board meeting in April.*

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### MINUTE 8

*It was resolved that:*

- 1. That Board Members adopts CCL Code of Conduct 2019.*
- 2. That Board Members sign and provide a copy to the CEO of CCL before the next Board meeting in April.*

Moved Kristen Jackson

Seconded Bernard Rohan

Carried

### GENERAL DISCUSSION

CCL Board had general discussions around:

- CCL Draft Budget 2019-20 – further workshops to be held with both member councils.
- Cardinia Shire noted that the contract for the new Cardinia Mobile Library trailer has been signed today; expected completion is 8 months from signing.

CCL Board would like to acknowledge Kristen Jackson for her contribution on the Board while acting General Manager Community Wellbeing.

### NEXT MEETING

Wednesday 17 April, City of Casey, Bunjil Place – Boon Wurrung Meeting Room, Level 1.

Meeting closed at 6.25pm