

Casey Cardinia Libraries

Board Meeting – Wednesday 28 November

Minutes

City of Casey
Bunjil Place Library, Level 1, Meeting Room 3 and 4

Meeting started at 5.40pm

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).*

Officers

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

2. Apologies

Board Members:

Cr Damien Rosario (City of Casey)

Officers

Beth Luppino

3. Confirmation of the Minutes of The Casey-Cardinia Library Corporation
(CCL) Ordinary Board Meeting held on 24 October 2018.

*It was resolved that the minutes of the Board Meeting held on 24 October be
approved and adopted.*

Moved Jodie Owen
Seconded Kristen Jackson

4. Declaration of Conflicts of Interest

Nil

5. Confirmation of CCL Board Membership for 2019

Member Councils have reviewed and made changes to their Delegates for
Casey Cardinia Libraries.

City of Casey has made the following delegations:

- Cr Damien Rosario
- Cr Wayne Smith, BJ, JP

- Ms. Colette McMahon-Hoskinson
- Cr Rosalie Crestani (alternate delegate)

The Cardinia Shire Council has made the following delegations:

- Cr Jodie Owen
- Kristen Jackson (Acting for Jenny Scicluna)
- Cr Ray Brown (alternate delegate)

It was resolved that Casey Cardinia Libraries acknowledge the contribution of past Board members Sally Curtain, Andrew Davis and Pamela Martin.

Moved Wayne Smith

Seconded Jodie Owen

6. Election of Chairperson

Nominations were called for the role of Chairperson.

It was resolved that the Board elect Cr Jodie Owen from Cardinia Shire as the Chairperson for Casey Cardinia Libraries for the November 2018 Board meeting and meetings scheduled for 2019.

Cr Wayne Smith was formally acknowledged for his work as the Chairperson for CCL over the last 12 months.

Moved Wayne Smith

Seconded Kristen Jackson

7.	Strategy	<i>Page No.</i>
	CC50/2018 Casey Cardinia Libraries 2019- 2020 Draft Budget	4
8.	Officers' Reports	
	CC51/2018 Finance	5
	CC52/2018 Buildings and Facilities	5
	CC53/2018 Information, Digital Services and Technology	6
	CC54/2018 People and Culture	6
	CC55/2018 Operations	7
	CC56/2018 Customer Experience	7
9.	General Business	
	CC57/2018 Casey Cardinia Libraries Meeting Schedule 2019	8
10.	Next Meeting	9

MINUTE 42

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 Andrew Davis

Seconded Colette McMahon-Hoskinson

RECOMMENDATION ADOPTED	WITHDRAWN (DEFERRED) FOR FURTHER DISCUSSION
<p>Officers' Reports CC51/2018 Finance CC52/2018 Buildings and Facilities CC56/2018 Customer Experience</p>	<p>Strategy CC50/2018 Casey Cardinia Libraries 2019-2020 Draft Budget</p> <p>Officers' Reports CC53/2018 Information, Digital Services and Technology CC54/2018 People and Culture CC55/2018 Operations</p> <p>General Business CC57/2018 Casey Cardinia Libraries Meeting Schedule 2019</p>

STRATEGY

CC50/2018 CASEY CARDINIA LIBRARIES DRAFT BUDGET 2019 – 2020

Report prepared by Chris Buckingham and Marjorie Crompton

Purpose

To provide the draft estimates for the operating budget for the 2019-2020 financial Year.

RECOMMENDATIONS

- 1. That the Board endorse the 2019-2020 Draft Budget and Proposal for Additional Resources and advocate for increased funding from Member Councils through their upcoming budget processes.*

MINUTE 43

It was resolved that:

1. That the Board endorse the 2019-2020 Draft Budget and Proposal for Additional Resources and advocate for increased funding from Member Councils through their upcoming budget processes.

Moved Colette McMahon-Hoskinson
Seconded Wayne Smith

Carried

OFFICERS' REPORTS

CC51/2018 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.*

It was resolved that:

- 1. That the Finance Report be noted.*

Adopted minute 42

CC52/2018 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.*

It was resolved that:

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

Adopted minute 42

CC53/2018

INFORMATION, DIGITAL SERVICES AND TECHNOLOGY

Report prepared by Daniel Lewis

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 44

It was resolved that:

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

Moved Andrew Davis

Seconded Wayne Smith

Carried

CC54/2018

PEOPLE AND CULTURE

Report prepared by Melissa Martin

Purpose

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

RECOMMENDATIONS

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

MINUTE 45

It was resolved that:

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

Moved Kristen Jackson

Seconded Colette McMahon-Hoskinson

Carried

CC55/2018 OPERATIONS

Report prepared by Melinda Rogers

Purpose

To describe CCL's monthly performance

RECOMMENDATIONS

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

MINUTE 46

It was resolved that:

- 1. That the Operations Report be noted.*

Moved Kristen Jackson

Seconded Andrew Davis

Carried

CC56/2018 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.*

It was resolved that:

- 1. That the Customer Experience Report be noted.*

Adopted minute 42

GENERAL BUSINESS

CC57/2018 CASEY CARDINIA LIBRARIES MEETING SCHEDULE 2019

Report prepared by Chris Buckingham

Purpose

To provide the Board with the meeting schedule for Casey Cardinia Libraries (CCL) Board meetings in 2019.

RECOMMENDATIONS

1. That the schedule of meeting dates and times for 2019 be agreed and then forwarded to the member Councils.

MINUTE 47

It was resolved:

1. *That the schedule of meeting dates and times for 2019 be agreed and then forwarded to the member Councils.*

Moved Colette McMahon-Hoskinson

Seconded Wayne Smith

Carried

Casey Cardinia Libraries and the Board acknowledge the commitment and contribution Andrew Davis has made to public libraries. He has been a strong advocate over many years.

NEXT MEETING

Wednesday 27 February 2019, Cardinia Shire, Siding Avenue Officer, Dining Room.

Meeting closed at 6.15pm