

# Casey Cardinia Libraries

## Board Meeting – Wednesday 17 April 2019

### Minutes

City of Casey  
Boon Wurrung Meeting Room, Level 1  
Bunjil Place Library

Meeting started at 5.30pm

1. **Present**

**Board Members:**

*Cr Jodie Owen (Cardinia Shire), Stephen Sparrow (Acting General Manager, Community Wellbeing – Cardinia Shire), Cr Wayne Smith (City of Casey), Steve Coldham (City of Casey) and Bernard Rohan (City of Casey)*

**Officers:**

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

2. **Apologies**

**Board Members:**

*Cr Damien Rosario (City of Casey)*

**Officers:**

Nil

3. **Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Ordinary Board Meeting held on 27 February 2019.**

*It was resolved that the minutes of the Board Meeting held on 27 February 2019 be approved and adopted.*

Moved                    Wayne Smith  
Seconded                Bernard Rohan

4. **Declaration of Conflicts of Interest**

Nil

<b>5. Strategies/Plans</b>		<i>Page No.</i>
CC08/2019	Draft Library Plan 2019 – 23	4
CC09/2019	Draft Strategic Resource Plan 2019 – 23	5
CC10/2019	Draft Library Budget 2019 – 20	5
<b>6. Officers' Reports</b>		
CC11/2019	Finance	6
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**MINUTE 9**

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Reports as listed below be moved in block and the recommendations be adopted and that the Reports as listed below be withdrawn for further discussion.*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

RECOMMENDATION ADOPTED	WITHDRAWN (DEFERRED) FOR FURTHER DISCUSSION
<p><b>Strategies/Plans</b>                      CC10/2019 Draft Library Budget 2019 - 20</p> <p><b>Officers' Reports</b>                      CC11/2019 Finance                      CC12/2019 Buildings and Facilities                      CC13/2019 Information, Digital Services and                      Technology                      CC14/2019 People and Culture                      CC15/2019 Operations                      CC16/2019 Customer Experience</p>	<p><b>Strategies/Plans</b>                      CC08/2019 Draft Library Plan 2019 – 2023                      CC09/2019 Draft Strategic Resource Plan                      2019- 23</p>

STRATEGIES/PLANS

CC08/2019                      DRAFT LIBRARY PLAN 2019 – 23

*Report prepared by Chris Buckingham and Beth Luppino*

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**Purpose**

To present the Casey Cardinia Libraries' four-year Library Plan 2019 – 23 for endorsement by the Board.

**RECOMMENDATIONS**

1. *That the Board endorse the draft CCL Library Plan 2019-23*
2. *That CCL forward the Library Plan 2019-23 to the member Councils for adoption.*

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**MINUTE 10**

*It was resolved:*

1. *That the Board endorse the draft CCL Library Plan 2019-23*
2. *That CCL forward the Library Plan 2019-23 to the member Councils for adoption.*

Moved        Bernard Rohan  
Seconded    Steve Coldham

Carried

CC09/2019 DRAFT STRATEGIC RESOURCE PLAN 2019 – 23

*Report prepared by Chris Buckingham and Emily Ramaswamy*

**Purpose**

To present the Casey Cardinia Libraries' four-year draft Strategic Resource Plan 2019-23 for endorsement by the Board.

**RECOMMENDATIONS**

1. That the Board endorse draft Strategic Resource Plan 2019 – 23.
2. That CCL forward the Strategic Resource Plan 2019 – 23 to the member Councils for adoption.

**MINUTE 11**

*It was resolved:*

1. That the Board endorse draft Strategic Resource Plan 2019 – 23.
2. That CCL forward the Strategic Resource Plan 2019 – 23 to the member Councils for adoption.
3. That the teamwork of Board members and Council Officers of both member Councils and Library Staff be acknowledged in the budget development and planning process.

Moved Steve Coldham

Seconded Bernard Rohan

Carried

CC10/2019 DRAFT LIBRARY BUDGET 2019 – 20

*Report prepared by Chris Buckingham and Emily Ramaswamy*

**Purpose**

To present to the Casey Cardinia Libraries Library Budget 2019 – 20 financial year for endorsement by the Board.

**RECOMMENDATIONS**

1. That the Board endorse the draft Library Budget 2019-20
2. That CCL Budget 2019-20 be forwarded to member Councils for approval prior to final adoption by the Board in June 2019.

*It was resolved:*

1. That the Board endorse the draft Library Budget 2019-20
2. That CCL Budget 2019-20 be forwarded to member Councils for approval prior to final adoption by the Board in June 2019.

Adopted minute 9

OFFICERS' REPORTS

CC11/2019 FINANCE

*Report prepared by Emily Ramaswamy*

**Purpose**

To provide the Board an update on CCL's financial performance as at March 31, 2019.

**RECOMMENDATIONS**

- 1. That the Finance Report be noted.*

*It was resolved:*

- 1. That the Finance Report be noted.*

Adopted minute 9

CC12/2019 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:*

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

Adopted minute 9

CC13/2019 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.*

*It was resolved:*

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

Adopted minute 9

CC14/2019 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.*

*It was resolved:*

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

Adopted minute 9

**CC15/2019      OPERATIONS**

*Report prepared by Melinda Rogers*

**Purpose**

To provide the Board with a summary of CCL's monthly performance.

**RECOMMENDATIONS**

1. *That the Operations Report be noted.*

*It was resolved:*

1. *That the Operations Report be noted.*

Adopted minute 9

**CC16/2019      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 the Purchasing Plan 2019-20.*
3. *That the Board endorse the MoU with Casey Tech School.*

*It was resolved:*

1. *That the Customer Experience Report be noted.*
2. *That the Board note the Purchasing Plan 2019-20.*
3. *That the Board endorse the MoU with Casey Tech School.*

Adopted minute 9



**GENERAL BUSINESS**

Chris Buckingham to organise Colin Morrison to make a presentation to the Library Board on the Government Act, and where to from here.

**NEXT MEETING**

Wednesday 26 June, Cardinia Shire Officer, Dining Room

Meeting closed at 5.45pm