

Casey Cardinia Libraries

Board Meeting – Wednesday 26 June 2019

Minutes

Cardinia Shire
Siding Avenue, Officer – Dining Room

Meeting started at 5.55pm

1. **Present**

Board Members:

Cr Jodie Owen (Cardinia Shire), Tracey Parker (Cardinia Shire), 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 Wayne Smith (City of Casey), 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 17 April 2019.**

It was resolved that the minutes of the Board Meeting held on 17 April 2019 be approved and adopted.

Moved Bernard Rohan
Seconded Steve Coldham

4. **Declaration of Conflicts of Interest**

Nil

5.	Strategies/Plans	<i>Page No.</i>
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MINUTE 11

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Reports as listed below be moved in block and the recommendations be adopted and that the Reports as listed below be withdrawn for further discussion.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 Tracey Parker
Seconded Bernard Rohan

RECOMMENDATION ADOPTED	WITHDRAWN (DEFERRED) FOR FURTHER DISCUSSION
<p>Strategies and Plans CC18/2019 Strategic Resource Plan 2019–2023 CC20/2019 Action Plan 2019–2020</p> <p>Officers' Reports CC22/2019 Buildings and Facilities CC23/2019 Information, Digital Services and Technology CC25/2019 Operations</p>	<p>Strategies and Plans CC17/2019 Library Plan 2019–2023 CC19/2019 Library Budget 2019–2020</p> <p>Officers' Reports CC21/2019 Finance CC24/2019 People and Culture CC26/2019 Customer Experience</p> <p>General Business CC27/2019 CEO's Performance Review & Contract</p>

STRATEGIES/PLANS

CC17/2019 LIBRARY PLAN 2019–2023

Report prepared by Chris Buckingham and Beth Luppino

Purpose

To provide an update on Casey Cardinia Libraries four-year Library Plan 2019–2023.

RECOMMENDATIONS

1. *That the Board adopt the CCL Library Plan 2019–2023.*
2. *That CCL forward a copy of the adopted Library Plan 2019–2023 to the Minister for Local Government in accordance with provisions of the Local Government Act 1989.*

MINUTE 12

It was resolved:

1. *That the Board adopt the CCL Library Plan 2019–2023.*
2. *That CCL forward a copy of the adopted Library Plan 2019–2023 to the Minister for Local Government in accordance with provisions of the Local Government Act 1989.*

Moved Steve Coldham

Seconded Bernard Rohan

Carried

CC18/2019 STRATEGIC RESOURCE PLAN 2019–2023

Report prepared by Chris Buckingham and Emily Ramaswamy

Purpose

To provide an update on Casey Cardinia Libraries' four-year draft Strategic Resource Plan 2019–2023.

RECOMMENDATIONS

1. *That the Board adopt the Strategic Resource Plan 2019–2023.*
2. *That CCL forward a copy of the adopted Strategic Resource Plan 2019–2023 to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

It was resolved:

1. *That the Board adopt the Strategic Resource Plan 2019–2023.*
2. *That CCL forward a copy of the adopted Strategic Resource Plan 2019–2023 to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

Adopted minute 11

CC19/2019 LIBRARY BUDGET 2019-2020

Report prepared by Chris Buckingham and Emily Ramaswamy

Purpose

To provide an update on Casey Cardinia Libraries Library Budget 2019 – 2020 financial year.

RECOMMENDATIONS

- 1. That the Board adopt the Library Budget 2019-2020.*
-

MINUTE 13

It was resolved:

- 1. That the Board adopt the Library Budget 2019-2020.*

Moved Jodie Owen

Seconded Bernard Rohan

Carried

CC20/2019 ACTION PLAN 2019-2020

Report prepared by Chris Buckingham

Purpose

To present the Board CCL Action Plan 2019-2020.

RECOMMENDATIONS

- 1. That the Board endorse CCL Action Plan 2019-2020.*

It was resolved:

- 1. That the Board endorse CCL Action Plan 2019-2020.*

Adopted minute 11

OFFICERS' REPORTS

CC21/2019 FINANCE

Report prepared by Emily Ramaswamy

Purpose

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

RECOMMENDATIONS

1. *That the Finance Report be noted.*
 2. *That the Board approve the Procurement Policy 2019.*
-

MINUTE 14

It was resolved:

1. *That the Finance Report be noted.*
2. *That the Board approve the Procurement Policy 2019.*

Moved Tracey Parker
Seconded Bernard Rohan

Carried

CC22/2019 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.*
2. *That the Board note the updates in the updated adopted Facilities Development Plan 2019–2022.*

It was resolved:

1. *That the Buildings and Facilities report be noted.*
2. *That the Board note the updates in the updated adopted Facilities Development Plan 2019–2022.*

Adopted minute 11

CC23/2019 **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 11

CC24/2019 **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.*
2. *That the Board note the Workforce Development Plan 2019-2020.*

MINUTE 15

It was resolved:

1. *That the People and Culture Report be noted.*
2. *That the Board note the Workforce Development Plan 2019-2020.*

Moved Steve Coldham

Seconded Tracey Parker

Carried

CC25/2019 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 11

CC26/2019 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.*

MINUTE 16

It was resolved:

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

Moved Steve Coldham

Seconded Bernard Rohan

Carried

MINUTE 17

That the meeting resolved 'in camera' at 6.07pm and the doors to the meeting room be closed.

Moved Steve Coldham

Seconded Bernard Rohan

Carried

'IN CAMERA'

CC27/2019

CEO'S PERFORMANCE REVIEW and CONTRACT EXTENSION

Report prepared by Chris Buckingham

This item has been left blank.

MINUTE 19

That the meeting resolved into 'open camera' at 6.33pm and the doors to the meeting room be opened.

Moved Steve Coldham

Seconded Bernard Rohan

Carried

MINUTE 20

That the recommendations moved 'in camera' be resolved.

Moved Steve Coldham

Seconded Bernard Rohan

Carried

GENERAL BUSINESS

NEXT MEETING

Wednesday 28 August 2019, Bunjil Place Library – Meeting Rooms 3 and 4.

Meeting closed at 6.50pm