

Casey Cardinia Libraries

Board Meeting – Wednesday 24 June 2020

Minutes

Online Meeting via Teams

Meeting started at 5.35pm

1. **Present**

Board Members:

Tracey Parker (Cardinia Shire), Cr Jodie Owen (Cardinia Shire), Noelene Duff (City of Casey-Administrator), Steve Coldham (City of Casey), Bernard Rohan (City of Casey) and Callum Pattie (City of Casey).

Officers:

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

2. **Apologies**

Board Members:

Nil

Officers:

Daniel Lewis

3. **Acknowledgement of the Traditional Owners**

4. **Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Ordinary Board Meeting held on 21 April 2020.**

It was resolved that the minutes of the Board Meeting held on 21 April 2020 be approved and adopted.

Moved Bernard Rohan

Seconded Steve Coldham

5. **Declaration of Conflicts of Interest**

Nil

6.	Correspondence		
7.	Matters Arising from Correspondence		
8.	Strategies/Plans	<i>Page No.</i>	
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STRATEGIES/PLANS

CC27/2020 LIBRARY PLAN 2020 – 2024, ANNUAL BUDGET 2020 – 2021 and STRATEGIC RESOURCE PLAN 2020 – 2024

Report prepared by Chris Buckingham

Purpose

To provide the Board with an update on Casey Cardinia Libraries Library Plan 2020 – 2024, Annual Budget 2020 – 2021 and Strategic Resource Plan 2020 – 2024.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

- 1. That CCL delay advertising the 2020 – 2024 Library Plan until the 2020 – 2024 Strategic Resource Plan and 2020 – 2021 Annual Budget are approved by both Member Councils.*
- 2. That the Board note the need for CCL to adopt its Budget and Strategic Resource Plan by 31 August 2020.*

MINUTE 26

It was resolved:

- 1. That CCL delay advertising the 2020 – 2024 Library Plan until the 2020 – 2024 Strategic Resource Plan and 2020 – 2021 Annual Budget are approved by both Member Councils.*
- 2. That the Board note the need for CCL to adopt its Budget and Strategic Resource Plan by 31 August 2020.*
- 3. That Chris Buckingham, CEO of Casey Cardinia Libraries present a report to the Board outlining options with a reduction in service hours in Cardinia to meet the shortfall of Cardinia Shire's Budget 2020-2021 contribution and that a special meeting be convened in early July to endorse the preferred option.*

Moved Steve Coldham

Seconded Tracey Parker

Carried

CC28/2020 ANNUAL ACTION PLAN 2020 - 2021

Report prepared by - Chris Buckingham

Purpose

To present the Board with Casey Cardinia Libraries Annual Action Plan 2020 – 2021.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

- 1. That the Board endorse CCL Annual Action Plan 2020 – 2021 noting the Library Plan 2020 – 24 has yet to be adopted by the Member Councils*

MINUTE 27

It was resolved:

- 1. That the Board endorse CCL Annual Action Plan 2020 – 2021 noting the Library Plan 2020 – 24 has yet to be adopted by the Member Councils.*

Moved Bernard Rohan

Seconded Tracey Parker

Carried

CC29/2020 FUNDRAISING POLICY

Report prepared by - Chris Buckingham

Purpose

To present the Board with the CCL Fundraising Policy.

CCL Library Plan reference – 5.2

RECOMMENDATION

- 1. That the Board endorse the CCL Fundraising Policy.*

MINUTE 28

It was resolved:

- 1. That the Board endorse the CCL Fundraising Policy.*

Moved Callum Pattie

Seconded Jodie Owen

Carried

OFFICERS' REPORTS

CC30/2020 FINANCE

Report prepared by Emily Ramaswamy

Purpose

To provide the Board an update on CCL's financial performance as at 31 May, 2020.

CCL Library Plan reference - 5.3

RECOMMENDATIONS

- 1. That the Finance Report be noted.*
 - 2. That the Board note the VAGO Audit Strategy for Financial Year ending June 30, 2020*
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MINUTE 29

It was resolved:

- 1. That the Finance Report be noted.*
- 2. That the Board note the VAGO Audit Strategy for Financial Year ending June 30, 2020*

Moved Bernard Rohan
Seconded Steve Coldham

Carried

CC31/2020 BUILDINGS AND FACILITIES

Report prepared by Beth Luppino

Purpose

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

CCL Library Plan reference - 1.1, 1.2, 3.2, 4.2

RECOMMENDATIONS

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

MINUTE 30

It was resolved:

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

Moved Callum Pattie
Seconded Bernard Rohan

Carried

CC32/2020 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.

CCL Library Plan reference 1.2, 1.3, 1.4, 3.1, 4.1, 4.3, 5.2 and 5.3

RECOMMENDATIONS

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

MINUTE 31

It was resolved:

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

Moved Steve Coldham

Seconded Tracey Parker

Carried

CC33/2020 PEOPLE AND CULTURE

Report prepared by Melissa Martin

Purpose

To provide the Board with an update on organisational development.

CCL Library Plan reference – 1.2,1.3 1.4, 3.3, 4.1, 5.1, 5.2 and 5.3.

RECOMMENDATIONS

1. *That the People and Culture Report be noted.*
2. *That the 2020 – 2021 Social Inclusion Action Plan be endorsed by the Board.*

MINUTE 32

It was resolved:

1. *That the People and Culture Report be noted.*
2. *That the 2020 – 2021 Social Inclusion Action Plan be endorsed by the Board.*
3. *That the CEO, Chris, Buckingham, the Executive Team and all staff of Casey Cardinia Libraries be congratulated for their commitment to maintaining high quality online services and access to the library collection throughout COVID-19 pandemic.*

Moved Bernard Rohan

Seconded Jodie Owen

Carried

CC34/2020 OPERATIONAL PERFORMANCE

Report prepared by Melinda Rogers

Purpose

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

CCL Library Plan reference - 1.1, 1.2, 3.1, 4.1 and 5.3

RECOMMENDATIONS

- 1. That the Operational Performance Report be noted.*

MINUTE 33

It was resolved:

- 1. That the Operational Performance Report be noted.*

Moved Steve Coldham

Seconded Callum Pattie

Carried

CC35/2020

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.

CCL Library Plan reference – 1.1, 1.3, 3.1, 4.2, 4.4 and 5.2

Programs and events at CCL provide opportunities to promote the library as a community space where people of all ages gather for a range of activities including early literacy programs for young children; literacy and creative programs for school aged children and teens, school holiday programs; lifelong learning, digital literacy, and reader development programs for adults.

RECOMMENDATIONS

- 1. That the Customer Experience Report be noted*
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MINUTE 34

It was resolved:

- 1. That the Customer Experience Report be noted*

Moved Callum Pattie

Seconded Tracey Parker

Carried

GENERAL BUSINESS

CC36/2020 COVID-19 BUSINESS CONTINUITY PLAN

Report prepared by Chris Buckingham

RECOMMENDATIONS

1. *That the Board note the CCL COVID-19 Business Continuity Plan.*

MINUTE 35

It was resolved:

1. *That the Board note the CCL COVID-19 Business Continuity Plan.*

Moved Bernard Rohan
Seconded Steve Coldham

Carried

CC37/2020 LOCAL LAW NO. 1 WORKING GROUP UPDATE

Report prepared by Chris Buckingham

RECOMMENDATIONS

1. *That the Board note the Working Group are convening on June 26th to finalise a recommended approach, which will be tabled at the August Board Meeting.*

MINUTE 36

It was resolved:

1. *That the Board note the Working Group are convening on June 26th to finalise a recommended approach, which will be tabled at the August Board Meeting.*
2. *That the review terms of reference be expanded to include a review of the Regional Library Agreement and the shift to the Beneficial Enterprise model. That a report be brought back with recommendations to the August board meeting.*

Moved Steve Coldham
Seconded Jodie Owen

Carried

CC38/2020

CEO's PERFORMANCE REVIEW

MINUTE 37

It was resolved:

- i. That the Board appointed a sub-committee that includes Steve Coldham and Tracey Parker to complete the CEO's performance review and report back to the Board with recommendations.*

Moved Steve Coldham

Seconded Tracey Parker

Carried

NEXT MEETING

Wednesday 26 August 2020, City of Casey – Bunjil Place Library TBC.

Meeting closed at 6.20pm