



Casey
Cardinia
Libraries

'Inspiring spaces where everyone is free to discover possibilities'

AGENDA

Board Meeting
Wednesday 16 December
5.30pm

Online Meeting via Teams

1. Present
2. Apologies
3. Confirmation of CCL Board Membership for 2021
4. Election of Chairperson
5. Acknowledgement of the Traditional Owners
6. Declaration of Conflicts of Interest
7. Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Board Meeting held on 25 November 2020.
8. General Business
CC62/2020 Meeting Schedule 2021
9. In-camera
CC63/2020 Employment Matter
10. Next Meeting

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GENERAL BUSINESS

CC62/2020 MEETING SCHEDULE 2021

Report prepared by Chris Buckingham

Purpose

To provide the Board with the opportunity to discuss Casey Cardinia Libraries (CCL) Board meetings 2021 start time.

Discussion

At the Board meeting on 25 November 2020, the Board adopted the recommendations for report CC60/2020. Meeting Schedule 2021.

MINUTE 64

It was resolved:

1. *That the schedule of meeting dates and times for 2021 be agreed on and then forwarded to the Member Councils.*

The Board is required to meet at least 'once every three months' under the terms of the Regional Library Agreement. Board meetings are generally held on the fourth Wednesday of the month. CCL Board meetings traditionally commence at 5.30pm. It has been suggested that the Board may want to meet during the day.

The following meeting dates were adopted at the November Board meeting:

Date	Host	Agenda Items
Wednesday 24 February 2021	Cardinia Shire	<ul style="list-style-type: none"> • Facilities Development Plan (draft) • Budget 2021 – 2022 (final draft) • Annual Operating Budget 4-year Draft Estimate Budget (draft) • Library Plan 2021 – 2025 (draft)
Wednesday 28 April 2021	City of Casey	<ul style="list-style-type: none"> • Strategic Resources Plan (final draft) • Budget 2021 – 2022 • 4-year Strategic Resource Plan (final draft)
Wednesday 23 June 2021	Cardinia Shire	<ul style="list-style-type: none"> • Procurement Policy • Library Plan 2021 – 2025 • Annual Action Plan 2021 – 2022
Wednesday 25 August 2021	City of Casey	<ul style="list-style-type: none"> • Year End Finance Report • Annual Report 2020 – 2021 (draft) – including Financial Reports • CEO's Performance Review – KPI's 2020 – 2021
Wednesday 27 October 2021 *	Cardinia Shire -	<ul style="list-style-type: none"> • <i>This is a placeholder for a meeting that is usually not required. *</i>
Wednesday 24 November 2021	City of Casey	<ul style="list-style-type: none"> • Meeting Schedule 2022

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| | <ul style="list-style-type: none">• Budget 2022 – 2023 (draft)• Risk Management Plan• Board Code of Conduct (draft) |
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** October Meeting will only proceed if deemed necessary by the Board.*

Conclusion

Any change for meeting times for 2021 that is agreed on will be forwarded with the schedule of meetings for CCL to Member Councils for diary management purposes.

RECOMMENDATIONS

1. That the Board discussed meeting times for CCL Board Meetings.
2. That the agreed schedule of meeting dates and times for 2021 be forwarded to the Member Councils.

IN-CAMERA

CC63/2020 EMPLOYMENT MATTER

Report prepared by Melinda Rogers

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NEXT MEETING

Wednesday 24 February 2021, Cardinia Shire - TBC.