

Casey Cardinia Libraries

Board Meeting – Wednesday 27 October 2021

Minutes

Meeting started at 4.05pm

1. **Present**

Board Members:

*Cr, Jeff Springfield (Cardinia Shire) - chairperson, Lili Rosic (Cardinia Shire)
Miguel Belmar (City of Casey-Administrator), Steve Coldham (City of Casey)
and Bernard Rohan (City of Casey)*

Officers:

Beth Luppino, Bec Mitchem, Daniel Lewis, Melissa Martin, Avi Singh, Melinda Rogers (Secretariat).

2. **Apologies**

Nil

3. **Acknowledgement of the Traditional Owners**

4. **Board Membership**

Cardinia Shire advised Casey Cardinia Libraries that Lili Rosic, General Manager, Liveable Communities has been nominated Officer to the Library Board from Wednesday 20th October 2021.

Casey Cardinia Libraries would like to thank Jenny Scicluna, General Manager Customer, People and Performance for being on the Library Board since June 2021.

5. **Declaration of Conflicts of Interest**

Nil

6. **Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Special 'In Camera' Board Meeting held on 7 October 2021.**

It was resolved that the minutes of the Special 'In-Camera' Board Meeting held on 7 October 2021 be approved and adopted.

Moved Bernard Rohan
Seconded Miguel Belmar

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OFFICERS' REPORTS

CC58/2021 FINANCE

Report prepared by Avi Singh

Purpose

To provide the Board an update on CCL's financial performance as at 31 September 2021.

CCL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

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

MINUTE 71

It was resolved:

- 1. That the Finance Report be noted.*

Moved Bernard Rohan

Seconded Steve Coldham

Carried

CC59/2021 BUILDINGS AND FACILITIES

Report prepared by Bec Mitchem

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, 4.5

RECOMMENDATIONS

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

MINUTE 72

It was resolved:

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

Moved Miguel Belmar

Seconded Bernard Rohan

Carried

CC60/2021

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.

CCL Library Plan reference – 1.3, 1.4, 4.6

RECOMMENDATIONS

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

MINUTE 73

It was resolved:

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

Moved Steve Coldham

Seconded Lili Rosic

Carried

CC61/2021

PEOPLE AND CULTURE

Report prepared by Melissa Martin

Purpose

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

CCL Library Plan reference – 1.1, 1.2, 1.4, 2.1, 2.2, 2.4, 3.5, 4.1, 4.3, 4.4, 4.6, 4.7

RECOMMENDATIONS

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

MINUTE 74

It was resolved:

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

Moved Miguel Belmar

Seconded Bernard Rohan

Carried

CC62/2021 OPERATIONAL PERFORMANCE

Report prepared by Melinda Rogers

Purpose

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

CCL Library Plan reference – 4.3, 4.4

RECOMMENDATIONS

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

MINUTE 75

It was resolved:

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

Moved Lili Rosic

Seconded Miguel Belmar

Carried

CC63/2021 CUSTOMER EXPERIENCE

Report prepared by Bec Mitchem

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, 1.5, 2.3, 3.1, 3.3, 3.4, 3.5, 4.5

RECOMMENDATIONS

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

MINUTE 76

It was resolved:

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

Moved Bernard Rohan

Seconded Lili Rosic

Carried

GENERAL BUSINESS

CC64/2021 OPENING HOURS

Report prepared by Beth Luppino

Purpose

To provide the Board with an update on anticipated library opening hours as restrictions ease.

CCL Library Plan reference –1.1, 4.6, 4.7

RECOMMENDATIONS

1. *That the Board notes the adjusted reopening hours for Casey Cardinia Libraries.*

MINUTE 77

It was resolved:

1. *That the Board notes the adjusted reopening hours for Casey Cardinia Libraries.*

Moved Steve Coldham

Seconded Bernard Rohan

Carried

CC65/2021 COVID-19 BUSINESS CONTINUITY PLAN

Report prepared by Beth Luppino

Purpose

To provide the Board an updated Business Continuity Plan with reference to the latest Chief Health Officer directions.

CCL Library Plan reference – 4.6

RECOMMENDATIONS

1. *That the Board note the CCL COVID-19 Business Continuity Plan including Outbreak Response Procedure and operating hours to 9 January 2022.*

MINUTE 78

It was resolved:

1. *That the Board note the CCL COVID-19 Business Continuity Plan including Outbreak Response Procedure and operating hours to 9 January 2022.*

Moved Miguel Belmar

Seconded Lili Rosic

Carried

MINUTE 79

That the meeting resolved 'in camera' at 4.50pm and the meeting be closed to members of the public.

Moved Bernard Rohan

Seconded Steve Coldham

Carried

IN-CAMERA

CC66/2021 CCL CEO KPI'S/PERFORMANCE PLAN

Report prepared by Beth Luppino

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CC67/2021 CCL TRANSITION

Report prepared by Beth Luppino

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MINUTE 82

That the meeting resolved into 'open camera' at 5.10pm and the meeting be opened.

Moved Miguel Belmar

Seconded Steve Coldham

Carried

MINUTE 83

1. That the recommendations moved 'in camera' be resolved.

Moved Miguel Belmar

Seconded Steve Coldham

Carried

NEXT MEETING

Wednesday 24 November 2021, City of Casey – Online Meeting

Meeting closed at 5.15pm