

Casey Cardinia Libraries

Board Meeting – Wednesday 27 April 2022

Minutes

Online Meeting via Teams

Meeting started at 4.04pm

1. **Present**

Board Members:

Cr, Jeff Springfield (Cardinia Shire), Lili Rosic (Cardinia Shire), Miguel Belmar (City of Casey-Administrator) – chairperson, Steve Coldham (City of Casey) and Keri New (City of Casey).

Officers:

Beth Luppino, Bec Mitchem, Daniel Lewis, Emily Ramaswamy, Janine Galvin and Melinda Rogers (Secretariat).

2. **Apologies**

Nil

3. **Acknowledgement of the Traditional Owners**

4. **Declaration of Conflicts of Interest**

Nil

5. **Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Board Meeting held on Wednesday 23 February 2022.**

It was resolved that the minutes of the Board Meeting held on Wednesday 23 February 2022 be approved and adopted.

Moved Steve Coldham

Seconded Jeff Springfield

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6. **In-Camera**

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7. **Strategies/Plans**

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MINUTE 18

That the meeting resolved 'in camera' at 4.05pm and the meeting be closed to members of the community.

Moved Jeff Springfield

Seconded Keri New

Carried

IN-CAMERA

CC12/2022 CCL DISSOLUTION

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MINUTE 20

That the meeting resolved into 'open camera' at 4.30pm and the meeting be opened.

Moved Jeff Springfield

Seconded Keri New

Carried

MINUTE 21

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

Moved Jeff Springfield

Seconded Keri New

Carried

STRATEGIES/PLANS

CC13/2022 LIBRARY PLAN 2021-2025 (UPDATE APRIL 2022)

Report prepared by Beth Luppino

Purpose

To provide the Board with CCL Library Plan 2021-2025 (update April 2022) for endorsement, with adjusted Key Performance Indicators as presented at the February 2022 Board meeting.

CCL Library Plan reference – 4.6

RECOMMENDATIONS

- 1. That the Board endorses the CCL Library Plan 2021-2025 (update April 2022) including the Key Performance Indicators.*
- 2. That CCL forward the endorsed CCL Library Plan 2021-2025 (update April 2022) to the Member Councils for adoption.*

MINUTE 22

It was resolved:

- 1. That the Board endorses the CCL Library Plan 2021-2025 (update April 2022) including the Key Performance Indicators.*
- 2. That CCL forward the endorsed CCL Library Plan 2021-2025 (update April 2022) to the Member Councils for adoption.*

Moved Steve Coldham

Seconded Jeff Springfield

Carried

CC14/2022 BUDGET 2022-2023

Report prepared by Emily Ramaswamy

Purpose

To present the Board with Casey Cardinia Libraries Budget 2022-2023 for endorsement.

CCL Library Plan reference – 4.6

RECOMMENDATIONS

- 1. That the Board notes the Member Council funding split for CCL Budget 2022-2023.*
- 2. That the Board endorses CCL Budget 2022-2023 noting the updated Member Council funding split.*
- 3. That CCL forward the endorsed CCL Budget 2022-2023 to the Member Councils for adoption.*
- 4. That CCL advertise the CCL Budget 2022-2023 prior to adoption.*
- 5. That the Board notes CCL will adopt the CCL Budget 2022-2023 after the Member Councils advise formal approval of the Budget.*

MINUTE 23

It was resolved:

- 1. That the Board notes the Member Council funding split for CCL Budget 2022-2023.*
- 2. That the Board endorses CCL Budget 2022-2023 noting the updated Member Council funding split.*
- 3. That CCL forward the endorsed CCL Budget 2022-2023 to the Member Councils for adoption.*
- 4. That CCL advertise the CCL Budget 2022-2023 prior to adoption.*
- 5. That the Board notes CCL will adopt the CCL Budget 2022-2023 after the Member Councils advise formal approval of the Budget.*

Moved Keri New

Seconded Lili Rosic

Carried

CC15/2022 STRATEGIC RESOURCE PLAN 2022-2026

Report prepared by Beth Luppino and Emily Ramaswamy

Purpose

To present the Board with Casey Cardinia Libraries Strategic Resource Plan 2022-2026 for endorsement.

CCL Library Plan reference – 4.6

RECOMMENDATIONS

- 1. That the Board endorses CCL Strategic Resource Plan 2022-2026 noting the updated Member Council funding split.*
- 2. That CCL forward the endorsed CCL Strategic Resource Plan 2022-2026 to the Member Councils for adoption.*
- 3. That the Board notes CCL will adopt the CCL Strategic Resource Plan 2022-2026 after the Member Councils advise formal approval.*

MINUTE 24

It was resolved:

- 1. That the Board endorses CCL Strategic Resource Plan 2022-2026 noting the updated Member Council funding split.*
- 2. That CCL forward the endorsed CCL Strategic Resource Plan 2022-2026 to the Member Councils for adoption.*
- 3. That the Board notes CCL will adopt the CCL Strategic Resource Plan 2022-2026 after the Member Councils advise formal approval.*

Moved Jeff Springfield

Seconded Steve Coldham

Carried

OFFICERS REPORT

CC16/2022 FINANCE

Report prepared by Emily Ramaswamy

Purpose

To provide the Board an update on CCL's financial performance as at 31 March 2022.

CCL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

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

MINUTE 25

It was resolved:

1. *That the Finance Report be noted.*

Moved Steve Coldham

Seconded Jeff Springfield

Carried

CC17/2022 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, 2.1, 2.2, 4.5, 4.7

RECOMMENDATIONS

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

MINUTE 26

It was resolved:

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

Moved Steve Coldham

Seconded Jeff Springfield

Carried

CC18/2022 PEOPLE AND CULTURE

Report prepared by Janine Galvin

Purpose

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

CCL Library Plan reference – 1.1, 1.4, 2.4, 3.5, 4.1, 4.3,4.6, 4.7

RECOMMENDATIONS

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

MINUTE 27

It was resolved:

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

Moved Keri New

Seconded Lili Rosic

Carried

CC19/2022 ORGANISATIONAL 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 28

It was resolved:

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

Moved Steve Coldham

Seconded Jeff Springfield

Carried

CC20/2022

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, 1.2, 1.3, 1.4, 1.5, 1.6, 2.2, 2.3, 3.1, 3.4 and 3.5

RECOMMENDATIONS

- 1. That the Customer Experience Report be noted*

MINUTE 29

It was resolved:

- 1. That the Customer Experience Report be noted*

Moved Jeff Springfield

Seconded Lili Rosic

Carried

GENERAL BUSINESS

CC21/2022 CCL BOARD MEETINGS

Report prepared by Beth Luppino

Purpose

To provide the Board with an update on the meeting format for Regional Library Boards beyond September 1, 2022.

CCL Library Plan reference – 4.6

RECOMMENDATIONS

- 1. That the Board note the updated information from Local Government Victoria regarding virtual meetings.*
- 2. That the Board confirm which meetings will be virtual for the remainder of 2022.*

MINUTE 30

It was resolved:

- 1. That the Board note the updated information from Local Government Victoria regarding virtual meetings.*
- 2. That the Board confirm which meetings will be virtual for the remainder of 2022.*

Moved Jeff Springfield

Seconded Steve Coldham

Carried

Meeting closed at 5.05pm

NEXT MEETING

Wednesday 22 June 2022 - Online Meeting