

Casey Cardinia Libraries

Board Meeting – Wednesday 22 November

Minutes

City of Casey
Bunjil Place Library, Level 1, Meeting Room 1

Meeting started at 5.40pm

1. Present

Board Members:

*Cr. Jodie Owen (Cardinia Shire), Ms Pamela Martin (Cardinia Shire),
Cr. Wayne Smith (City of Casey), Ms. Sally Curtain (City of Casey),
Mr Andrew Davis (City of Casey) – alternate delegate*

Library Officers:

*Chris Buckingham, Daniel Lewis, Beth Luppino, Pam Vickers, Marjorie Crompton,
Marika Szendroe, Melissa Martin, Melinda Rogers (Secretariat).*

2. Apologies

Board Members:

*Jenny Scicluna (Cardinia Shire), Colette McMahon-Hoskinson (City of Casey),
Cr. Damien Rosario (City of Casey), Cr. Wayne Smith (Late)*

3. Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Ordinary Board Meeting held on 25 October 2017.

It was resolved that the minutes of the Board Meeting held on 25 October 2017 of CCL be approved and adopted.

Moved Sally Curtain
Seconded Cr. Jodie Owen

4. Declaration of Conflicts of Interest

Nil

5. Confirmation of Casey Cardinia Libraries Council Board Membership

Member Councils have reviewed and made changes to their Delegates for Casey Cardinia Libraries.
City of Casey has made the following delegations:

- Cr. Damien Rosario
- Cr. Wayne Smith, BJ, JP
- Ms. Sally Curtain
- Ms. Colette McMahon-Hoskinson
- Cr. Rosalie Crestani (alternate delegate)
- Mr. Andrew Davis (alternate delegate)

The Cardinia Shire Council has made the following delegations:

- Cr. Jodie Owen
- Ms. Jenny Scicluna
- Cr. Ray Brown (alternate delegate)

It was resolved that Casey Cardinia Libraries acknowledge the contribution of past Board member Cr Susan Serey.

Moved Sally Curtain
Seconded Cr. Jodie Owen

6. Election of Chairperson

Nominations were called for the role of Chairperson.

It was resolved that the Board elect Cr. Wayne Smith from City of Casey as the Chairperson for Casey Cardinia Libraries for the November 2017 Board meeting and meetings scheduled for 2018.

Moved Sally Curtain
Seconded Cr, Jodie Owen

Cr. Jodie Owen was formally acknowledged for her work as the Chairperson for CCL over the last 12 months.

Nominations were called for an acting chairperson until Cr. Wayne Smith arrived for the meeting. Cr. Jodie Owen was nominated.

Moved Andrew Davis
Seconded Sally Curtain.

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MINUTE 39

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 Sally Curtain

Seconded Pamela Martin

RECOMMENDATION ADOPTED	WITHDRAWN (DEFERRED) FOR FURTHER DISCUSSION
Officers' Reports CC69/2017 Finance CC70/2017 Buildings and Facilities CC72/2017 Information Technology CC75/2017 Customer Experience General Business CC76/2017 CCL Board Meeting Schedule 2018	Strategy CC67/2017 Draft Budget for 2018-19 to 2021-22 CC68/2017 Children and Youth Strategy 2017 – 2020 Officers' Reports CC71/2017 Bunjil Place Update CC73/2017 People and Culture CC74/2017 Operations

STRATEGY

CC67/2017 DRAFT BUDGET FOR 2018-19

Report prepared by Pam Vickers, Marjorie Crompton and Chris Buckingham

Purpose

To present the CCL draft estimates for the operating budget for the 2018-2019 financial Year.

RECOMMENDATIONS

That the Board:

1. Endorse the draft budget 2018-19 for forwarding to the member Councils for consideration as part of their budget process.
2. That the Board endorse the removal of overdue fines for a 12-month trial period commencing January 1, 2018

MINUTE 40

It was resolved that:

1. *The Board endorse the draft budget 2018-19 for forwarding to the member Councils for consideration as part of their budget process.*
2. *CCL speak with member Councils prior to the development of the Strategic Resource Plan.*
3. *The Board endorse the removal of overdue fines for a 12-month trial period commencing January 1, 2018.*

Moved Sally Curtain

Seconded Andrew Davis

Carried

CC68/2017

CCL CHILDREN AND YOUTH STRATEGY 2017 – 2020

Report prepared by Cenza Fulco

Purpose

To present the Children and Youth Strategy 2017 – 2020 and Children and Youth Action Plan 2018.

CCL Library Plan reference – 4.1

RECOMMENDATIONS

1. That the Children and Youth Strategy 2017 – 2020 and Children and Youth Action Plan 2018 be adopted by the Board.

MINUTE 41

It was resolved:

1. *That the Children and Youth Strategy 2017 – 2020 and Children and Youth Action Plan 2018 be adopted by the Board.*

Moved Sally Curtain

Seconded Pamela Martin

Carried

OFFICERS' REPORTS

CC69/2017 FINANCE

Report prepared by Marjorie Crompton and Pam Vickers

To provide the Board an update of CCL's financial position as at October 31, 2017.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

1. That the Finance Report be noted.

It was resolved:

1. That the Finance Report be noted

Adopted minute 39

CC70/2017 BUILDINGS AND FACILITIES

Report prepared by Chris Buckingham

Purpose

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

CCL Library Plan reference – 1.2, 1.3, 3.2, and 5.2

RECOMMENDATIONS

1. That the Buildings and Facilities Report be noted.

It was resolved:

1. That the Building and Facilities Report be noted

Adopted minute 39

Cr. Wayne Smith arrived 6.10pm.

CC71/2017 BUNJIL PLACE UPDATE

Report prepared by Daniel Lewis and Beth Luppino

Purpose

To provide the Board with an update on progress of Bunjil Place Library.

CCL Library Plan reference – 1.2 and 5.2

RECOMMENDATIONS

1. That the Bunjil Place Update report be noted.

MINUTE42

It was resolved:

1. That the Bunjil Place Update report be noted
2. That CCL trial opening Bunjil Place Library and Pakenham Library from 10.00am on Sunday mornings over the daylight savings period and provide a report to the Board on budget implications.

Moved Cr. Wayne Smith

Seconded Sally Curtain

Carried

CC72/2017 INFORMATION TECHNOLOGY

Report prepared by Daniel Lewis

Purpose

To provide the Board with an update on CCL Information and Technology strategies and implementation.

CCL Library Plan reference – 1.1 1.3, 1.4, 2.1, 2.3, 3.1, 5.1, 5.2 and 5.4

RECOMMENDATIONS

1. That the Information Technology Report be noted.

It was resolved:

1. That the Information Technology Report be noted

Adopted minute 39

CC73/2017 **PEOPLE AND CULTURE**

Report prepared by Marika Szendroe

Purpose

To provide an update on team development and staffing opportunities.

CCL Library Plan reference – 1.4, 3.3, 4.1, 5.1, and 5.2,

RECOMMENDATIONS

1. That the People and Culture Report be noted.
2. That the Risk Management Plan 2017 – 18 be noted.
3. That the Board note their appreciation of Marika Szendroe's significant contribution to CCL.

MINUTE 43

It was resolved:

1. That the People and Culture Report be noted.
2. That the Risk Management Plan 2017 – 18 be noted.
3. That the Board note their appreciation of Marika Szendroe's significant contribution to CCL.

Moved Cr. Jodie Owen

Seconded Andrew Davis

Carried

CC74/2017 **OPERATIONS**

Report prepared by Melinda Rogers

Purpose

To describe CCL's monthly performance from August to September 2017.

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

RECOMMENDATIONS

1. That the Operations Report be noted.

MINUTE 44

It was resolved:

1. That the Operations Report be noted

Moved Sally Curtain

Seconded Cr. Jodie Owen

Carried

CC75/2017

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, 2.1, 2.2, 3.1, 4.1, 4.2

RECOMMENDATIONS

1. That the Customer Experience Report be noted.

It was resolved:

1. That the Customer Experience Report be noted

Adopted minute 39

GENERAL BUSINESS

CC76/2017 CASEY CARDINIA LIBRARIES MEETING SCHEDULE 2018

Report prepared by Chris Buckingham

Purpose

To establish the meeting schedule for Casey Cardinia Libraries (CCL) Board meetings in 2018.

RECOMMENDATIONS

1. That the schedule of meeting dates and times for 2018 be agreed and then forwarded to the member Councils.

It was resolved:

1. *That the schedule of meeting dates and times for 2018 be agreed and then forwarded to the member Councils.*

Adopted minute 39

NEXT MEETING

Wednesday 28 February 2018, Cardinia Shire Offices, Officer.

Meeting closed at 6.30pm