

CASEY-CARDINIA LIBRARY CORPORATION

BOARD MEETING MINUTES

Wednesday 24 August 2016
5.30pm

Cardinia Shire Offices

Meeting started at 5.30pm

1. **Present**

Board Members:

Cr. Wayne Smith, Ms Sally Curtain, Mr. Andrew Davis,
Cr. George Blenkhorn, Ms. Jenny Scicluna, Cr. Damien Rosario.

Library Officers:

Ms Colette McMahon-Hoskinson, Ms Pam Vickers, Ms Michelle McLean,
Ms Cenza Fulco, Ms Marika Szendroe.

2. **Apologies**

Board Members:

Cr. Damien Rosario was running late due to traffic. (Arrived at 6.33pm).

The Interim CEO Colette McMahon-Hoskinson called for nominates to Chair the meeting in the absence of Cr Damien Rosario. Cr. Wayne Smith nominated by George Blenkhorn and Sally Curtain.

3. **CONFIRMATION OF MINUTES OF THE CASEY- CARDINIA LIBRARY CORPORATION ORDINARY BOARD MEETING HELD ON 22 JUNE 2016.**

The minutes of the Board Meeting held on 22 June 2016 of Casey-Cardinia Library Corporation, copies of which had previously been circulated to the Board Members, were approved and adopted on the motion of Andrew Davis and Jenny Scicluna.

4. **Declaration of conflict of interest**

Nil

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CASEY-CARDINIA LIBRARY CORPORATION BOARD MEETING
Wednesday 24 August, 2016

MINUTE 40

J. SCICLUAN/A. DAVIS

That the Officers Reports as listed below be moved in block and the recommendations be adopted. That Officers report as listed below be withdrawn for further discussion and the meeting moved 'in camera' to discuss reports CC52 and CC53.

RECOMMENDATION ADOPTED	WITHDRAWN (DEFERRED) FOR FURTHER DISCUSSION
CC41, CC42, CC43, CC44, CC45, CC48, CC49, CC50	CC46, CC47, CC51 In camera – CC52, CC53

CARRIED

CC41/2016 CONFERENCE REPORT – TRANSFORMING PUBLIC LIBRARIES

Report prepared by Colette McMahon-Hoskinson

Purpose

To provide a report on the recent Transforming Public Libraries Conference.

RECOMMENDATIONS - Adopted Minute 40

That the Conference Report be noted.

CC42/2016 FINANCE

Report prepared by Pam Vickers and Colette McMahon-Hoskinson

Purpose

To inform the Board of the Library Corporations financial position for the month ended July 31, 2016.

RECOMMENDATIONS - Adopted Minute 40

1. That the Finance Report be noted.
2. That the Board supports a Budget Planning Workshop to be held in October 2016.

CC43/2016 PERFORMANCE REVIEW - STRATEGIC OBJECTIVES

Report prepared by Colette McMahon-Hoskinson

Purpose

To provide the Board with the performance overview for 2015-16 Library Plan.

RECOMMENDATIONS - Adopted Minute 40

That the Performance Review Report be noted.

CC44/2016 LOCAL LAW NO. 1

Report prepared by Colette McMahon-Hoskinson

Purpose

To seek adoption and use of the Common Seal for the Local Law No.1.

RECOMMENDATIONS - Adopted Minute 40

1. That the Board adopts the 'making' of the new Local Law No. 1 Meeting Procedures and Use of the Common Seal Local Law.
2. That Casey Cardinia Libraries advertise in the Government Gazette that the new Local Law No. 1, has been made and forward a copy of the new Local Law No.1 to the Minister for Local Government.

CC45/2016 INFORMATION TECHNOLOGY

Report prepared by Michelle McLean

Purpose

To provide the Board with an update on the Information Services and Information Communication Technology Strategies for 2016-2017.

RECOMMENDATIONS - Adopted Minute 40

That the Information Technology Report be noted.

CC46/2016 ANNUAL REPORT

Report prepared by Colette McMahon-Hoskinson

Purpose

To present the 2015-16 draft Annual Report to the Board for consideration.

Cr. George Blenkhorn requested it be noted his displeasure in the late distribution of the Draft Annual Report and that he would be sustaining from voting as he had not had time to read the report.

RECOMMENDATIONS

1. That the Draft Annual Report and associated Financial Report 2015-2016 be approved 'in principle.'
2. That the Board authorise the Chairperson, a Board member and the CEO to sign the Financial Report included in the Annual Report after any changes recommended, or agreed to, by the Auditors.

MINUTE 41

S. CURTIAN/ A. DAVIS

1. That the Draft Financial Report 2015-2016 be approved 'in principle.'
2. That the Draft Annual Report be approved in principle subject to feedback from Board Members by close of business on Friday August 26, 2016.
3. That the Board authorised the Chairperson, Cr. Damien Rosario, a Board member Cr. George Blenkhorn and the CEO Ms. Colette McMahon-Hoskinson to sign the Financial Report included in the Annual Report after any changes recommended, or agreed to, by the Auditors after close of business on Friday August 26, 2016.

CARRIED

CASEY-CARDINIA LIBRARY CORPORATION BOARD MEETING
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CC47/2016 PEOPLE AND CULTURE

Report prepared by Marika Szendroe

Purpose

To provide an update on recent staffing opportunities.

RECOMMENDATIONS

That the Report be noted.

MINUTE 42

J. SCICLUNA/ S. CURTAIN

That the Report be noted.

CARRIED

CC48/2016 OPERATIONS

Report prepared by Colette McMahon-Hoskinson

Purpose

The purpose of the Operations Report is to create a picture of Casey Cardinia Libraries monthly performance in June and July 2016.

RECOMMENDATIONS - Adopted Minute 40

That the Operations Report be noted.

CC49/2016 COMMUNITY ENGAGEMENT

Report prepared by Cenza Fulco

Purpose

The purpose of the Community Engagement Report is to provide an update on programs, events and partnerships.

RECOMMENDATIONS - Adopted Minute 40

That the Community Engagement Report be noted.

CC50/2016 BUNJIL PLACE UPDATE

Report prepared by Colette McMahon-Hoskinson

Purpose

To provide an update on the progress in the transition to Bunjil Place.

RECOMMENDATIONS - Adopted Minute 40

That the Bunjil Place Update Report be noted.

CC51/2016 **BRANDING**

Report prepared by Colette McMahon-Hoskinson

Purpose

To provide a progress update on the Branding project.

RECOMMENDATIONS

That the Branding Report be noted.

MINUTE 43

G. BLENKHORN/ S. CURTAIN

That the Branding Report be noted.

CARRIED

Minutes 'in camera' by Ms. Sally Curtain.

MINUTE 44

That the meeting resolved 'in camera' at 6.15pm and the doors to the meeting room be closed.

CARRIED

CASEY-CARDINIA LIBRARY CORPORATION BOARD MEETING
'Item in Camera'
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CC52/2016 BUILDINGS – LEASE

Report prepared by Pam Vickers

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CC53/2016 CHIEF EXECUTIVE OFFICER APPOINTMENT UPDATE

Report prepared by Jenny Scicluna

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**CASEY-CARDINIA LIBRARY CORPORATION BOARD MEETING
'Item in Camera'
Wednesday 24 August, 2016**

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MINUTE 48

That the meeting resolved into 'open camera' at 9.25pm and the doors to the meeting room be opened.

CARRIED

MINUTE 49

That the recommendations moved 'in camera' be resolved.

CARRIED

GENERAL BUSINESS

NEXT MEETING

23 November 2016 at the City of Casey Offices.

Meeting Closed at 9.27pm
Minutes by Pam Vickers and
'in camera' minutes by Sally Curtain.