

Casey Cardinia Libraries

Board Meeting – Wednesday 23 August

Agenda

City of Casey, VIBE
Casey Works Centre, Vesper Drive, Narre Warren

Meeting started at 5.35pm

1. **Present**

Board Members:

*Cr. Jodie Owen Chairperson (Cardinia Shire),
Mr Jim Davine (Cardinia Shire) attended as an observer
Cr. Wayne Smith (City of Casey), Cr. Damien Rosario (City of Casey)
Ms. Colette McMahon-Hoskinson (City of Casey), Ms. Sally Curtain (City of Casey)*

Library Officers:

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

2. **Apologies**

Board Members:

Ms. Jenny Scicluna (Cardinia Shire)

Library Officers:

Nil

3. **Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Ordinary Board Meeting held on 28 June 2017.**

It was resolved that the minutes of the Board Meeting held on 28 June 2017 of CCL be approved and adopted.

Moved Sally Curtain

Seconded Colette McMahon-Hoskinson

4. Declaration of Conflicts of Interest

Nil

5. Strategy

Page No.

CC43/2017	Strategic Resource Plan 2017 – 21	4
CC44/2017	Draft Annual Report 2016 – 17	5
CC45/2017	Year End Financial Report 2016 – 17	6

6. Officers' Reports

CC46/2017	Finance	7
CC47/2017	Buildings and Facilities	7
CC48/2017	Bunjil Place Update	8
CC49/2017	Information Technology	8
CC50/2017	People and Culture	8
CC51/2017	Operations	9
CC52/2017	Customer Experience	9

7. General Business

CC53/2017	Regional Library Agreement Review	10
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8. In Camera

CC54/2017	CEO's Key Performance Indicators Review	11
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9. Next Meeting

12

MINUTE 28

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Reports as listed below be moved in block and the recommendations be adopted and that the Reports as listed below be withdrawn for further discussion.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 Cr. Wayne Smith

Seconded Colette McMhaon-Hoskinson

Carried

RECOMMENDATION ADOPTED	WITHDRAWN (DEFERRED) FOR FURTHER DISCUSSION
Strategy CC43/2017 Strategic Resource Plan 2017 – 21 CC45/2017 Year End Financial Report Officers Reports CC46/2017 Finance CC47/2017 Buildings and Facilities CC48/2017 Bunjil Place Update CC49/2017 Information Technology CC50/2017 People and Culture CC51/2017 Operations CC52/2017 Customer Experience General Business CC53/2017 Regional Library Agreement Review	Strategy CC44/2017 Draft Annual Report 2016 – 17 Officers Reports CC47/2017 Buildings and Facilities In-camera CC54/2017 CEO's KPI's Review

STRATEGY

CC43/2017 STRATEGIC RESOURCE PLAN 2017 – 21

Report prepared by Chris Buckingham

Purpose

To provide the Board with the Strategic Resource Plan 2017 – 2021.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

1. That the Board adopt the Strategic Resource Plan 2017–2021.

It was resolved that the Board adopt the Strategic Resource Plan 2017–2021.

Adopted minute 28

CC44/2017

DRAFT ANNUAL REPORT 2016 – 17

Report prepared by Chris Buckingham

Purpose

To present the Draft Annual Report 2016 - 17 including the Financial Report 2016 – 17 to the Board for consideration.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

1. That the draft Annual Report and associated Financial Report 2016 – 17 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.
3. That the CEO sign the Management Representation Letter
4. That CCL forward the Annual Report to the member Councils within three months of the end of the financial year.
5. That CCL forward the signed Annual Report to the Minister for Local Government for approval before September 30, 2017.

MINUTE 29

It was resolved:

1. *That the draft Annual Report and associated Financial Report 2016 – 17 be approved 'in principle.'*
2. *That the Board authorise the Chairperson, a Board member – Cr. Damien Rosario and the CEO to sign the Financial Report included in the Annual Report.*
3. *That the CEO sign the Management Representation Letter*
4. *That CCL forward the Annual Report to the member Councils within three months of the end of the financial year.*
5. *That CCL forward the signed Annual Report to the Minister for Local Government for approval before September 30, 2017.*

Moved Sally Curtain

Seconded Cr. Damien Rosario

Carried

CC45/2017 YEAR-END 2016 – 17 FINANCIAL REPORT

Report prepared by Pam Vickers

Purpose

To inform the Board of CCL's financial position at June 30, 2017.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

1. That the Year-End Report be noted.

It was resolved that the Year-End Report be noted.

Adopted minute 28

OFFICERS' REPORTS

CC46/2017 FINANCE

Report prepared by Pam Vickers

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

CCL Library Plan reference - 5.3

RECOMMENDATIONS

1. That the Finance Report be noted.

It was resolved that the Finance Report be noted.

Adopted minute 28

CC47/2017 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.

MINUTE 30

It was resolved:

1. That the Buildings and Facilities Report be noted.

Moved Cr. Wayne Smith

Seconded Sally Curtain

Carried

CC48/2017 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.

It was resolved that the Bunjil Place Update Report be noted.

Adopted minute 28

CC49/2017 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 that the Information Technology Report be noted.

Adopted minute 28

CC50/2017 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.

It was resolved that the People and Culture Report be noted.

Adopted minute 28

CC51/2017 OPERATIONS

Report prepared by Melinda Rogers

Purpose

To describe CCL's monthly performance from June to July 2017.

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

RECOMMENDATIONS

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

It was resolved that the Operations Report be noted.

Adopted minute 28

CC52/2017 CUSTOMER EXPERIENCE

Report prepared by Beth Luppino

Purpose

An update on community engagement, collections and services including programs, events and partnerships.

CCL Library Plan reference – 1.1, 1.2, 2.1, 2.2, 3.1, 4.1, 4.2, 4.4 and 5.2

RECOMMENDATIONS

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

It was resolved that the Customer Experience Report be noted.

Adopted minute 28

GENERAL BUSINESS

CC53/2017 REGIONAL LIBRARY AGREEMENT REVIEW

Report prepared by Chris Buckingham

Purpose

To inform the Board of progress made with the review of the 2012 Regional Library Agreement (Regional Library Agreement).

CCL Library Plan reference – 5.1 and 5.3

RECOMMENDATIONS

1. That the Regional Library Agreement be adopted by the Board.
2. That the adopted Regional Library Agreement be forwarded to Member Councils for ratification.

It was resolved:

1. *That the Regional Library Agreement be adopted by the Board.*
2. *That the adopted Regional Library Agreement be forwarded to Member Councils for ratification.*

Adopted minute 28

MINUTE 31

That the meeting resolved 'in camera' at 5.40pm and the doors to the meeting room be closed.

Moved Cr. Damien Rosario

Seconded Sally Curtain

Carried

CC54/2017 CEO'S PERFORMANCE REVIEW

Report prepared by Chris Buckingham

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MINUTE 33

That the meeting resolved into 'open camera' at 6.10pm and the doors to the meeting room be opened.

Moved Sally Curtain

Seconded Cr. Wayne Smith

Carried

MINUTE 34

That the recommendations moved 'in camera' be resolved.

Moved Sally Curtain

Seconded Cr. Wayne Smith

Carried

NEXT MEETING

Wednesday 25 October at the Cardinia Shire Offices in Officer.

Meeting closed at 6.15pm.