

Casey Cardinia Libraries

Board Meeting – Wednesday 25 October

Minutes

Cardinia Shire Offices,
Siding Avenue Officer

Meeting started at 5.30pm

1. **Present**

Board Members:

*Cr. Jodie Owen Chairperson (Cardinia Shire), Jenny Scicluna (Cardinia Shire)
Cr. Wayne Smith (City of Casey) and Ms. Sally Curtain (City of Casey)*

Library Officers:

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

2. **Apologies**

Board Members:

Cr. Damien Rosario (City of Casey), Colette McMahon-Hoskinson (City of Casey) and Mr Andrew Davis (City of Casey) – alternate delegate

Library Officers:

Marika Szendroe

3. **Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Ordinary Board Meeting held on 23 August 2017.**

It was resolved that the minutes of the Board Meeting held on 23 August 2017 of CCL be approved and adopted.

Moved Sally Curtain
Seconded Cr. Wayne Smith

4. **Declaration of Conflicts of Interest**

Nil

5.	Strategy	<i>Page No.</i>
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MINUTE 35

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Reports as listed below be moved in block and the recommendations be adopted and that the Reports as listed below be withdrawn for further discussion.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

Carried

RECOMMENDATION ADOPTED	WITHDRAWN (DEFERRED) FOR FURTHER DISCUSSION
Strategy CC55/2017 2016 – 17 CCL Annual Report Officers' Reports CC58/2017 Buildings and Facilities CC60/2017 Information Technology CC61/2017 People and Culture CC62/2017 Operations CC63/2017 Customer Experience General Business CC64/2017 Unclassified LOTE DVDs – Policy Update CC65/2017 Regional Library Agreement CC66/2017 Library Opening Hours During Summer	Strategy CC56/2017 CCL Children and Youth Strategy 2017 – 2020 Officers' Reports CC57/2017 Finance CC59/2017 Bunjil Place Update

STRATEGY

CC55/2017 2016 – 17 CCL ANNUAL REPORT

Report prepared by Chris Buckingham

Purpose

To present the 2016 – 17 CCL Annual Report including the Financial Report to the Board for adoption.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

1. That the Board adopt the 2016 – 2017 CCL Annual Report.
2. That the Board note that CCL has forwarded the 2016 – 2017 CCL Annual Report to the Minister for Local Government.

It was resolved:

1. That the Board adopt the 2016 – 2017 CCL Annual Report.
2. That the Board note that CCL has forwarded the 2016 – 2017 CCL Annual Report to the Minister for Local Government.

Adopted minute 35

CC56/2017

CCL CHILDREN AND YOUTH STRATEGY 2017 – 2020

Report prepared by Cenza Fulco

Purpose

To provide the Board with an overview of the proposed Children and Youth Strategy: 2017 – 2020 which will be presented at the November Board meeting.

CCL Library Plan reference – 4.1

RECOMMENDATIONS

1. That the Board note that the Children and Youth Strategy 2017 – 2020 will be presented at the November Board meeting after consultation with Council staff and key stakeholders.

MINUTE 36

It was resolved:

1. That the Board note that the Children and Youth Strategy 2017 – 2020 will be presented at the November Board meeting after consultation with staff and key stakeholders.

Moved Jenny Scicluna

Seconded Sally Curtain

Carried

OFFICERS' REPORTS

CC57/2017 FINANCE

Report prepared by Pam Vickers

To provide the Board an update of CCL's financial position as at September 30, 2017.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

1. That the Finance Report be noted.

MINUTE 37

It was resolved:

1. That the Finance Report be noted.
2. That new strategies and business cases presented to the board for adoption should clearly state the financial implications including whether or not they are already accounted for in existing budgets.

Moved Jenny Scicluna

Seconded Sally Curtain

Carried

CC58/2017 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 – 1.1.1.2, 1.3, 3.2, and 5.2

RECOMMENDATIONS

1. That the Buildings and Facilities Report be noted.

It was resolved that the Buildings and Facilities Report be noted.

Adopted minute 35

CC59/2017 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.

MINUTE 38

It was resolved:

1. That the Bunjil Place Update Report be noted.

Moved Cr. Wayne Smith

Seconded Sally Curtain

Carried

CC60/2017 INFORMATION TECHNOLOGY

Report prepared by Daniel Lewis

Purpose

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

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 35

CC61/2017 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, 2.1, 3.3, 4.1, 5.1, and 5.2,

RECOMMENDATIONS

1. That the Workforce Development Plan be noted
2. That the People and Culture Report be noted.

It was resolved:

1. That the Workforce Development Plan be noted
2. That the People and Culture Report be noted.

Adopted minute 35

CC62/2017 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.

It was resolved that the Operations Report be noted.

Adopted minute 35

CC63/2017

CUSTOMER EXPERIENCE

Report prepared by Beth Luppino

Purpose

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

CCL Library Plan reference – 1.1, 2.1, 3.1, 4.1, 4.2

RECOMMENDATIONS

1. That the Listening to Our Community Report be noted.
2. That the Customer Experience Report be noted.

It was resolved:

1. That the Listening to Our Community Report be noted.
2. That the Customer Experience Report be noted.

Adopted minute 35

GENERAL BUSINESS

CC64/2017 Unclassified LOTE (*Languages Other Than English*) DVDs – Policy Update

Report prepared by Beth Luppino

Purpose

To provide the Board with an update on the risk-management strategies planned for the purchasing, cataloguing and in-branch display of unclassified LOTE DVDs.

CCL Library Plan reference – 4.2

RECOMMENDATIONS

1. That the Board note the Unclassified LOTE DVDs Policy Update.

It was resolved that the Board note the Unclassified LOTE DVDs Policy Update.

Adopted minute 35

CC65/2017 REGIONAL LIBRARY AGREEMENT

Report prepared by Chris Buckingham

Purpose

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

CCL Library Plan reference – 5.1 and 5.3

RECOMMENDATIONS

1. That Casey Cardinia Libraries forward a copy of the ratified RLA to the Minister.
2. The RLA will be effective once approved by the Minister and published in the Gazette in accordance under the Local Government Act 1989 by Casey Cardinia Libraries.

It was resolved:

1. That Casey Cardinia Libraries forward a copy of the ratified RLA to the Minister.
2. The RLA will be effective once approved by the Minister and published in the Gazette in accordance under the Local Government Act 1989 by Casey Cardinia Libraries.
(NB Local Government Victoria has advised since the October Board Meeting that it is not necessary to advertise the RLA)

Adopted minute 35

CC66/2017

LIBRARY OPENING HOURS DURING SUMMER

Report prepared by Chris Buckingham and Marika Szendroe

Purpose

To inform the Board of changes to opening hours for Casey Cardinia Libraries'.

CCL Library Plan reference – 1.2 and 2.1

RECOMMENDATIONS

1. That the Board note Casey Cardinia Libraries opening hour changes during Summer.

It was resolved that the Board note Casey Cardinia Libraries opening hour changes during Summer.

Adopted minute 35

NEXT MEETING

Wednesday 22 November at the City of Casey, Bunjil Place Library Level 1, Meeting Room 1.

Meeting closed at 5.58pm.