

Casey Cardinia Libraries

Board Meeting – Wednesday 22 August 2018

Minutes

City of Casey, Bunjil Place Library
Meeting Room 3 and 4

Meeting started at 5.35pm

1. **Present**

Board Members:

*Jenny Scicluna (Cardinia Shire), Cr Jodie Owen (Cardinia Shire),
Cr Wayne Smith (City of Casey), Andrew Davis (City of Casey), Colette
McMahon-Hoskinson (City of Casey)*

Officers

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

2. **Apologies**

Board Members:

Cr Damien Rosario (City of Casey)

Officers

Nil

3. **Confirmation of the Minutes of The Casey-Cardinia Library Corporation
(CCL) Ordinary Board Meeting held on 27 June 2018.**

*It was resolved that the minutes of the Board Meeting held on 27 June 2018 CCL
be approved and adopted.*

Moved Andrew Davis

Seconded Jodie Owen

4. **Declaration of Conflicts of Interest**

Nil

5.	Strategy		<i>Page No.</i>
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6.	Officers' Reports		
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MINUTE 27

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Reports as listed below be moved in block and the recommendations be adopted and that the Reports as listed below be withdrawn for further discussion.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 Jodie Owen
Seconded Andrew Davis

RECOMMENDATION ADOPTED	WITHDRAWN (DEFERRED) FOR FURTHER DISCUSSION
OFFICERS' REPORTS CC36/2018 Finance CC37/2018 Buildings and Facilities CC39/2018 People and Culture GENERAL BUSINESS	STRATEGY CC34/2018 Draft Annual Report 2017-2018 CC35/2018 Draft Year End Finance Report 2017-2018 OFFICERS' REPORTS CC38/2018 Information Technology CC40/2018 Operations CC41/2018 Customer Experience IN CAMERA CC42/2018 CEO's Performance Review

STRATEGY

CC34/2018 DRAFT ANNUAL REPORT 2017-2018

Report prepared by Chris Buckingham

Purpose

To present the Draft Annual Report 2017 – 2018 including the Draft Financial Report to the Board for consideration.

RECOMMENDATIONS

1. That the draft Annual Report 2017 – 18 and associated Draft Financial Report 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 once it has been ratified by the Auditors.
3. That the CEO sign the Management Representation Letter once the Audit has been finalised.
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 before September 30, 2018.

MINUTE 28

It was resolved that:

1. *That the draft Annual Report 2017 – 18 and associated Draft Financial Report be approved 'in principle.'*
2. *That the Board authorise the Chairperson Cr Wayne Smith, a Board member Ms Jenny Scicluna and the CEO, Chris Buckingham to sign the Financial Report included in the Annual Report once it has been ratified by the Auditors.*
3. *That the CEO sign the Management Representation Letter once the Audit has been finalised.*
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 before September 30, 2018.*

Moved Jenny Scicluna
Seconded Andrew Davis

Carried

CC35/2018

DRAFT YEAR END FINANCE REPORT 2017-2018

Report prepared by Chris Buckingham and Marjorie Crompton

Purpose

To inform the Board of CCL's financial position at June 30, 2018.

RECOMMENDATIONS

- 1. That the Draft Year End Finance Report be noted.*
-

MINUTE 29

It was resolved that:

- 1. That the Draft Year End Finance Report be noted.*

Moved Andrew Davis

Seconded Colette McMahon-Hoskinson

Carried

OFFICERS' REPORTS

CC36/2018 FINANCE

Report prepared by Marjorie Crompton

Purpose

To provide the Board an update of CCL's financial position as at July 31, 2018.

RECOMMENDATIONS

- 1. That the Finance Report be noted.*

It was resolved that:

- 1. That the Finance Report be noted.*

Adopted minute 27

CC37/2018 BUILDINGS AND FACILITIES

Report prepared by Chris Buckingham and Beth Luppino

Purpose

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

RECOMMENDATIONS

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

It was resolved that:

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

Adopted minute 27

CC38/2018 **INFORMATION TECHNOLOGY**

Report prepared by Daniel Lewis

Purpose

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

RECOMMENDATIONS

- 1. That the Information Technology Report be noted.*
-

MINUTE 30

It was resolved that:

- 1. That the Information Technology Report be noted.*

Moved Jenny Scicluna

Seconded Jodie Owen

Carried

CC39/2018 **PEOPLE AND CULTURE**

Report prepared by Melissa Martin

Purpose

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

RECOMMENDATIONS

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

It was resolved that:

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

Adopted minute 27

CC40/2018 OPERATIONS

Report prepared by Melinda Rogers

Purpose

To describe CCL's monthly performance

RECOMMENDATIONS

- 1. That the Operations Report be noted.*

It was resolved that:

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

MINUTE 31

Moved Jenny Scicluna

Seconded Andrew Davis

Carried

CC41/2018 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.

RECOMMENDATIONS

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

It was resolved that:

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

MINUTE 32

Moved Colette McMahon-Hoskinson

Seconded Jodie Owen

Carried

MINUTE 33

That the meeting resolved 'in camera' at 6.10pm and the doors to the meeting room be closed.

Moved Wayne Smith

Seconded Jodie Owen

Carried

'IN CAMERA'

CC42/2018 CEO'S PERFORMANCE REVIEW

Report prepared by Chris Buckingham

This item has been left blank.

MINUTE 35

That the meeting resolved into 'open camera' at 6.20pm and the doors to the meeting room be opened.

Moved Wayne Smith

Seconded Jodie Owen

Carried

MINUTE 36

That the recommendations moved 'in camera' be resolved.

Moved Wayne Smith

Seconded Jodie Owen

Carried

GENERAL BUSINESS

Nil

NEXT MEETING

Wednesday 24 October, Cardinia Shire, Siding Avenue Officer, Dining Room.

Meeting closed at 6.25pm