

# Casey Cardinia Libraries

## Board Meeting – Wednesday 26 August 2020

### Minutes

Online Meeting via Teams

Meeting started at 5.00pm

1. **Present**

**Board Members:**

*Tracey Parker (Cardinia Shire), Noelene Duff (City of Casey-Administrator), Steve Coldham (City of Casey) and Bernard Rohan (City of Casey).*

**Officers:**

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

2. **Apologies**

**Board Members:**

*Cr Jodie Owen (Cardinia Shire),*

**Officers:**

*Nil*

3. **Acknowledgement of the Traditional Owners**

4. **Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Special Board Meeting held on 7 July 2020.**

*It was resolved that the minutes of the special Board Meeting held on 7 July 2020 be approved and adopted.*

Moved                      Bernard Rohan  
Seconded                 Steve Coldham

5. **Declaration of Conflicts of Interest**

*Nil*

6. **Correspondence**

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## STRATEGIES/PLANS

CC39/2020 ANNUAL BUDGET 2020 – 2021, LIBRARY PLAN and STRATEGIC RESOURCE PLAN  
2020 – 2024

*Report prepared by Chris Buckingham*

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### Purpose

To provide the Board with an update on Casey Cardinia Libraries Annual Budget 2020 – 2021, Library Plan and Strategic Resource Plan 2020 – 2024.

*CCL Library Plan reference – 5.3*

### RECOMMENDATIONS

- 1. That the Board adopt CCL Annual Budget 2020 – 2021, Library Plan and Strategic Resource Plan 2020 – 2024.*
- 2. That CCL forward a copy of the adopted Annual Budget 2020 – 2021, Library Plan and Strategic Resource Plan 2020-2024 to the Minister for Local Government in accordance with provisions of the Local Government Act 1989 by 31 August 2020.*

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### MINUTE 39

*It was resolved:*

- 1. That the Board adopt CCL Annual Budget 2020 – 2021, Library Plan and Strategic Resource Plan 2020 – 2024.*
- 2. That CCL forward a copy of the adopted Annual Budget 2020 – 2021, Library Plan and Strategic Resource Plan 2020-2024 to the Minister for Local Government in accordance with provisions of the Local Government Act 1989 by 31 August 2020.*

Moved Tracey Parker  
Seconded Steve Coldham

Carried

CC40/2020

DRAFT ANNUAL REPORT 2019 – 2020 INCLUDING YEAR FINANCIAL REPORT

*Report prepared by – Chris Buckingham and Emily Ramaswamy*

### Purpose

To present the Board with Casey Cardinia Libraries Draft Annual Report 2019 – 2020 for consideration.

*CCL Library Plan reference – 5.3*

### RECOMMENDATIONS

- 1. That the Board approve the CCL Draft Annual Report 2019 – 2020 and associated Draft Financial Report '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 approved Annual Report including the Financial Report to the member Councils before 30 September 2020.*
- 5. That CCL forward the approved Annual Report to the Minister for Local Government before 31 October 2020.*

### MINUTE 40

*It was resolved:*

- 1. That the Board approve the CCL Draft Annual Report 2019 – 2020 and associated Draft Financial Report '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 approved Annual Report including the Financial Report to the member Councils before 30 November 2020.*
- 5. That CCL forward the approved Annual Report to the Minister for Local Government before 30 November 2020.*

Moved Bernard Rohan

Seconded Tracey Parker

Carried

CC41/2020

LIBRARY PLAN 2021 – 2025

*Report prepared by – Chris Buckingham*

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**Purpose**

To inform the Board about the proposed approach for the development of CCL Library Plan 2021 – 25

*CCL Library Plan reference – 5.3*

**RECOMMENDATIONS**

- 1. That the Board note progress with the planning process and consider how they would like to be involved in the development of the Library Plan.*

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**MINUTE 41**

*It was resolved:*

- 1. That the Board note progress with the planning process.*
- 2. That the Board welcome the opportunity to be involved in the Library Planning process through facilitated strategy workshops.*

Moved            Bernard Rohan  
Seconded        Steve Coldham

Carried

OFFICERS' REPORTS

CC42/2020 FINANCE

*Report prepared by Emily Ramaswamy*

**Purpose**

To provide the Board an update on CCL's financial performance as at 31 July, 2020.

*CCL Library Plan reference - 5.3*

**RECOMMENDATIONS**

- 1. That the Finance Report be noted.*

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**MINUTE 42**

*It was resolved:*

- 1. That the Finance Report be noted.*

Moved Tracey Parker

Seconded Bernard Rohan

Carried

CC43/2020 BUILDINGS AND FACILITIES

*Report prepared by Beth Luppino*

**Purpose**

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

*CCL Library Plan reference - 1.1, 1.2, 3.2, 4.2*

**RECOMMENDATIONS**

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

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**MINUTE 43**

*It was resolved:*

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

Moved Bernard Rohan

Seconded Steve Coldham

Carried

CC44/2020

INFORMATION, DIGITAL SERVICES AND TECHNOLOGY

*Report prepared by Daniel Lewis*

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#### **Purpose**

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

*CCL Library Plan reference 1.2, 1.3, 1.4, 3.1, 4.1, 4.3, 5.2 and 5.3*

#### **RECOMMENDATIONS**

- 1. That the Information, Digital Services and Technology Report be noted.*
- 2. That the Board note, Casey Cardinia Libraries report on Cyber Security.*

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#### **MINUTE 44**

*It was resolved:*

- 1. That the Information, Digital Services and Technology Report be noted.*
- 2. That the Board note, Casey Cardinia Libraries report on Cyber Security.*

Moved Tracey Parker  
Seconded Bernard Rohan

Carried

CC45/2020

PEOPLE AND CULTURE

*Report prepared by Melissa Martin*

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**Purpose**

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

*CCL Library Plan reference – 1.2,1.3 1.4, 3.3, 4.1, 5.1, 5.2 and 5.3.*

**RECOMMENDATIONS**

- 1. That the People and Culture Report be noted.*
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**MINUTE 45**

*It was resolved:*

- 1. That the People and Culture Report be noted.*
- 2. That the Board acknowledged the excellent work CCL has undertaken on the Mental Health First Aid Policy and associated Action Plan.*
- 3. That the Board congratulates the CCL team on their terrific response in support of the community throughout the COVID-19 disruption.*

Moved            Bernard Rohan  
Seconded        Steve Coldham

Carried

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CC46/2020 OPERATIONAL PERFORMANCE

*Report prepared by Melinda Rogers*

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**Purpose**

To provide the Board with a summary of CCL's monthly performance.

*CCL Library Plan reference - 1.1, 1.2, 3.1, 4.1 and 5.3*

**RECOMMENDATIONS**

- 1. That the Operational Performance Report be noted.*

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**MINUTE 46**

*It was resolved:*

- 1. That the Operational Performance Report be noted.*

Moved Tracey Parker  
Seconded Steve Coldham

Carried

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CC47/2020 CUSTOMER EXPERIENCE

*Report prepared by Beth Luppino*

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**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, 1.3, 2.2, 3.1, 3.3 4.2, 4.4 and 5.2*

**RECOMMENDATIONS**

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

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**MINUTE 47**

*It was resolved:*

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

Moved Bernard Rohan  
Seconded Steve Coldham

Carried

## GENERAL BUSINESS

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### CC48/2020 COVID-19 BUSINESS CONTINUITY PLAN

*Report prepared by Chris Buckingham*

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The CCL Business Continuity Plan has been regularly updated and provided to Member Councils to ensure open lines of communication.

#### RECOMMENDATIONS

1. That the Board note the CCL COVID-19 Business Continuity Plan.

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#### MINUTE 48

*It was resolved:*

1. That the Board note the CCL COVID-19 Business Continuity Plan.

Moved Bernard Rohan

Seconded Tracey Parker

Carried

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### CC50/2020 LOCAL LAW NO 1 WORKING GROUP UPDATE

*Report prepared by Chris Buckingham*

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#### Purpose

To provide the Board with an update on the Casey Cardinia Libraries Local Law No review.

#### RECOMMENDATIONS

1. That the Local Law No 1 Working Group update report be noted.
2. That the review of Local Law No 1 and Regional Library Agreement to be put on hold until after the service review is finalised.

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#### MINUTE 49

*It was resolved:*

1. That the Local Law No 1 Working Group update report be noted.
2. That the review of Local Law No 1 and Regional Library Agreement to be put on hold until after the service review is finalised.

Moved Steve Coldham

Seconded Tracey Parker

Carried

MINUTE 50

*That the meeting resolved 'in camera' at 5.45pm and the doors to the meeting room be closed.*

Moved Steve Coldham

Seconded Tracey Parker

Carried

IN-CAMERA

CC49/2020      CEO'S PERFORMANCE REVIEW

*Report prepared by Steve Coldham and Chris Buckingham*

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**MINUTE 52**

- 1. That the meeting resolved in 'open camera' at 5.55pm and the doors to the meeting room be opened.*

Moved Steve Coldham

Seconded Bernard Rohan

Carried

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**MINUTE 53**

- 1. That the recommendations moved 'in camera' be resolved.*

Moved Steve Coldham

Seconded Bernard Rohan

Carried

**NEXT MEETING**

Wednesday 25 November 2020, City of Casey – TBC.

Meeting closed at 5.55pm.