

Connected Libraries Board Meeting Wednesday 23 August 2023 Minutes

Bunjil Place Library – Meeting Rooms 3 and 4

Meeting started at 3.50pm

1. Present

Board Members:

Penny Holloway (Chairperson), Helen Partridge, Miguel Belmar (City of Casey-Administrator), Steve Coldham (City of Casey) and Keri New (City of Casey)

Officers:

Beth Luppino, Emily Ramaswamy, Janine Galvin and Melinda Rogers (Secretariat).

2. Apologies

Nil

3. Acknowledgement of the Traditional Owners

4. Declaration of Conflicts of Interest

Nil

5. Confirmation of the Minutes of the Casey-Cardinia Library Corporation (CL) Board Meeting held on Thursday 13 July 2023.

It was resolved that the minutes of the Board Meeting held on Thursday 13 July 2023 be approved and adopted.

Moved Helen Partridge

Seconded Keri New

6. Strategies/Plans

CC29/2023 **Draft Annual Report 2022-2023 including
Year End Financial Report**

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7. Officers' Reports

CC30/2023 **Finance** 3

CC31/2023 **People and Culture** 3

CC32/2023 **Operational Performance** 4

CC33/2023 **Customer Experience** 4

8. General Business

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9. Next Meeting

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STRATEGIES/PLANS

CC29/2023 DRAFT ANNUAL REPORT 2022-2023 INCLUDING YEAR END FINANCIAL REPORT

Report prepared by Beth Luppino

Purpose

To present the Board with Connected Libraries Draft Annual Report 2022-2023 including the Year End Financial Report for consideration.

CL Library Plan reference –4.6

RECOMMENDATIONS

1. That the Board approve “in principle” Connected Libraries Draft Annual Report 2022–2023 and associated Draft Financial Report.
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 the Board note Connected Libraries have applied to the Minister for Local Government for an extension on the submission deadline of the Annual Report including the Year End Financial Report from the 30 September 2023.
5. That Connected Libraries forward the approved Annual Report including the Financial Report to City of Casey before submission to the Minister for Local Government.
6. That Connected Libraries forward the approved Annual Report to the Minister for Local Government.

MINUTE 47

It was resolved:

1. That the Board approve “in principle” Connected Libraries Draft Annual Report 2022–2023 and associated Draft Financial Report.
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 the Board note Connected Libraries have applied to the Minister for Local Government for an extension on the submission deadline of the Annual Report including the Year End Financial Report from the 30 September 2023.
5. That Connected Libraries forward the approved Annual Report including the Financial Report to City of Casey before submission to the Minister for Local Government.
6. That Connected Libraries forward the approved Annual Report to the Minister for Local Government.

Moved Helen Patridge
Seconded Miguel Belmar

Carried

OFFICERS REPORTS

CC30/2023 FINANCE

Report prepared by Emily Ramaswamy

Purpose

To provide the Board an update on Connected Libraries' financial performance as at 31 July 2023.

CL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

1. That the Finance Report be noted.

MINUTE 48

It was resolved:

1. That the Finance Report be noted.

Moved Steve Coldham
Seconded Keri New

Carried

CC31/2023 PEOPLE AND CULTURE

Report prepared by Janine Galvin

Purpose

To provide the Board with an update on workforce development, staffing changes and legislative requirements.

CL Library Plan reference – 1.1, 1.4, 2.2, 3.5, 4.1, 4.3,4.6, 4.7

RECOMMENDATIONS

1. That the People and Culture Report be noted.

MINUTE 49

It was resolved:

1. That the People and Culture Report be noted.

Moved Miguel Belmar
Seconded Keri New

Carried

CC32/2023 OPERATIONAL PERFORMANCE

Report prepared by Melinda Rogers

Purpose

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

CL Library Plan reference – 4.3, 4.4,

RECOMMENDATIONS

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

MINUTE 50

It was resolved:

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

Moved Helen Patridge

Seconded Miguel Belmar

Carried

CC33/2023 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.

CL Library Plan reference – 1.1, 1.2, 1.3, 1.4, 1.5, 2.2, 2.3, 3.1, 3.4 and 3.5

RECOMMENDATIONS

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

MINUTE 51

It was resolved:

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

Moved Miguel Belmar

Seconded Keri New

Carried

GENERAL BUSINESS

NEXT MEETING

The remaining planned meetings for 2023 are as follows:

- Thursday 12 October – 9.30am-4.30pm - Strategic Workshop
- Wednesday 25 October – 4.00pm – Online Teams Meeting
- Wednesday 29 November – 4.00pm – Online Teams Meeting

Meeting closed at 4.40pm