

Connected Libraries Board Meeting Tuesday 28 November 2023 Minutes

Online Teams Meeting

Meeting started at 4.00pm

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 and Melinda Rogers (Secretariat).

Guest:

Emily Lee (Hampton Park and CALD Manager)

2. Apologies

Officers:

Janine Galvin

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 Wednesday 25 October 2023.

It was resolved that the minutes of the Board Meeting held on Wednesday 25 October 2023 be approved and adopted.

Moved Steve Coldham

Seconded Helen Patridge

6. Officers' Reports

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7. Officers' Reports

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CASEY-CARDINIA LIBRARY CORPORATION BOARD MEETING
Tuesday 28 November 2023

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STRATEGIES/PLANS

CC40/2023 DRAFT BUDGET 2024-2025

Report prepared by Emily Ramaswamy

Purpose

To provide the draft estimates for the operating budget for the 2024 – 2025 financial year.

CL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

1. *That the Draft Budget 2024-2025 Report be noted.*

MINUTE 62

It was resolved:

1. *That the Draft Budget 2024-2025 Report be noted.*

Moved Helen Partridge
Seconded Keri New

Carried

OFFICERS REPORTS

CC41/2023 FINANCE

Report prepared by Emily Ramaswamy

Purpose

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

CL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

1. *That the Finance Report be noted.*

MINUTE 63

It was resolved:

1. *That the Finance Report be noted.*
2. *That the Chairperson, Penny Holloway on behalf of Connected Libraries and the Board send a letter to the Minister for Local Government regarding the delay of the PLFP funding, copying in the CEO of City of Casey, Glenn Patterson.*

Moved Steve Coldham

Seconded Helen Patridge

Carried

CC42/2023 ORGANISATIONAL RISK

Report prepared by Beth Luppino and Janine Galvin

Purpose

To provide the Board with a progress report on matters that impact Connected Libraries' operations or strategic goals.

CL Library Plan reference –4.3, 4.6, 4.7

RECOMMENDATIONS

1. *That the Organisational Risk Report be noted.*

MINUTE 64

It was resolved:

1. *That the Organisational Risk Report be noted.*

Moved Miguel Belmar
Seconded Steve Coldham

Carried

CC43/2023 OPERATIONAL PERFORMANCE

Report prepared by Janine Galvin and 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 65

It was resolved:

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

Moved Helen Partridge
Seconded Miguel Belmar

Carried

CC44/2023 LIBRARY PLAN – 2021-2025 – ACTIONS AND ACHIEVEMENTS

Report prepared by Beth Luppino

Purpose

To provide the Board with key achievements from the Library Plan 2021-2025. This report will provide a summary of achievements against the 2023-2024 Action Plan, including traffic-light tracking of Key Activities as at November 2023. Also, an update on the Outreach Innovation Projects.

CL Library Plan reference - 4.6

RECOMMENDATIONS

1. *That the Library Plan 2021-2025 – Actions and Achievements Report be noted.*
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MINUTE 66

It was resolved:

1. *That the Library Plan 2021-2025 – Actions and Achievements Report be noted.*

Moved Miguel Belmar
Seconded Steve Coldham

Carried

MINUTE 67

That the meeting resolved 'in camera' at 4.35pm and the meeting be closed to members of the community.

Moved Keri New

Seconded Helen Partridge

Carried

IN CAMERA

CC45/2023 TRANSITION REPORT

Report prepared by Beth Luppino

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IN CAMERA

CC46/2023 EMPLOYMENT MATTER

Report prepared by Penny Holloway

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MINUTE 70

That the meeting resolved into 'open camera' at 5.12pm and the meeting be opened.

Moved Steve Coldham

Seconded Helen Patridge

Carried

MINUTE 71

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

Moved Steve Coldham

Seconded Helen Patridge

Carried

GENERAL BUSINESS

CC47/2023 BOARD CODE OF CONDUCT DRAFT 2024

Report prepared by Beth Luppino

Purpose

To present to the Board Connected Libraries Code of Conduct for all Board Members.

CL Library Plan reference – 4.1, 4.6

RECOMMENDATIONS

1. *That the Board adopts Connected Libraries Board Code of Conduct 2024.*
2. *That Board Members sign and provide a copy to the CEO of CL before the next Board meeting scheduled in February 2024.*

MINUTE 72

It was resolved:

1. *That the Board adopts Connected Libraries Board Code of Conduct 2024.*
2. *That Board Members sign and provide a copy to the CEO of CL before the next Board meeting scheduled in February 2024.*

Moved Miguel Belmar

Seconded Keri New

Carried

CC48/2023 MEETING SCHEDULE 2024

Report prepared by Beth Luppino

Purpose

To provide the Board with the meeting schedule for Connected Libraries (CL) Board meetings in 2024.

CL Library Plan reference – 4.1, 4.6

RECOMMENDATIONS

1. *That the schedule of meeting dates and times for 2024 be agreed on and then forwarded to City of Casey and invitations sent to CL Board members.*

MINUTE 73

It was resolved:

1. *That the schedule of meeting dates and times for 2024 be agreed subject to variations confirmed by the Board on and then forwarded to City of Casey and invitations sent to CL Board members.*

Moved Steve Coldham

Seconded Helen Partridge

Carried

NEXT MEETING

Wednesday 28 February – 4.00pm – Online Teams Meeting

Meeting closed at 5.30pm