Connected Libraries
Board Meeting
Wednesday 28 February 2024
Minutes

Online Teams Meeting

Meeting started at 4.02pm

1. **Present**
   Board Members:
   Penny Holloway (Chairperson), Helen Partridge, Steve Coldham (City of Casey) and Keri New (City of Casey).

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

   Guests:
   Emily Clarke (Manager of Creative of Communities - City of Casey), Eva Foster (Head of Libraries – City of Casey).

2. **Apologies**
   Officers:
   Nil

   Board Members:
   Miguel Belmar (City of Casey-Administrator).

3. **Acknowledgement of the Traditional Owners**

4. **Declaration of Conflicts of Interest**

   Nil

5. **Confirmation of the Minutes of the Casey-Cardinia Library Corporation, trading as Connected Libraries (CL) Board Meeting held on Tuesday 28 November 2023.**

   It was resolved that the minutes of the Board Meeting held on Tuesday 28 November 2023 be approved and adopted.

   Moved   Steve Coldham
   Seconded   Helen Partridge

   Page No.

6. **Officers' Reports**

STRATEGIES/PLANS

CL01/2024   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 01

It was resolved:

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

Moved   Helen Partridge
Seconded   Keri New   Carried

CL02/2024   DRAFT FACILITIES DEVELOPMENT PLAN 2023-2027 (Updated February 2024)

Report prepared by Beth Luppino

Purpose

To provide an updated Facilities Development Plan that reflects the current and future library infrastructure needs for the Casey community.

CL Library Plan reference – 4.5, 4.6, 4.7

RECOMMENDATIONS

1. *That the Board endorses the updated Facilities Development Plan 2023-2027, and that the CEO provides the Facilities Development Plan 2023-2027 (updated 2024) to Council officers for noting.*

MINUTE 02

It was resolved:

1. *That the Board endorses the updated Facilities Development Plan 2023-2027 with the addition of the study spaces and deletion of reference to Dandenong College, and that the CEO provides the Facilities Development Plan 2023-2027 (updated 2024) to Council officers for noting.*

Moved   Keri New
Seconded   Helen Partridge   Carried

CL03/2024   DRAFT LIBRARY PLAN 2021–2025 (Updated February 2024)

Report prepared by Beth Luppino

Purpose

To provide the Board with an update on forecast end-of-year Key Output targets for 2022-2023, and revised targets for 2023-2025. The Library Plan is the primary planning document that informs our strategic direction. It is a requirement to have a library plan under Section 125 of the Local Government Act 1989.

CL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS
  1. *That the Board note the review of CL's Key Output Measures.*

MINUTE 03

It was resolved:
  1. *That the Board note the review of CL's Key Output Measures.*

Moved   Steve Coldham
Seconded   Helen Partridge   Carried

OFFICERS REPORTS

CL04/2024   FINANCE

Report prepared by Emily Ramaswamy

Purpose

To provide the Board an update on Connected Libraries' financial performance as at 31 January 2024.

CL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS
1. *That the Finance Report be noted.*

MINUTE 04

It was resolved:
1. *That the Finance Report be noted.*

Moved   Helen Partridge
Seconded   Keri New   Carried

CL05/2024   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 05

It was resolved:
1. *That the Organisational Risk Report be noted.*

Moved   Steve Coldham
Seconded   Helen Partridge   Carried

CL06/2024   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 06

It was resolved:
1. *That the Operational Performance Report be noted.*

Moved   Helen Partridge
Seconded   Keri New   Carried

CL07/2024   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.

CL Library Plan reference – 4.6

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

MINUTE 07

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

Moved   Helen Partridge
Seconded   Keri New   Carried

MINUTE 08

That the meeting resolved 'in camera' at 5.00pm and the meeting be closed to members of the community.

Moved   Steve Coldham
Seconded   Helen Partridge   Carried

MINUTE 08

IN CAMERA

CC08/2024   TRANSITION REPORT

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IN CAMERA

MINUTE 10

That the meeting resolved into 'open camera' at 5.10pm and the meeting be opened.

Moved   Steve Coldham
Seconded   Keri New   Carried

MINUTE 11

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

Moved   Steve Coldham
Seconded   Keri New   Carried

GENERAL BUSINESS

NEXT MEETING

Wednesday 24 April – 4.00pm – Online Teams Meeting

Meeting closed at 5.15pm