

**Connected Libraries
Board Meeting
Wednesday 24 April 2024
Minutes**

Online Teams Meeting

Meeting started at 4.05pm

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, Koula Kalaitzoglou and Melinda Rogers (Secretariat).

Guests:

CC12/2024 – Transition Report - Mitchell Zadow and Samuel Ellemor from Sharrock Pitman Legal Pty Ltd

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, trading as Connected Libraries (CL) Board Meeting held on Wednesday 28 February 2024.

It was resolved that the minutes of the Board Meeting held on Wednesday 28 February 2024 be approved and adopted.

Moved Steve Coldham
Seconded Helen Partridge

6. Strategies/Plans

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STRATEGIES/PLANS

CL09/2024 DRAFT LIBRARY PLAN 2021–2025 (Updated February 2024)

Report prepared by Beth Luppino

Purpose

To provide the Board with CL Library Plan 2021–2025 (updated February 2024) for endorsement, with adjusted Key Measure Outputs as presented at the February 2024 Board meeting.

CL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

1. That the Board endorses the Library Plan 2021-2025 (Updated February 2024).

MINUTE 12

It was resolved:

1. That the Board endorses the Library Plan 2021-2025 (Updated February 2024).

Moved Helen Partridge

Seconded Keri New

Carried

CL10/2024 DRAFT BUDGET 2024-2025

Report prepared by Emily Ramaswamy

Purpose

To present the Board with Casey Cardinia Libraries Draft Budget 2024-2025 for endorsement.

CL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

1. That the Board endorses CL Draft Budget 2024-2025.
2. That CL forward the endorsed CL Budget 2024-2025 to the City of Casey for adoption.
3. That CL advertise the CL Budget 2024–2025 prior to adoption.
4. That the Board notes CL will adopt the CL Budget 2024–2025 after the City of Casey advise formal approval of the Budget.

MINUTE 13

It was resolved:

1. That the Board endorses CL Draft Budget 2024-2025.
2. That CL forward the endorsed CL Budget 2024-2025 to the City of Casey for adoption.
3. That CL advertise the CL Budget 2024–2025 prior to adoption.
4. That the Board notes CL will adopt the CL Budget 2024–2025 after the City of Casey advise formal approval of the Budget.

Moved Steve Coldham

Seconded Helen Partridge

Carried

CL11/2024 DRAFT STRATEGIC RESOURCE PLAN 2024-2028

Report prepared by Emily Ramaswamy

Purpose

To present the Board with Connected Libraries Draft Strategic Resource Plan 2024-2028 for endorsement.

CL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

- 1. That the Board endorses CL Draft Strategic Resource Plan 2024–2028.*
- 2. That CL forward the endorsed CL Strategic Resource Plan 2024-2028 to the City of Casey for adoption.*
- 3. That the Board notes CL will adopt the CL Strategic Resource Plan 2024-2028 after the City of Casey advise formal approval.*

MINUTE 14

It was resolved:

- 1. That the Board endorses CL Draft Strategic Resource Plan 2024–2028.*
- 2. That CL forward the endorsed CL Strategic Resource Plan 2024-2028 to the City of Casey for adoption.*
- 3. That the Board notes CL will adopt the CL Strategic Resource Plan 2024-2028 after the City of Casey advise formal approval.*

Moved Helen Partridge

Seconded Keri New

Carried

MINUTE 15

That the meeting resolved 'in camera' at 4.20pm and the meeting be closed to members of the community.

Moved Steve Coldham

Seconded Miguel Belmar

Carried

IN CAMERA

CC12/2024 TRANSITION REPORT

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MINUTE 17

That the meeting resolved into 'open camera' at 4.55pm and the meeting be opened.

Moved Keri New

Seconded Helen Partridge

Carried

MINUTE 18

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

Moved Keri New

Seconded Helen Partridge

Carried

OFFICERS REPORTS

CL13/2024 FINANCE

Report prepared by Emily Ramaswamy

Purpose

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

CL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

1. That the Finance Report be noted.

MINUTE 19

It was resolved:

1. That the Finance Report be noted.

Moved Helen Partridge

Seconded Keri New

Carried

CL14/2024 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 20

It was resolved:

1. That the Organisational Risk Report be noted.

Moved Helen Partridge

Seconded Miguel Belmar

Carried

CL15/2024 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 21

It was resolved:

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

Moved Miguel Belmar
Seconded Helen Partridge

Carried

CL16/2024 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 - Good governance and compliance with legislative requirements

RECOMMENDATIONS

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

MINUTE 22

It was resolved:

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

Moved Keri New
Seconded Helen Partridge

Carried

GENERAL BUSINESS

NEXT MEETING

Wednesday 26 June 2024 – 4.00pm – in person – Cranbourne West Community Hub.

Meeting closed at 5.20pm