

Connected Libraries Board Meeting Wednesday 26 June 2024 Minutes

Online Teams Meeting

Meeting started at 4.00pm

1. Present

Board Members:

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

Officers:

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

Guests:

Emily Clark and Eva Foster

2. Apologies

Board Members:

Steve Coldham (City of Casey)

Officers:

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 29 May 2024.

It was resolved that the minutes of the Board Meeting held on Wednesday 29 May 2024 be approved and adopted.

Moved Helen Partridge
Seconded Keri New

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MINUTE 27

That the meeting resolved 'in camera' at 4.05pm and the meeting be closed to members of the community.

Moved Miguel Belmar
Seconded Helen Partridge

Carried

IN CAMERA

CC18/2024 TRANSITION REPORT

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CC19/2024 CEO PERFORMANCE REVIEW SUBCOMMITTEE

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IN CAMERA

CC20/2024 EMPLOYMENT MATTER

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MINUTE 31

That the meeting resolved into 'open camera' at 4.17pm and the meeting be opened.

Moved Helen Partridge

Seconded Keri New

Carried

MINUTE 32

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

Moved Helen Partridge

Seconded Keri New

Carried

STRATEGIES/PLANS

CL21/2024 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 adoption.

CL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

1. *That the Board adopts the Library Plan 2021-2025 (Updated February 2024).*
2. *That CL forward a copy of the adopted Library Plan 2021–2025 (Updated February 2024) to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

MINUTE 33

It was resolved:

1. *That the Board adopts the Library Plan 2021-2025 (Updated February 2024).*
2. *That CL forward a copy of the adopted Library Plan 2021–2025 (Updated February 2024) to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

Moved Helen Partridge

Seconded Miguel Belmar

Carried

CL22/2024 BUDGET 2024-2025

Report prepared by Emily Ramaswamy

Purpose

To present the Board with Connected Libraries Budget 2024-2025 for adoption.

Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

1. *That the Board adopts CL Budget 2024-2025.*

MINUTE 34

It was resolved:

1. *That the Board adopts CL Budget 2024-2025.*

Moved Miguel Belmar

Seconded Helen Partridge

Carried

CL23/2024 STRATEGIC RESOURCE PLAN 2024-2028

Report prepared by Emily Ramaswamy

Purpose

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

CL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

1. *That the Board adopts CL Strategic Resource Plan 2024–2028.*
2. *That CL forward a copy of the adopted Strategic Resource Plan 2024-2028 to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

MINUTE 35

It was resolved:

1. *That the Board adopts CL Strategic Resource Plan 2024–2028.*
2. *That CL forward a copy of the adopted Strategic Resource Plan 2024-2028 to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

Moved Keri New

Seconded Miguel Belmar

Carried

CL24/2024 ANNUAL ACTION PLAN 2024-2025

Report prepared by Beth Luppino

Purpose

To present the Board with Connected Libraries Annual Action Plan for 2024-2025.

CL Library Plan reference – 4.5, 4.6

CL is committed to enhancing learning, knowledge and wellbeing in the City of Casey.

RECOMMENDATIONS

1. *That the Board notes the Annual Action Plan 2024-2025.*

MINUTE 36

It was resolved:

1. *That the Board notes the Annual Action Plan 2024-2025.*

Moved Helen Partridge

Seconded Keri New

Carried

CL25/2024 BENEFICIAL ENTERPRISE

Report prepared by Beth Luppino

Purpose

To present the Board with the Draft Connected Libraries Constitution and Draft Connected Libraries Agreement for consideration and endorsement. These documents will support the operations of a beneficial enterprise 'Connected Libraries Ltd', a not-for-profit Public Company Limited by Guarantee.

CL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

- 1. That the Board endorses the Draft Connected Libraries Ltd Constitution, and the Draft Connected Libraries Agreement.*
- 2. That CL forward the endorsed Draft Connected Libraries Ltd Constitution, and the Draft Connected Libraries Agreement to City of Casey for consideration and approval.*
- 3. That the Board notes CL will adopt the Connected Libraries Ltd Constitution, and the Connected Libraries Agreement after the City of Casey advise formal approval of both documents.*
- 4. That the Board notes the intent to operate as the new entity from 1 July 2025.*

MINUTE 37

It was resolved:

- 1. That the Board endorses the Draft Connected Libraries Ltd Constitution, and the Draft Connected Libraries Agreement.*
- 2. That CL forward the endorsed Draft Connected Libraries Ltd Constitution, and the Draft Connected Libraries Agreement to City of Casey for consideration and approval.*
- 3. That the Board notes CL will adopt the Connected Libraries Ltd Constitution, and the Connected Libraries Agreement after the City of Casey advise formal approval of both documents.*
- 4. That the Board notes the intent to operate as the new entity from 1 July 2025.*

Moved Keri New

Seconded Helen Partridge

Carried

OFFICERS REPORTS

CL26/2024 FINANCE

Report prepared by Emily Ramaswamy

Purpose

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

CL Library Plan reference – 4.5, 4.6

RECOMMENDATIONS

1. *That the Finance Report be noted.*

MINUTE 38

It was resolved:

1. *That the Finance Report be noted.*
2. *That Connected Libraires make changes to the Procurement Policy to allow the Chief Executive Officer to sign off on Executive Team members credit card statements and the Board Chair to sign off the Chief Executive Officer credit card statements.*

Moved Miguel Belmar

Seconded Keri New

Carried

CL27/2024 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 39

It was resolved:

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

Moved Keri New

Seconded Helen Partridge

Carried

CL28/2024 OPERATIONAL PERFORMANCE

Report prepared by Koula Kalaitzoglou 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 40

It was resolved:

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

Moved Helen Partridge

Seconded Miguel Belmar

Carried

CL29/2024 LIBRARY PLAN – 2021-2025 – ACTIONS AND ACHIEVEMENTS

Report prepared by Koula Kalaitzoglou

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 41

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

CC30/2024 BOARD CHAIRPERSON

Report prepared by Beth Luppino

Purpose

To outline the Board Governance policy requirements regarding the terms of office for the Board Chair position.

CL Library Plan reference –4.6

RECOMMENDATIONS

1. That the Board Chairperson report be noted.
2. That the Board endorse that Penny Holloway continue in the role of Chair until July 2025.

MINUTE 42

It was resolved:

1. That the Board Chairperson report be noted.
2. That the Board endorse that Penny Holloway continue in the role of Chair until 1 July 2025.

Moved Miguel Belmar

Seconded Keri New

Carried

CC31/2024 CITY OF CASEY – CARETAKER PERIOD

Report prepared by Beth Luppino

Purpose

To outline the responsibilities of CL and the Board during the Council Caretaker period.

CL Library Plan reference – 4.6

RECOMMENDATIONS

1. That the Council's Caretaker period be noted.

MINUTE 43

It was resolved:

1. That the Council's Caretaker period be noted.

Moved Miguel Belmar

Seconded Helen Partridge

Carried

NEXT MEETING

Wednesday 28 August 2024 – in person meeting at Cranbourne West Community Hub.

Meeting closed 5.25pm