

**Connected Libraries  
Board Meeting  
Wednesday 28 August 2024  
Minutes**

**Cranbourne West Community Hub**

Meeting started at 4.30pm

**1. Present**

**Board Members:**

*Penny Holloway (Chairperson), 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).*

**Guests:**

*Eva Foster*

**2. Apologies**

**Board Members:**

*Helen Partridge*

**Officers:**

*Koula Kalaitzoglou*

**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 26 June 2024.**

*It was resolved that the minutes of the Board Meeting held on Wednesday 26 June 2024 be approved and adopted.*

Moved Miguel Belmar

Seconded Keri New

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## STRATEGIES/PLANS

### CL32/2024 DRAFT ANNUAL REPORT 2023-2024 INCLUDING YEAR END FINANCIAL REPORT

*Report prepared by Beth Luppino and Emily Ramaswamy*

#### **Purpose**

To present the Board with Connected Libraries Draft Annual Report 2023-2024 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 2023–2024 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 Chairperson and the CEO sign the Management Representation Letter once the Audit has been finalised.
4. That the Board note the Minister for Local Government has extended the submission deadline of the Annual and Year End Financial Reports for all Regional Libraries to 25 October 2024.
5. That Connected Libraries forward the approved Annual Report including the Year End Financial report to the Minister for Local Government and the City of Casey by the submission deadline.

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#### MINUTE 44

It was resolved:

1. That the Board approve “in principle” Connected Libraries Draft Annual Report 2023–2024 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 Chairperson and the CEO sign the Management Representation Letter once the Audit has been finalised.
4. That the Board note the Minister for Local Government has extended the submission deadline of the Annual and Year End Financial Reports for all Regional Libraries to 25 October 2024.
5. That Connected Libraries forward the approved Annual Report including the Year End Financial report to the Minister for Local Government and the City of Casey by the submission deadline.

Moved Steve Coldham

Seconded Keri New

Carried

**CL33/2024      BENEFICIAL ENTERPRISE**

***Report prepared by Beth Luppino***

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**Purpose**

To present the Board with the Draft Connected Libraries Constitution and Draft Connected Libraries Agreement, approved by Council, for noting. 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 notes that the Draft Connected Libraries Ltd Constitution, and the Draft Connected Libraries Agreement have been approved by City of Casey.*
  - 2. That the Board notes Council's intent to form the new entity by 1 July 2025.*
  - 3. That the CL Executive Team work with Council officers to progress the next steps in the formation of, and transition to, the new entity.*
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**MINUTE 45**

*It was resolved:*

- 1. That the Board notes that the Draft Connected Libraries Ltd Constitution, and the Draft Connected Libraries Agreement have been approved by City of Casey.*
- 2. That the Board notes Council's intent to form the new entity by 1 July 2025.*
- 3. That the CL Executive Team work with Council officers to progress the next steps in the formation of, and transition to, the new entity.*

Moved      Miguel Belmar

Seconded   Keri New

Carried

## OFFICERS REPORTS

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### CL34/2024 FINANCE

**Report prepared by Emily Ramaswamy**

#### **Purpose**

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

*CL Library Plan reference – 4.5, 4.6*

#### **RECOMMENDATIONS**

1. That the Finance Report be noted.

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#### **MINUTE 46**

*It was resolved:*

1. That the Finance Report be noted.

Moved Steve Coldham

Seconded Miguel Belmar

Carried

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### CL35/2024 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.

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#### **MINUTE 47**

*It was resolved:*

1. That the Organisational Risk Report be noted.

Moved Miguel Belmar

Seconded Keri New

Carried

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**CL36/2024      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.*

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**MINUTE 48**

*It was resolved:*

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

Moved      Keri New

Seconded   Steve Coldham

Carried

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**CL37/2024      LIBRARY PLAN – 2021-2025 – ACTIONS AND ACHIEVEMENTS**

***Report prepared by Beth Luppino and 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.*

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**MINUTE 49**

*It was resolved:*

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

Moved      Steve Coldham

Seconded   Miguel Belmar

Carried

**MINUTE 50**

That the meeting resolved 'in camera' at 5.15pm and the meeting be closed to members of the community.

Moved Steve Coldham

Seconded Miguel Belmar

Carried

**IN CAMERA**

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**CL38/2024      CEO PERFORMANCE REVIEW**

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**MINUTE 52**

That the meeting resolved into 'open camera' at 5.24pm and the meeting be opened.

Moved Keri New

Seconded Miguel Belmar

Carried

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**MINUTE 53**

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

Moved Keri New

Seconded Miguel Belmar

Carried

**GENERAL BUSINESS**

**NEXT MEETING**

Wednesday 23 October 2024 – online teams meeting

Wednesday 20 November 2024 – online teams meeting

Meeting closed at 5.30pm