

# Casey Cardinia Libraries

## Board Meeting – Wednesday 28 August 2019

### Minutes

City of Casey  
Bunjil Place Library, Meeting Room 3 and 4

Meeting started at 5.30pm

1. **Present**

**Board Members:**

*Cr Jodie Owen (Cardinia Shire), Cr Wayne Smith (City of Casey), Steve Coldham (City of Casey) and Bernard Rohan (City of Casey)*

**Officers:**

*Chris Buckingham, Beth Luppino, Daniel Lewis, Emily Ramaswamy, Melissa Martin, Melinda Rogers (Secretariat).*

2. **Apologies**

**Board Members:**

*Cr Damien Rosario (City of Casey) and Tracey Parker (Cardinia Shire)*

**Officers:**

*Nil*

3. **Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Ordinary Board Meeting held on 26 June 2019.**

*It was resolved that the minutes of the Board Meeting held on 26 June 2019 be approved and adopted.*

Moved                      Bernard Rohan

Seconded                 Steve Coldham

4. **Declaration of Conflicts of Interest**

*Nil*

<b>5. Strategies/Plans</b>		<i>Page No.</i>
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<b>6. Officers' Reports</b>		
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**MINUTE 20**

*It was resolved that the Reports as listed below be moved in block and the recommendations be adopted and that the Reports as listed below be withdrawn for further discussion.*

Moved Wayne Smith  
Seconded Bernard Rohan

RECOMMENDATION ADOPTED	WITHDRAWN (DEFERRED) FOR FURTHER DISCUSSION
<p><b>Strategies/ Plans</b> CC29/2019 Draft Year End Finance Report 2018 – 2019</p> <p><b>Officers' Reports</b> CC31/2019 Buildings and Facilities CC32/2019 Information, Digital Services and Technology CC34/2019 Operational Performance CC35/2019 Customer Experience</p>	<p><b>Strategies/ Plans</b> CC28/2019 Draft Annual Report 2018 – 2019</p> <p><b>Officers' Reports</b> CC30/2019 Finance CC33/2019 People and Culture</p> <p><b>General Business</b> CC36/2019 Meeting Schedule and Board Reporting</p> <p><b>In Camera</b> CC37/ CEO's Performance Review and Contract</p>

## STRATEGIES/PLANS

CC28/2019                      DRAFT ANNUAL REPORT 2018 – 2019

*Report prepared by Chris Buckingham*

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### Purpose

To present the Draft Annual Report 2018 – 2019 including the Draft Financial Report to the Board for consideration.

### RECOMMENDATIONS

1. *That the draft Annual Report 2018 – 2019 and associated Draft Financial Report be approved 'in principle'.*
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 CEO sign the Management Representation Letter once the Audit has been finalised.*
4. *That CCL forward the approved Annual Report to the member Councils before September 30, 2019.*
5. *That CCL forward the approved Annual Report to the Minister for Local Government before September 30, 2019.*

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### MINUTE 21

*It was resolved*

1. *That the draft Annual Report 2018 – 2019 and associated Draft Financial Report be approved 'in principle'.*
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 CEO sign the Management Representation Letter once the Audit has been finalised.*
4. *That CCL forward the approved Annual Report to the member Councils before September 30, 2019.*
5. *That CCL forward the approved Annual Report to the Minister for Local Government before September 30, 2019.*

Moved        Steve Coldham

Seconded    Bernard Rohan

Carried

CC29/2019

DRAFT YEAR END FINANCE REPORT 2018-2019

*Report prepared by Chris Buckingham and Emily Ramaswamy*

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**Purpose**

To inform the Board of CCL's financial position at June 30, 2019.

*RECOMMENDATIONS*

- 1. That the Draft Year End Finance Report be noted.*

*It was resolved:*

- 1. That the Draft Year End Finance Report be noted.*

Adopted minute 20

## OFFICERS' REPORTS

CC30/2019 FINANCE

*Report prepared by Emily Ramaswamy*

### Purpose

To provide the Board an update on CCL's financial performance as at July 31, 2019.

### RECOMMENDATIONS

1. *That the Finance Report be noted.*

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## MINUTE 22

*It was resolved:*

1. *That the Finance Report be noted.*

Moved Bernard Rohan

Seconded Steve Coldham

Carried

CC31/2019 BUILDINGS AND FACILITIES

*Report prepared by Chris Buckingham and Beth Luppino*

### Purpose

To provide the Board with an update on the status of CCL buildings and facilities, current and future.

### RECOMMENDATIONS

1. *That the Buildings and Facilities report be noted.*
2. *That the Board note the progress being made with both Toomah and Selandra proposals and encourage the Member Councils to pursue the potential opportunities.*

*It was resolved*

1. *That the Buildings and Facilities report be noted.*
2. *That the Board note the progress being made with both Toomah and Selandra proposals and encourage the Member Councils to pursue the potential opportunities.*

Adopted minute 20

CC32/2019

INFORMATION, DIGITAL SERVICES AND TECHNOLOGY

*Report prepared by Daniel Lewis*

**Purpose**

To provide the Board with an update on CCL Information, Digital Services and Technology strategies and implementation.

*RECOMMENDATIONS*

- 1. That the Information, Digital Services and Technology Report be noted.*
- 2. That the Board approve the new ILMS contract with SirsiDynix.*

*It was resolved*

- 1. That the Information, Digital Services and Technology Report be noted.*
- 2. That the Board approve the new ILMS contract with SirsiDynix.*

Adopted minute 20

CC33/2019

PEOPLE AND CULTURE

*Report prepared by Melissa Martin*

**Purpose**

To provide the Board with an update on team development and staffing opportunities.

*RECOMMENDATIONS*

- 1. That the Risk Management Assessment Quarterly Report be noted*
- 2. That the People and Culture Report be noted.*

**MINUTE 23**

*It was resolved:*

- 1. That the Risk Management Assessment Quarterly Report be noted*
- 2. That the People and Culture Report be noted.*

Moved Bernard Rohan

Seconded Wayne Smith

Carried

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CC34/2019                    OPERATIONAL PERFORMANCE

*Report prepared by Melinda Rogers*

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**Purpose**

To provide the Board with a summary of CCL's monthly performance.

*RECOMMENDATIONS*

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

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

Adopted minute 20

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CC35/2019                    CUSTOMER EXPERIENCE

*Report prepared by Beth Luppino*

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**Purpose**

To provide the Board with an update on community engagement, collections and services, including programs, events and partnerships.

*RECOMMENDATIONS*

- 1. That the Customer Experience Report be noted.*

*It was resolved:*

- 1. That the Customer Experience Report be noted.*

Adopted minute 20



GENERAL BUSINESS

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CC36/2019                      REFINEMENT OF MEETING TIMES AND BOARD REPORTING

*Report prepared by Chris Buckingham*

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**Purpose**

To review the Board Meeting Schedule and Levels of Reporting.

*RECOMMENDATIONS*

- 1. That the Board consider cancelling the October Board Meeting*
- 2. That the Board consider reducing the number of plans and strategies presented in the Board Papers.*

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**MINUTE 24**

*It was resolved:*

- 1. That the Board considered cancelling the October Board Meeting.*
- 2. That the October Board meeting will continue to be scheduled in the future; it will be a reserved meeting date that will be held if deemed necessary at the August Board meeting.*
- 3. That the Board consider reducing the number of plans and strategies presented in the Board Papers.*

Moved        Steve Coldham

Seconded    Bernard Rohan

Carried

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**MINUTE 25**

*That the meeting resolved 'in camera' at 5.55pm and the doors to the meeting room be closed.*

Moved        Steve Coldham

Seconded    Wayne Smith

Carried

'IN CAMERA'

CC37/2019

CEO'S PERFORMANCE REVIEW AND CONTRACT

*Report facilitated by Melissa Martin*

This item has been left blank.

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**MINUTE 26**

*That the meeting resolved into 'open camera' at 6.40pm and the doors to the meeting room be opened.*

Moved Steve Coldham

Seconded Wayne Smith

Carried

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**MINUTE 27**

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

Moved Steve Coldham

Seconded Wayne Smith

Carried

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**NEXT MEETING**

Wednesday 27 November 2019, City of Casey – Bunjil Place Library – Meeting room 3 and 4.

Meeting closed at 6.45pm