

Casey Cardinia Libraries

Board Meeting – Wednesday 25 November 2020

Minutes

Online Meeting via Teams

Meeting started at 5.30pm

1. Present

Board Members:

Tracey Parker (Cardinia Shire), Miguel Belmar (City of Casey-Administrator), Steve Coldham (City of Casey) and Bernard Rohan (City of Casey).

Officers:

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

Guests:

Sue Hamilton (City of Casey), Melanie Yap (Ellis Jones) and Ian Phillips (I&J Phillips)

2. Apologies

Board Members:

Noelene Duff (City of Casey-Administrator) and Cr. Ray Brown (Cardinia Shire)

Officers:

Nil

3. Confirmation of CCL Board Membership for 2021

Member Councils have reviewed their Delegates for Casey Cardinia Libraries.

City of Casey has made the following delegations:

- Miguel Belmar – Administrator
- Steve Coldham – Director of Community Life
- Bernard Rohan – Chief Financial Officer
- Noelene Duff – Chair of Administrators (alternate delegate)

Casey Cardinia Libraries are expecting formal advice from Cardinia Shire Council of their delegations after their council meeting on Monday 14 December.

Moved Bernard Rohan

Seconded Tracey Parker

4. Election of Chairperson

It was resolved that:

- *There be a special meeting held on Wednesday 16 December after formal advice has been received from Cardinia Shire Council on their Board delegations.*
- *At the special meeting, nominations be called for the role of Chairperson and a chairperson be elected for this special meeting and meetings scheduled for 2021.*

Noelene Duff (City of Casey) was formally acknowledged for her work as the Chairperson for CCL during the previous 12 months.

Moved Bernard Rohan

Seconded Tracey Parker

In the absence of a Cardinia Shire Councillor, Miguel Belmar (City of Casey) will act as Chairperson for this meeting.

Moved Bernard Rohan

Seconded Tracey Parker

5. Acknowledgement of the Traditional Owners

6. Declaration of Conflicts of Interest

Nil

7. Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Board Meeting held on 26 August 2020.

It was resolved that the minutes of the Board Meeting held on 26 August 2020 be approved and adopted.

Moved Bernard Rohan

Seconded Steve Coldham

		<i>Page No.</i>
8.	CC50/2020 Board Members Code of Conduct 2021	4
9.	Strategies/Plans	
	CC51/2020 Public Libraries Victoria – Library Performance and Library Trends Presentation – Ian Phillips	5
	CC52/2020 Library Plan 2021 – 2025	6
	CC53/2020 Draft Budget 2021 – 2022	6

10. Officers' Reports		
CC54/2020	Finance	7
CC55/2020	Information, Digital Services and Technology	8
CC56/2020	People and Culture	8
CC57/2020	Operational Performance	9
CC58/2020	Customer Experience	10
11. General Business		
CC59/2020	COVID-19 Business Continuity Plan	11
CC60/2020	Meeting Schedule 2021	11
12. In-Camera		
CC61/2020	Employment Matter	13
13. Next Meeting		14

CC50/2019

BOARD MEMBERS CODE OF CONDUCT 2021

Report prepared by Chris Buckingham

Purpose

To present to the Board Casey Cardinia Libraries Code of Conduct for all Board members.

CCL Library Plan reference – 3.1, 5.1 and 5.3

RECOMMENDATIONS

- 1. That Board Members adopts CCL Code of Conduct 2021.*
- 2. That Board Members sign and provide a copy to the CEO of CCL before the next Board meeting scheduled in February 2021.*

MINUTE 54

It was resolved:

- 1. That Board Members adopts CCL Code of Conduct 2021.*
- 2. That Board Members sign and provide a copy to the CEO of CCL before the next Board meeting scheduled in February 2021.*

Moved Tracey Parker

Seconded Bernard Rohan

Carried

STRATEGIES/PLANS

CC51/2020 PUBLIC LIBRARIES VICTORIA – LIBRARY PERFORMANCE AND LIBRARY TRENDS
PRESENTATION IAN PHILLIPS

Report prepared by Chris Buckingham

Purpose

To provide the Board a Report on CCL Performance relative to Victorian Public Libraries for 2019 – 2020.

CCL Library Plan reference – 5.1, 5.2, and 5.3

RECOMMENDATIONS

- 1. That the Board note the performance of Victoria's Public Libraries and Casey Cardinia Libraries.*
 - 2. That the Board note the presentation made by Ian Phillips.*
-

MINUTE 55

It was resolved:

- 1. That the Board note the performance of Victoria's Public Libraries and Casey Cardinia Libraries.*
- 2. That the Board note the presentation made by Ian Phillips.*

Moved Tracey Parker

Seconded Steve Coldham

Carried

CC52/2020 LIBRARY PLAN 2021 – 2025

Report prepared by – Chris Buckingham

Purpose

To inform the Board about the progress for the development of CCL Library Plan 2021 – 2025.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

- 1. That the Board note progress with the planning process.*
-

MINUTE 56

It was resolved:

- 1. That the Board note progress with the planning process.*

Moved Steve Coldham

Seconded Tracey Parker

Carried

CC53/2020 DRAFT BUDGET 2021 – 2022

Report prepared by Emily Ramaswamy

Purpose

To provide the draft estimates for the operating budget for the 2021 – 2022 financial year.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

- 1. That the Board note the 2021 –2022 Draft CCL Budget.*
-

MINUTE 57

It was resolved:

- 1. That the Board note the 2021 –2022 Draft CCL Budget.*

Moved Bernard Rohan

Seconded Steve Coldham

Carried

OFFICERS' REPORTS

CC54/2020 FINANCE

Report prepared by Emily Ramaswamy

Purpose

To provide the Board an update on CCL's financial performance as at 31 October 2020.

CCL Library Plan reference - 5.3

RECOMMENDATIONS

- 1. That the Finance Report be noted.*
 - 2. That the Board approve the adjustment to 2020 - 2021 Library Materials spending.*
 - 3. That the Board note, the completion of Casey Cardinia Libraries Financial Report 2019 - 2020.*
-

MINUTE 58

It was resolved:

- 1. That the Finance Report be noted.*
- 2. That the Board approve the adjustment to 2020 - 2021 Library Materials spending.*
- 3. That the Board note, the completion of Casey Cardinia Libraries Financial Report 2019 - 2020.*

Moved Bernard Rohan
Seconded Steve Coldham

Carried

CC55/2020 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.

CCL Library Plan reference 1.2, 1.3, 1.4, 3.1, 4.1, 4.3, 5.2 and 5.3

RECOMMENDATIONS

1. *That the Information, Digital Services and Technology Report be noted.*

MINUTE 59

It was resolved:

1. *That the Information, Digital Services and Technology Report be noted.*

Moved Steve Coldham

Seconded Bernard Rohan

Carried

CC56/2020 PEOPLE AND CULTURE

Report prepared by Melissa Martin

Purpose

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

CCL Library Plan reference – 1.2,1.3 1.4, 3.3, 4.1, 5.1, 5.2 and 5.3.

RECOMMENDATIONS

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

MINUTE 60

It was resolved:

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

Moved Bernard Rohan

Seconded Tracey Parker

Carried

CC57/2020 OPERATIONAL PERFORMANCE

Report prepared by Melinda Rogers

Purpose

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

CCL Library Plan reference - 1.1, 1.2, 3.1, 4.1 and 5.3

RECOMMENDATIONS

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

MINUTE 61

It was resolved:

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

Moved Bernard Rohan

Seconded Tracey Parker

Carried

CC58/2020

CUSTOMER EXPERIENCE

Report prepared by Beth Luppino and Melinda Rogers

Purpose

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

CCL Library Plan reference – 1.1, 1.2, 1.3, 2.2, 3.1, 3.3 4.1, 4.3, 4.2, 4.4 and 5.2

Programs and events at CCL provide opportunities to promote the library as a community space where people of all ages gather for a range of activities including early literacy programs for young children; literacy and creative programs for school aged children and teens, school holiday programs; lifelong learning, digital literacy, and reader development programs for adults.

RECOMMENDATIONS

- 1. That the Customer Experience Report be noted.*
- 2. That the Board adopts the Collection Development Policy 2020.*

MINUTE 62

It was resolved:

- 1. That the Customer Experience Report be noted.*
- 2. That the Board adopts the Collection Development Policy 2020.*
- 3. That the Board extends their appreciation to the CCL Team for their terrific work during lockdown and in the re-opening of the branches.*

Moved Steve Coldham

Seconded Bernard Rohan

Carried

GENERAL BUSINESS

CC59/2020 COVID-19 BUSINESS CONTINUITY PLAN

Report prepared by Chris Buckingham

Throughout the disruptions caused by COVID – 19 CCL has regularly updated and shared it's Business Continuity Plan with Board Members and key stakeholders within the Member Councils.

RECOMMENDATIONS

- 1. That the Board note the CCL COVID-19 Business Continuity Plan.*

MINUTE 63

It was resolved:

- 1. That the Board note the CCL COVID-19 Business Continuity Plan.*

Moved Bernard Rohan

Seconded Tracey Parker

Carried

CC60/2020 MEETING SCHEDULE 2021

Report prepared by Chris Buckingham

Purpose

To provide the Board with the meeting schedule for Casey Cardinia Libraries (CCL) Board meetings in 2021.

RECOMMENDATIONS

- 1. That the schedule of meeting dates and times for 2021 be agreed on and then forwarded to the Member Councils.*

MINUTE 64

It was resolved:

- 1. That the schedule of meeting dates and times for 2021 be agreed on and then forwarded to the Member Councils.*

Moved Bernard Rohan

Seconded Steve Coldham

Carried

MINUTE 65

That the meeting resolved 'in camera' at 6.50pm and the doors to the meeting room be closed

Moved Bernard Rohan

Seconded Tracey Parker

Carried

IN-CAMERA

CC61/2019 EMPLOYMENT MATTER

This page has been left blank.

MINUTE 67

That the meeting resolved into 'open camera' at 7.00pm and the doors to the meeting room be opened.

Moved Bernard Rohan

Seconded Tracey Parker

Carried

MINUTE 68

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

Moved Bernard Rohan

Seconded Tracey Parker

Carried

NEXT MEETING

Wednesday 16 December 2020 – online meeting via Teams (special meeting).

Meeting closed at 7.05pm.