

Casey Cardinia Libraries

Board Meeting – Wednesday 28 April 2021

Minutes

Meeting started at 4.00pm

1. **Present**

Board Members:

Cr, Jeff Springfield (Cardinia Shire) - chairperson, Nigel Higgins (Cardinia Shire) Miguel Belmar (City of Casey-Administrator), Steve Coldham (City of Casey) and Bernard Rohan (City of Casey)

Officers:

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

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 (CCL) Board Meeting held on 24 February 2021.**

It was resolved that the minutes of the Board Meeting held on 24 February 2021 be approved and adopted.

Moved Nigel Higgins
Seconded Bernard Rohan

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STRATEGIES/PLANS

CC11/2021 DRAFT LIBRARY PLAN 2021 – 25

Report prepared by – Chris Buckingham

Purpose

To present the Board with CCL draft Library Plan 2021 – 25 for endorsement.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

- 1. That the Board endorses the CCL Draft Library Plan 2021 – 25.*
- 2. That CCL forward the endorsed Library Plan 2021 – 25 to the Member Councils for adoption.*

MINUTE 14

It was resolved:

- 1. That the Board endorses the CCL Draft Library Plan 2021 – 25.*
- 2. That CCL forward the endorsed Library Plan 2021 – 25 to the Member Councils for adoption.*

Moved Nigel Higgins

Seconded Miguel Belmar

Carried

CC12/2021 DRAFT BUDGET 2021 – 22

Report prepared by Emily Ramaswamy

Purpose

To present the Board with Casey Cardinia Libraries Draft Budget 2021 – 22 for adoption.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

- 1. That the Board notes the Member Council funding split for CCL Budget 2021 – 22.*
- 2. That the Board notes CCL will adopt the CCL Budget 2021 – 22 after the Member Councils advise formal approval of the Budget.*

MINUTE 15

It was resolved:

- 1. That the Board notes the Member Council funding split for CCL Budget 2021 – 22.*
- 2. That the Board notes CCL will adopt the CCL Budget 2021 – 22 after the Member Councils advise formal approval of the Budget.*

Moved Bernard Rohan

Seconded Nigel Higgins

Carried

OFFICERS' REPORTS

CC13/2021 FINANCE

Report prepared by Emily Ramaswamy

Purpose

To provide the Board an update on CCL's financial performance as at 31 March 2021.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

1. *That the Board note the Audit Strategy.*
 2. *That the Finance Report be noted.*
-

MINUTE 16

It was resolved:

1. *That the Board note the Audit Strategy.*
2. *That the Finance Report be noted.*

Moved Steve Coldham

Seconded Nigel Higgins

Carried

CC14/2021 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.

CCL Library Plan reference – 1.1, 1.2, 3.2, 4.2

RECOMMENDATIONS

1. *That the Buildings and Facilities report be noted.*
-

MINUTE 17

It was resolved:

1. *That the Buildings and Facilities report be noted.*

Moved Nigel Higgins

Seconded Bernard Rohan

Carried

CC15/2021 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.

CCL Library Plan reference 1.3, 5.2 and 5.3

RECOMMENDATIONS

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

MINUTE 18

It was resolved:

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

Moved Miguel Belmar

Seconded Nigel Higgins

Carried

CC16/2021 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.*
-

MINUTE 19

It was resolved:

- 1. That the People and Culture Report be noted.*

Moved Bernard Rohan

Seconded Nigel Higgins

Carried

CC17/2021 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 20

It was resolved:

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

Moved Steve Coldham

Seconded Nigel Higgins

Carried

CC18/2021 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 - 1.2, 2.1, 2.2, 3.1, 3.3, 4.1, 5.2

RECOMMENDATIONS

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

MINUTE 21

It was resolved:

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

Moved Steve Coldham

Seconded Miguel Belmar

Carried

GENERAL BUSINESS

CC19/2021 CORRESPONDENCE

Report prepared by Chris Buckingham

RECOMMENDATIONS

- 1. That the Board note the Correspondence*

MINUTE 22

It was resolved:

- 1. That the Board note the Correspondence*

Moved Bernard Rohan

Seconded Nigel Higgins

Carried

CC20/2021 COVID-19 BUSINESS CONTINUITY PLAN

Report prepared by Chris Buckingham

RECOMMENDATIONS

- 1. That the Board note the CCL COVID-19 Business Continuity Plan 20 April, 2021.*
-

MINUTE 23

It was resolved:

- 1. That the Board note the CCL COVID-19 Business Continuity Plan 20 April, 2021.*

Moved Nigel Higgins

Seconded Miguel Belmar

Carried

CC21/2021 CCL 25TH BIRTHDAY CELEBRATIONS

Report prepared by Chris Buckingham

RECOMMENDATIONS

- 1. That the Board consider how they would like to be involved in the celebrations.*
-

MINUTE 24

It was resolved:

- 1. That the Board consider how they would like to be involved in the celebrations.*

Moved Nigel Higgins

Seconded Bernard Rohan

Carried

CC22/2021 CASEY CARDINIA LIBRARIES SERVICE REVIEW

Report prepared by Chris Buckingham

Purpose

To provide the Board with an update on Casey Cardinia Libraries Service Review.

Discussion

RECOMMENDATIONS

- 1. That the Board note the CCL Service Review is complete.*
-

MINUTE 25

It was resolved:

- 1. That the Board note the CCL Service Review is complete.*

Moved Steve Coldham

Seconded Nigel Higgins

Carried

MINUTE 26

That the meeting resolved 'in camera' at 4.40pm and the meeting be closed

Moved Steve Coldham

Seconded Nigel Higgins

Carried

IN-CAMERA

CC23/2021 EMPLOYMENT MATTER

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MINUTE 28

That the meeting resolved into 'open camera' at 5.05pm and the meeting be opened.

Moved Nigel Higgins

Seconded Bernard Rohan

Carried

MINUTE 29

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

Moved Nigel Higgins

Seconded Bernard Rohan

Carried

NEXT MEETING

Wednesday 23 June 2021, Cardinia Shire – Online Meeting

Meeting closed at 5.05pm