

Casey Cardinia Libraries

Board Meeting – Wednesday 24 February 2021

Minutes

Meeting started at 4.00pm

1. Present

Board Members:

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

Officers:

Chris Buckingham, Beth Luppino, Daniel Lewis, Emily Ramaswamy, Melissa Martin and 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 16 December 2020.

It was resolved that the minutes of the Board Meeting held on 16 December 2020 be approved and adopted.

Moved Bernard Rohan

Seconded Miguel Belmar

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STRATEGIES/PLANS

CC01/2021 DRAFT LIBRARY PLAN 2021 – 25

Report prepared by Chris Buckingham

Purpose

To inform the Board about the progress for the development of CCL Library Plan 2021 – 25.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

- 1. That the Board note the CCL Library Plan Strategic Framework*
 - 2. That CCL provide a final version of the CCL Library Plan 2021 – 25 for endorsement at the April Board Meeting.*
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MINUTE 01

It was resolved:

- 1. That the Board note the CCL Library Plan Strategic Framework*
- 2. That CCL provide a final version of the CCL Library Plan 2021 – 25 for endorsement at the April Board Meeting.*

Moved Steve Coldham

Seconded Nigel Higgins

Carried

CC02/2021

CCL BUDGET 2021 – 22 AND STRATEGIC RESOURCE PLAN 2021 – 25

Report prepared by Emily Ramaswamy

Purpose

To provide the operating budget for the 2021 – 22 financial year and the Strategic Resource Plan 2021 – 25.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

- 1. That the Board endorse the Draft CCL Budget 2021 – 22.*
 - 2. That CCL forward the Draft Library Budget 2021 – 22 to member councils for approval prior to final adoption by the Board.*
 - 3. That the Board endorse the Draft Strategic Resource Plan 2021 – 25.*
 - 4. That CCL forward the Draft Strategic Resource Plan 2021 – 25 to member councils for approval prior to final adoption by the Board.*
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MINUTE 02

It was resolved:

- 1. That the Board endorse the Draft CCL Budget 2021 – 22.*
- 2. That CCL forward the Draft Library Budget 2021 – 22 to member councils for approval prior to final adoption by the Board.*
- 3. That the Board endorse the Draft Strategic Resource Plan 2021 – 25.*
- 4. That CCL forward the Draft Strategic Resource Plan 2021 – 25 to member councils for approval prior to final adoption by the Board.*

Moved Bernard Rohan

Seconded Nigel Higgins

Carried

OFFICERS' REPORTS

CC03/2021 FINANCE

Report prepared by Emily Ramaswamy

Purpose

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

CCL Library Plan reference - 5.3

RECOMMENDATIONS

- 1. That the Finance Report be noted.*

MINUTE 03

It was resolved:

- 1. That the Finance Report be noted.*

Moved Bernard Rohan

Seconded Nigel Higgins

Carried

CC04/2021

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 and provide guidance on future community needs.

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

RECOMMENDATIONS

- 1. That the Facilities Development Plan 2021 – 25 be endorsed.*
- 2. That the Member Councils use the Facilities Development Plan to guide investment in the library network.*
- 3. That CCL forward the endorsed Facilities Development Plan to Member Councils*

MINUTE 04

It was resolved:

- 1. That the Facilities Development Plan 2021 – 25 be endorsed.*
- 2. That the Member Councils use the Facilities Development Plan to guide investment in the library network.*
- 3. That CCL forward the endorsed Facilities Development Plan to Member Councils*

Moved Steve Coldham

Seconded Nigel Higgins

Carried

CC05/2021 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 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 05

It was resolved:

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

Moved Miguel Belmar

Seconded Nigel Higgins

Carried

CC06/2021 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 06

It was resolved:

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

Moved Bernard Rohan

Seconded Nigel Higgins

Carried

CC07/2021 OPERATIONAL PERFORMANCE

Report prepared by Melinda Rogers and Michelle McLean

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 07

It was resolved:

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

Moved Nigel Higgins

Seconded Steve Coldham

Carried

CC08/2021 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 - 1.1, 1.2, 1.3, 2.2, 3.1, 3.3 4.1, 4.3, 4.2, 4.4 and 5.2

RECOMMENDATIONS

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

MINUTE 08

It was resolved:

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

Moved Miguel Belmar

Seconded Nigel Higgins

Carried

GENERAL BUSINESS

CC09/2021 COVID-19 BUSINESS CONTINUITY PLAN

Report prepared by Chris Buckingham

RECOMMENDATIONS

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

MINUTE 09

It was resolved:

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

Moved Bernard Rohan

Seconded Nigel Higgins

Carried

MINUTE 10

That the meeting resolved 'in camera' at 4.45pm and the meeting be closed.

Moved Nigel Higgins

Seconded Steve Coldham

Carried

IN-CAMERA

CC10/2021 EMPLOYMENT MATTER

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MINUTE 12

That the meeting resolved into 'open camera' at 4.50pm and the meeting be opened.

Moved Nigel Higgins

Seconded Steve Coldham

Carried

MINUTE 13

That the recommendations moved 'in camera' be resolved.

Moved Bernard Rohan

Seconded Nigel Higgins

Carried

NEXT MEETING

Wednesday 28 April 2021, City of Casey – Online Meeting.

Meeting closed at 4.55pm