

Casey Cardinia Libraries

Board Meeting – Wednesday 23 June 2021

Minutes

Meeting started at 4.00pm

1. **Present**

Board Members:

Cr, Jeff Springfield (Cardinia Shire) - chairperson, Jenny Scicluna (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, Melissa Martin, Avi Singh, Melinda Rogers (Secretariat).

2. **Apologies**

Nil

3. **Acknowledgement of the Traditional Owners**

4. **Declaration of Conflicts of Interest**

Nil

5. **Board Membership**

Cardinia Shire advised Casey Cardinia Libraries that Nigel Higgins resigned from Council. Casey Cardinia Libraries would like to thank Nigel Higgins for his time on the Board. Jenny Scicluna, General Manager Customer, People and Performance is now Cardinia Shire's nominated Officer on the CCL Board.

Moved Bernard Rohan

Seconded Miguel Belmar

6. **Confirmation of the Minutes of The Casey-Cardinia Library Corporation (CCL) Special Board Meeting held on 19 May 2021.**

It was resolved that the minutes of the Special Board Meeting held on 19 May 2021 be approved and adopted.

Moved Bernard Rohan

Seconded Miguel Belmar

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STRATEGIES/PLANS

CC25/2021 LIBRARY PLAN 2021 – 25

Report prepared by – Chris Buckingham

Purpose

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

CCL Library Plan reference – 5.3

RECOMMENDATIONS

- 1. That the Board adopts the CCL Library Plan 2021 – 25 pending formal approval from Cardinia Shire.*
- 2. That CCL forward a copy of the adopted Library Plan 2021 – 25 to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

MINUTE 34

It was resolved:

- 1. That the Board adopts the CCL Library Plan 2021 – 25 pending formal approval from Cardinia Shire.*
- 2. That CCL forward a copy of the adopted Library Plan 2021 – 25 to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

Moved Bernard Rohan

Seconded Steve Coldham

Carried

CC26/2021 STRATEGIC RESOURCE PLAN 2021 – 25

Report prepared by – Chris Buckingham and Avi Singh

Purpose

To present the Board with CCL Strategic Resource Plan 2021 – 25 for adoption.

CCL Library Plan reference – 5.3

RECOMMENDATIONS

- 1. That the Board adopts CCL Strategic Resource Plan 2021 – 25 pending formal approval from Cardinia Shire.*
- 2. That CCL forward a copy of the adopted Strategic Resource Plan 2021 – 25 to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*

MINUTE 35

It was resolved:

- 1. That the Board adopts CCL Strategic Resource Plan 2021 – 25 pending formal approval from Cardinia Shire.*
- 2. That CCL forward a copy of the adopted Strategic Resource Plan 2021 – 25 to the Minister for Local Government in accordance with the provisions of the Local Government Act 1989.*
- 3. That CCL provide the Board with a breakdown of service operating costs for each branch including administration costs.*

Moved Jenny Scicluna

Seconded Steve Coldham

Carried

CC27/2021 BUDGET 2021 – 22

Report prepared by Chris Buckingham and Avi Singh

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 adopt CCL Library Budget 2021 – 22 pending formal approval from Cardinia Shire.*

MINUTE 36

It was resolved:

- 1. That the Board adopt CCL Library Budget 2021 – 22 pending formal approval from Cardinia Shire.*

Moved Miguel Belmar
Seconded Bernard Rohan

Carried

OFFICERS' REPORTS

CC28/2021 **FINANCE**

Report prepared by Avi Singh

Purpose

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

CCL Library Plan reference – 5.3

RECOMMENDATIONS

1. *That the Finance Report be noted.*
 2. *That the Board adopt the Procurement Policy.*
-

MINUTE 37

It was resolved:

1. *That the Finance Report be noted.*
2. *That the Board adopt the Procurement Policy.*

Moved Jenny Scicluna

Seconded Steve Coldham

Carried

CC29/2021 **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 – 3.2, 4.2

RECOMMENDATIONS

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

MINUTE 38

It was resolved:

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

Moved Bernard Rohan

Seconded Steve Coldham

Carried

CC30/2021 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 39

It was resolved:

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

Moved Steve Coldham

Seconded Miguel Belmar

Carried

CC31/2021 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 40

It was resolved:

1. *That the People and Culture Report be noted.*
2. *That the Board thank Marcela Russnak for her work with CCL and congratulate her on the new appointment and wish her well.*

Moved Jenny Scicluna

Seconded Steve Coldham

Carried

CC32/2021 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 41

It was resolved:

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

Moved Miguel Belmar

Seconded Bernard Rohan

Carried

CC33/2021 CUSTOMER EXPERIENCE

Report prepared by Beth Luppino

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 42

It was resolved:

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

Moved Bernard Rohan

Seconded Jenny Scicluna

Carried

GENERAL BUSINESS

CC34/2021 COVID-19 BUSINESS CONTINUITY PLAN

Report prepared by Chris Buckingham

RECOMMENDATIONS

- 1. That the Board note the CCL COVID-19 Business Continuity Plan 17 June, 2021*

MINUTE 43

It was resolved:

- 1. That the Board note the CCL COVID-19 Business Continuity Plan 17 June, 2021*

Moved Jenny Scicluna

Seconded Bernard Rohan

Carried

CC35/2021 CCL 25TH BIRTHDAY CELEBRATIONS

Report prepared by Chris Buckingham

On September 26th CCL will have been incorporated for 25 years. This is a significant milestone for the organisation and the community.

MINUTE 44

That the meeting resolved 'in camera' at 5.08pm and the meeting be closed

Moved Miguel Belmar

Seconded Jenny Scicluna

Carried

IN-CAMERA

CC36/2021 EMPLOYMENT MATTER

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MINUTE 45

That the meeting resolved into 'open camera' at 6.04pm and the meeting be opened.

Moved Miguel Belmar

Seconded Bernard Rohan

Carried

MINUTE 46

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

Moved Miguel Belmar

Seconded Bernard Rohan

Carried

NEXT MEETING

Wednesday 25 August 2021, City of Casey – Online Meeting

Meeting closed at 6.05pm