

Casey Cardinia Libraries

Board Meeting – Wednesday 25 August 2021

Minutes

Meeting started at 4.04pm

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, Avtar Singh, Beth Luppino, Daniel Lewis, Melissa Martin and Melinda Rogers (Secretariat).t

Guests:

Sanchu Chummar (VAGO – Auditor), Robyn Eade (RSM), Kristie Dundon (RSM) joined the meeting at 4.00pm until 4.25pm for discussions on report CC42/2021 Draft Annual Report 2020–2021 and Year End Financial Report

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) Special 'In Camera' Board Meeting held on 11 August 2021.**

It was resolved that the minutes of the Special In Camera' Board Meeting held on 11 August 2021 be approved and adopted.

Moved Bernard Rohan

Seconded Jenny Scicluna

	<i>Page No.</i>
6. Strategies/Plans	
CC42/2021 Draft Annual Report 2020–2021 and Year End Financial Report	3
7. Officers' Reports	
CC43/2021 Finance	4
CC44/2021 Building and Facilities	4
CC45/2021 Information, Digital Services and Technology	5
CC46/2021 People and Culture	5
CC47/2021 Operational Performance	6
CC48/2021 Customer Experience	6
8. General Business	
CC49/2021 COVID-19 Business Continuity Plan	7
CC50/2021 CEO's Performance Review – KPI's 2020–2021	7
9. In-Camera	
CC51/2021 Confidential Discussions	9
10. Next Meeting	10

STRATEGIES/PLANS

CC42/2021 DRAFT ANNUAL REPORT 2020–2021 INCLUDING YEAR END FINANCIAL REPORT

Report prepared by – Chris Buckingham and Avtar Singh

Purpose

To present the Board with Casey Cardinia Libraries Draft Annual Report 2020–2021 including the Year End Financial Report for consideration.

RECOMMENDATIONS

1. *That the Board approve the CCL Draft Annual Report 2020–2021 and associated Draft Financial Report '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 including the Financial Report to the member Councils before 30 September 2021.*
5. *That CCL forward the approved Annual Report to the Minister for Local Government before 30 September 2021.*

MINUTE 53

It was resolved:

1. *That the Board approve the CCL Draft Annual Report 2020–2021 and associated Draft Financial Report '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.*
3. *That the CEO sign the Management Representation Letter.*
4. *That CCL forward the approved Annual Report including the Financial Report to the member Councils before 30 September 2021.*
5. *That CCL forward the approved Annual Report to the Minister for Local Government before 30 September 2021.*

Moved Bernard Rohan

Seconded Jenny Scicluna

Carried

OFFICERS' REPORTS

CC43/2021 FINANCE

Report prepared by Avi Singh

Purpose

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

RECOMMENDATIONS

1. *That the Finance Report be noted.*
-

MINUTE 54

It was resolved:

1. *That the Finance Report be noted.*

Moved Bernard Rohan

Seconded Steve Coldham

Carried

CC44/2021 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, 4.5

RECOMMENDATIONS

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

MINUTE 55

It was resolved:

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

Moved Miguel Belmar

Seconded Jenny Scicluna

Carried

CC45/2021

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.

RECOMMENDATIONS

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

MINUTE 56

It was resolved:

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

Moved Miguel Belmar

Seconded Steve Coldham

Carried

CC46/2021

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 People and Culture Report be noted.*

MINUTE 57

It was resolved:

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

Moved Jenny Scicluna

Seconded Bernard Rohan

Carried

CC47/2021 OPERATIONAL PERFORMANCE

Report prepared by Melinda Rogers

Purpose

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

RECOMMENDATIONS

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

MINUTE 58

It was resolved:

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

Moved Steve Coldham

Seconded Miguel Belmar

Carried

CC48/2021 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.

RECOMMENDATIONS

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

MINUTE 59

It was resolved:

1. *That the Customer Experience Report be noted.*
2. *That the Board endorse the draft RAP and note that it will be forwarded to Reconciliation Australia for formal ratification.*

Moved Bernard Rohan

Seconded Steve Coldham

Carried

GENERAL BUSINESS

CC49/2021 COVID-19 BUSINESS CONTINUITY PLAN

Report prepared by Chris Buckingham

RECOMMENDATIONS

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

MINUTE 60

It was resolved:

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

Moved Jenny Scicluna

Seconded Bernard Rohan

Carried

CC50/2021 CEO'S PERFORMANCE REVIEW – KPI'S 2020-2021

Report prepared by Chris Buckingham

Purpose

To inform the Board of progress with Casey Cardinia Libraries CEO's Performance Review for 2020-2021.

RECOMMENDATIONS

1. That the Board note the report and determine next steps given the CEO's tenure concludes on 2 October, 2021.
2. That the Board acknowledge the CEO's performance in 2020-2021

MINUTE 61

It was resolved:

1. That the Board note the report and determine next steps given the CEO's tenure concludes on 2 October, 2021.
2. That the Board acknowledge the CEO's performance in 2020-2021

Moved Jenny Scicluna

Seconded Miguel Belmar

Carried

MINUTE 62

That the meeting resolved 'in camera' 5.20pm and the meeting be closed

Moved Bernard Rohan

Seconded Miguel Belmar

Carried

IN-CAMERA

CC51/2021 CONFIDENTIAL DISCUSSIONS

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MINUTE 63

That the meeting resolved into 'open camera' at 5.58pm and the meeting be opened.

Moved Bernard Rohan

Seconded Jenny Scicluna

Carried

NEXT MEETING

Wednesday 27 October 2021, Cardinia Shire – Online Meeting

Meeting closed at 6.00pm