

# Casey Cardinia Libraries

## Board Meeting – Wednesday 23 February 2022

### Minutes

Online Meeting via Teams

Meeting started at 4.10pm

1. **Present**

**Board Members:**

*Cr. Jeff Springfield (Cardinia Shire), Lili Rosic (Cardinia Shire), Miguel Belmar (City of Casey-Administrator) – chairperson, Steve Coldham (City of Casey) and Bernard Rohan (City of Casey).*

**Officers:**

Beth Luppino, Bec Mitchem, Daniel Lewis, Emily Ramaswamy, Michelle McLean 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) Special 'In Camera' Board Meeting held on Thursday 20 January 2022.**

*It was resolved that the minutes of the Special 'In Camera' Board Meeting held on Thursday 20 January 2022 be approved and adopted.*

Moved                      Bernard Rohan  
Seconded                 Steve Coldham

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STRATEGIES/PLANS

CC02/2022                      DRAFT LIBRARY PLAN 2021-2025

*Report prepared by Beth Luppino*

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**Purpose**

To provide the Board with an update on the Library Planning Process.

*CCL Library Plan reference – 4.6*

**RECOMMENDATIONS**

- 1. That the Board note the review of CCL's Key Performance Indicators.*

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**MINUTE 05**

*It was resolved:*

- 1. That the Board note the review of CCL's Key Performance Indicators.*

Moved        Bernard Rohan

Seconded    Jeff Springfield

Carried

CC03/2021

DRAFT BUDGET 2022-2023 AND STRATEGIC RESOURCE PLAN 2022-2026

*Report prepared by Emily Ramaswamy*

### **Purpose**

To provide the operating budget for the 2022-2023 financial year and the Strategic Resource Plan 2022-2026.

*CCL Library Plan reference – 4.6*

### **RECOMMENDATIONS**

- 1. That the Board endorse the Draft CCL Budget 2022-2023.*
- 2. That CCL forward the Draft Library Budget 2022-2023 to Member Councils for approval prior to final adoption by the Board.*
- 3. That the Board endorse the Draft Strategic Resource Plan 2022-2026.*
- 4. That CCL forward the Draft Strategic Resource Plan 2022-2026 to Member Councils for approval prior to final adoption by the Board.*

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### **MINUTE 06**

*It was resolved:*

- 1. That the Board endorse the Draft CCL Budget 2022-2023.*
- 2. That CCL forward the Draft Library Budget 2022-2023 to Member Councils for approval prior to final adoption by the Board.*
- 3. That the Board endorse the Draft Strategic Resource Plan 2022-2026.*
- 4. That CCL forward the Draft Strategic Resource Plan 2022-2026 to Member Councils for approval prior to final adoption by the Board.*

Moved Lili Rosic

Seconded Jeff Springfield

Carried

OFFICERS REPORT

CC04/2022 FINANCE

*Report prepared by Emily Ramaswamy*

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**Purpose**

To provide the Board an update on CCL's financial performance as at 31 January 2022.

*CCL Library Plan reference – 4.5, 4.6*

**RECOMMENDATIONS**

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

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**MINUTE 07**

*It was resolved:*

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

Moved Bernard Rohan  
Seconded Steve Coldham

Carried

CC05/2022

BUILDINGS AND FACILITIES

*Report prepared by Bec Mitchem*

**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, 2.1, 2.2, 4.5, 4.7*

**RECOMMENDATIONS**

1. *That the Buildings and Facilities Report be noted.*
2. *That the Facilities Development Plan 2022-2025 be endorsed.*
3. *That the Member Councils use the Facilities Development Plan to guide investment across the library network in the Casey Cardinia region.*
4. *That CCL forward the endorsed Facilities Development Plan to Member Councils*

**MINUTE 08**

*It was resolved:*

1. *That the Buildings and Facilities Report be noted.*
2. *That the Facilities Development Plan 2022-2025 be endorsed.*
3. *That the Member Councils use the Facilities Development Plan to guide investment across the library network in the Casey Cardinia region.*
4. *That CCL forward the endorsed Facilities Development Plan to Member Councils*

Moved Steve Coldham

Seconded Lili Rosic

Carried

CC06/2022

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, 1.4, 4.6, 5.2*

### RECOMMENDATIONS

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

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### MINUTE 09

*It was resolved:*

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

Moved Steve Coldham

Seconded Bernard Rohan

Carried

CC07/2022

PEOPLE AND CULTURE

*Report prepared by Beth Luppino and Melissa Martin*

### Purpose

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

*CCL Library Plan reference – 1.1, 1.2, 1.4, 2.1, 2.2, 2.4, 3.5, 4.1, 4.3, 4.4, 4.6, 4.7*

### RECOMMENDATIONS

1. *That the People and Culture Report be noted.*
2. *That the Board acknowledges the significant contribution Melissa Martin's has made to CCL*

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### MINUTE 10

*It was resolved:*

1. *That the People and Culture Report be noted.*
2. *That the Board acknowledges the significant contribution Melissa Martin's has made to CCL*

Moved Steve Coldham

Seconded Bernard Rohan

Carried

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CC08/2022                      ORGANISATIONAL PERFORMANCE

*Report prepared by Melinda Rogers*

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**Purpose**

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

*CCL Library Plan reference – 4.3, 4.4*

**RECOMMENDATIONS**

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

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**MINUTE 11**

*It was resolved:*

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

Moved        Bernard Rohan

Seconded    Jeff Springfield

Carried

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CC09/2022                      CUSTOMER EXPERIENCE

*Report prepared by Bec Mitchem*

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**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, 1.4, 1.5, 1.6, 2.2, 2.3, 3.1, 3.4 and 3.5*

**RECOMMENDATIONS**

- 1. That the Customer Experience Report be noted*

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**MINUTE 12**

*It was resolved:*

- 1. That the Customer Experience Report be noted*

Moved        Steve Coldham

Seconded    Jeff Springfield

Carried

GENERAL BUSINESS

CC10/2022                      CCL TRANSITION

*Report prepared by Beth Luppino*

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**Purpose**

To provide the Board with relevant updates on the transition from CCL to future library structure.

*CCL Library Plan reference – 4.6, 4.7*

**RECOMMENDATIONS**

- 1. That the Transition update be noted*
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**MINUTE 13**

*It was resolved:*

- 1. That the Transition update be noted*

Moved        Bernard Rohan

Seconded    Jeff Springfield

Carried

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**MINUTE 14**

That the meeting resolved 'in camera' at 5.10pm and the meeting be closed to members of the community.

Moved        Bernard Rohan

Seconded    Jeff Springfield

Carried

IN-CAMERA

CC11/2022 CCL DISSOLUTION

*Report prepared by Beth Luppino*

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**MINUTE 16**

That the meeting resolved into 'open camera' at 5.50pm and the meeting be opened.

Moved Bernard Rohan

Seconded Jeff Springfield

Carried

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**MINUTE 17**

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

Moved Bernard Rohan

Seconded Jeff Springfield

Carried

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Meeting closed at 5.55pm

**NEXT MEETING**

Wednesday 27 April 2022 - Online Meeting