

Board Meeting 27 October 2016

## MINUTES

### SPECIAL MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 27 October 2016

Commenced at 3.00pm

Finished 4:00pm

At the Welsford 1 Meeting Room,

Greater Shepparton City Council Offices

Welsford Street, Shepparton, 3630

#### **BOARD MEMBERS in attendance**

Ms Kaye Thomson, Greater Shepparton City Council

Ms Leanne Mulcahy, Moira Shire Council

Mr Derek Poulton, Greater Shepparton City Council

Ms Fiona Blick, Moira Shire Council

Mr David Roff, Strathbogie Shire Council

Chief Executive Officer – Kevin Preece

#### ***Vision***

*Contemporary libraries that connect, empower and inspire our communities.*

## Meeting opened at 3:00pm

Derek Poulton chaired the meeting in the absence of Debra Swan and Gary Cleveland.

### 1.0 Acknowledgement

The Chairperson read the acknowledgement of traditional owners.

“We acknowledge the traditional owners of the land where we now meet and pay respect to their elders past and present.”

### 2.0 Apologies

Apologies were received from Debra Swan, Gary Cleveland, Les Oroszvary and Amanda Tingay.

Mr David Roff attended the meeting as the Strathbogie Shire Council senior officer representative replacing Mr. David Woodhams.

### 3.0 Confirmation of Minutes

**Moved : Kaye Thomson** **Seconded : Fiona Blick**  
That the Draft Minutes of the Ordinary Board Meeting held on 15 September 2016 be confirmed.  
**Carried**

### 4.0 Business arising from the previous meeting Minutes

#### 4.1 Board Meeting Action List

The Board action list was reviewed and has been updated.

No	Meeting	Action	Responsibility	Status
1	26 Nov 15	Undertake a review of Local Law 1	CEO	Process underway
2	23 June 16	Will/can councils distribute promotional material in rates mail outs? CEO has written to councils. Follow up with Council officers.	CEO	Nov 16

No other business was raised from the minutes.

### 5.0 Declaration under acts, regulations, codes or local laws & declaration of any interest or conflict of interest

#### 5.1 Meeting Declaration

The meeting declaration was read. No interests were declared.

## 6.0 Correspondence

The correspondence directly to and from the Board and / or of relevance to Board governance was listed and noted.

### 6.2 Correspondence Inwards

Date	From	Item
26/9/2016	Minister Hutchins	2016/17 Premiers Reading Challenge Book Fund
20/9/2016	Minister Hutchins	2016/17 Living Libraries Infrastructure Program
16/9/2016	VAGO	Independent Auditors Report
28/10/2016	CEO Strathbogie Shire	Nomination of David Roff as senior officer representative to the Board

### 6.3 Correspondence Outwards

Date	To	Item

**Moved : Fiona Blick**

**Seconded : Leanne Mulcahy**

That the Correspondence inwards and outwards be noted.

**Carried**

## 7.0 CEO Report

The CEO provided a verbal report on activities of the CEO and any salient items of specific operational and strategic interest that the CEO deemed to be relevant not covered elsewhere in the Agenda.

This included CEO activities and work priorities, including;

1. Cobram Library construction and coordination
2. Nagambie Library renewal
3. Training and Development project
4. Attendance at the Public Libraries Victoria Network (PLVN) AGM
5. Nomination to the PLVN Advocacy Advisory Group
6. Taking a weeks leave from 3-7 October.

The CEO advised that Manager Technical Services, Helen Delahenty will retire on 4 December. It is the intention of the CEO to backfill the position from within while reviewing the position and structure.

## 8.0 Financial Report

**Draft Financial Statements to 30 September 2016** and variance reports were presented.

The statements show that with 25% of the year completed we have spent 25.5% of the recurrent expenditure budget to be \$519 under YTD.

Revenue is on track with all major budgeted revenues received from our primary funders.

The major variations within the expenditures are:

- Employee benefits are \$15.4k higher YTD mainly due to Workcover payments to a separated employee. These will be balanced by receipt of funds from the Workcover Insurer.
- Repairs and Maintenance is under \$33.6k YTD primarily due to timing issues with payments to contractors for IT Maintenance services (\$27.4k).
- Capital expenditure is under \$28.3k YTD due to under expenditure of \$40k for the RFID project, spent in 2015/16 and early purchase of eBooks.

The current cash position is strong with \$1.72m in the bank. We will commence to draw this down to meet our commitments in coming months.

The Independent Auditors Report for 2015/16 was received on 26 September 2016. It is attached to the final signed financial statements included as part of the Annual Report.

**Moved : Derek Poulton**

That the Board approves the Financial report.

**Carried**

**Seconded : Kaye Thomson**

Leanne Mulcahy arrived at 3:15pm.

Voting was held on items 3,6,8 and 9.

## 9.0 Annual Report

The board were provided a copy of the completed 2015/16 Annual Report including the signed financial statements and Independent Auditors Report.

The reports have been submitted to the Minister.

Several comments were made in regard to the quality of the Annual Report.

**Moved : Leanne Mulcahy**

That board considers and adopts the 2015/16 Annual Report.

**Carried**

**Seconded : Fiona Blick**

## 10.0 Library Projects

A report was provided on all current major Library projects, including;

### **Service Transformation – RFID project**

The Board were advised that installation at the final location at Cobram will occur on 9 November 2016.

The board were informed that loans at the new self serve kiosks were running at over 60% of all loans. Given that this does not include Cobram or the Mobile Library that does not have self serve, this is a positive result. Some locations are achieving over 80% of all loans through self serve stations. Overall the self serve stations have been well received by patrons.

The overall forecast expense is \$375k against and overall budget of \$368k.

### **New Cobram Library project**

Construction on the new Cobram Library is well advanced with a scheduled completion date of 29 September 2016. It is unlikely that this will be achieved however it is expected that all interior works will be completed by Wednesday 2 November.

All shelving and furniture has been delivered to site and is ready for layout.

We plan to move stock from the old library on Monday 7 November utilising a specialist removal firm from Melbourne. Moira Shire Council have agreed to fund these works as part of the project.

RFID install and final set up will occur on 8-9 November with the library set to open for business in the new location on 10 November 2016.

On 19 September we handed a cheque to Moira Shire from the fundraising account for \$81,358.83. Together with the \$130,000 provided direct to Moira Shire from the RACV the total for the **community fundraising** is \$211,358.83.

### **Nagambie Library refurbishment**

The refurbishment of the library has commenced with works progressing well.

The library has closed to allow works to be undertaken from 11 October with a target reopen date of 2 November.

We are maintaining services to the community via weekly Wednesday visits by the Mobile Library and a van service on Fridays.

While all physical works and shelving will be completed by 2 November it is likely that some cabinet and desk items will not be available on time and will be fitted later. We have also delayed purchasing new furniture at this stage to ensure that all the main physical items can be secured within the budget. It is hoped that we will retain sufficient funds to obtain some new items to supplement the best of the existing furniture.

## 11.0 Information Items

The information report was noted.

The members discussed the Living Libraries Infrastructure fund guidelines.

Kaye Thomson advised that GSCC will be discussing a potential application for an upgrade and extension or new site for the Tatura library with the community with a view to putting an application in next year for 2018 funding.

## 12.0 Motions on Notice

There were no Motions on Notice received at least 7 days prior to the meeting, accepted by the Chairman and circularised to all board members.

## 13.0 Other Business

Kaye Thomson advised that there may be opportunities for partnership arrangements at the new Shepparton Art Museum. This could take the form of shared physical space or participation in events or displays.

Kaye also advised that she has requested an investigation into the possibility of improving the handicap parking at the Mooroopna Library following a request by the CEO.

## 14.0 Next Meeting

The next meeting is scheduled for 24 November 2016 at the new **Cobram Library**.

### Board Meeting Planner

Date	Meeting	Agenda Items
17 November 2016	Finance & Audit Committee	Risk Framework & RMP
24 November 2016	Board – <b>Cobram Library</b>	Adopt Annual Report Confirmation of chair, deputy, committees Review Code of Conduct
9 Feb 2017	Finance & Audit Committee	Review Draft Budget
16 Feb 2017	Board	Draft budget
20 April 2017	Finance & Audit Committee	Review Asset Register
27 April 2017	Board	Library Plan & SRP Review
15 June 2017	Finance & Audit Committee	
22 June 2017	Board – Location to be determined	Adopt Budget and SRP

Meetings will be held on a Thursday commencing at 2pm at the Shepparton Library.

Finance and Audit Committee meetings will be held at least one week prior to a general Board meeting and scheduled to meet participant's availability.

### Meeting closed at 4:00pm

Kevin Preece  
Chief Executive Officer  
31 October 2016