

Board Meeting 23 June 2016

## DRAFT MINUTES

### ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 23 June 2016  
Commenced at 2.10pm  
Finished 3:36pm  
At the Euroa Library Meeting Room,  
62 Binney Street, Euroa, 3666

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

Cr Debra Swan, Chairperson, Strathbogie Shire Council  
Cr Gary Cleveland, Deputy Chairperson, Moira Shire Council  
Ms Kaye Thomson, Greater Shepparton City Council  
Ms Amanda Tingay, Strathbogie Shire Council  
Mr David Woodhams, Strathbogie Shire Council  
Ms Leanne Mulcahy, Moira Shire Council  
Mr Derek Poulton, Greater Shepparton City Council

Chief Executive Officer – Kevin Preece

#### ***Vision***

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

Meeting opened at 2:10pm

## 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

The CEO advised that there is no advice in the Local Law in regard to formally resolving to accept apologies and that enquiries with other CEO’s have confirmed that it is not necessary.

An apology was received from Les Oroszvary and Fiona Blick and noted by the board.

## 3.0 Confirmation of Minutes

**Moved : Leanne Mulcahy** **Seconded : Gary Cleveland**  
That the Draft Minutes of the Ordinary Board Meeting held on 28 April 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 – prepare draft document for review	CEO	Reviewed at 23 June meeting
2	23 June 16	Will/can councils distribute promotional material in rates mail outs? CEO to write to councils.	CEO	Sept 16
3	23 June 16	Complete Performance Plan self assessment and provide to board members within 7 days.	CEO	30 June 16

The CEO advised that it was not possible to provide automatic membership to all ratepayers due to;

- Members need to agree to abide by the terms and conditions of membership,
- Not all ratepayers are residents and vice versa,
- This would skew state wide statistics and is not supported in national standards.

The board requested that the CEO write to Councils to ask if we can include a promotional insert into rates mail outs.

## 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
10/5/16	VAGO	Estimated Audit Fee 2016
26/5/16	Minister Hutchins	Advice of completion of Victorian Public Libraries – Critical Review
16/6/16	Minister Hutchins	Public Libraries Funding Program 2016-17 – Allocations

### 6.3 Correspondence Outwards

Date	To	Item
30/6/16	Kaye Thomson	Requesting change of parking time limit

Kaye Thomson advised that the parking times limits have been implemented as a trial opposite the Shepparton Library.

**Moved : Gary Cleveland**

**Seconded : David Woodhams**

That the Correspondence inwards and outwards be noted.

**Carried**

## 7.0 CEO Report

**The CEO left the room while a discussion took place in regard to the CEO Performance Review process.**

On return the CEO was advised that the board request that he provide a self assessment against the performance plan to the board within 7 days to enable the board members to undertake their assessment.

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

This included specifically:

1. CEO activities and work priorities, including his planned attendance at the ALIA National Conference in Adelaide on 29 Aug to 1 Sept and the Public Libraries Planning Summit in Kalorama in 25-27 July.
2. Advice of a recent termination of an employee.
3. Public Libraries Funding program for 2016/17
4. The KPMG Review of the Victorian Library
5. An enquiry on the organisations view on Marriage Equality.

The board noted the enquiry and requested that they review the issue after Council elections and subsequent nominations to the board.

**Moved : Gary Cleveland**

That the CEO Report be accepted.

**Carried**

**Seconded : Kaye Thomson**

## 8.0 Financial Report

Financial Statements to 31 May 2016 and variance reports were presented.

The Financial and Audit Committee met with the CEO on 16 June and reviewed the Financial Statements and Draft Budget 2016/17. The Chairman David Woodhams provided a report.

The statements show that with 92% of the year completed we have expended 92.8% of the recurrent expenditure budget to be \$56.09k over YTD.

The primary drivers of the over expenditure is the expense of \$45k for furnishing, shelving, signage and desks for Violet Town Library and a further \$10k paid to Strathbogie Shire as our contribution in advance to the Nagambie Refurbishment project.

Depreciation expense is \$21k higher than YTD budget due to higher book stock purchases and higher mobile library depreciation rate. Repairs and maintenance \$11k over due to additional IT maintenance expenses and additional Mobile Library repairs.

Revenue is on track with all major budgeted revenues received from our primary funders. We have received an additional \$44k from Strathbogie Shire for Violet Town and a grant of \$9k to extend Tech Savvy Seniors programs in 2015. Fees and fines is ahead of budget \$17k due to increased copy charges as a result of the review of copy and print charges in 2015.

The SCUDO Van was traded in for \$13k in April. This amount has been posted as a Net Gain on Disposal of Assets without accounting for the residual written down value. This will be adjusted next month and should provide for a much smaller Net Gain or Loss value.

Capital expenditure is over YTD by \$110.3k. This is due to timing of RFID expense being earlier than budgeted (\$40k) and also the bringing forward of \$35k of RFID contract payments into this financial year to ensure delivery of equipment for Cobram and Nagambie libraries.

Motor vehicle purchases are under \$33k YTD but have now been completed ahead of budget for this financial year and will finish \$6.8k under budget for the year. IT and Computer purchases in June will ensure that this item will be expended close to budget.

The current cash position remains strong with \$1.76m in the bank.

The revised forecast has been adjusted in the functional reports showing we are now on track for a small \$3.8k surplus for the year. The proposed training program development and has been deferred into next financial year to minimise the likelihood of a final loss position.

That the Board approves the Financial report.

**Carried**

## **9.0 Draft 2016/17 Budget**

The board were provided and discussed the draft 2016/17 budget for all activities of Goulburn Valley Libraries.

The DRAFT Budget and proposed revenue requirement has been communicated to all member Councils.

A draft Revenue and Expense budget and Balance Sheet and Cash Flow budget was prepared and endorsed at the 28 April Board meeting for public review

The key influences and assumptions in relation to the draft budget are;

1. Increased revenue requirement from each Municipality of 3%.
2. Assumed increase in State Govt grant revenue of 2.6%.
3. Investment in RFID technology, \$218k.
4. Proposed increase in Book stock purchase by \$50k.
5. Employee benefits increase by 3% due to approved EBA 2014. Increase of 0.7% above this reflects planned increase in opening hours.
6. Increase in depreciation expense of 5% due to increased capital purchases for RFID and book stock.

### **Communications**

- Public notification of adoption of the draft Budget was made by placing of Newspaper advertisements in the Public Notice section of the Shepparton News and Country News.
- Notice was also placed on the GVL website and made available for download via the website.
- Copies were placed at all GVL branch libraries.

Closing date for feedback was 17 June 2016.

### **9.1 Feedback and submissions**

Any person may make a submission on a proposal contained in the draft Budget under section 223 of the Local Government Act.

No feedback from the community was received in any form by the due date.

## 10.0 Library Plan 2016 Review

The Board adopted the 2015-19 Library Plan in June 2015 following an extensive process to develop a new four year Library Plan incorporating a Strategic Resource Plan.

At the 28 April 2016 meeting the board adopted the draft 2016 Library Plan Review for public review.

### 10.1 Communications

- Public notification of adoption of the draft Library Plan was made by placing of Newspaper advertisements in the Public Notice section Shepparton News and Country News.
- Notice was also placed on the GVL website and made available for download via the website.
- Copies were placed at all GVL branch libraries.

Closing date for feedback was 17 June 2016.

### 10.2 Feedback and submissions

Any person may make a submission on a proposal contained in the draft Library Plan under section 223 of the Local Government Act.

No feedback or submissions from the community was received in any form by the due date.

### 10.3 Amendments

No amendments are proposed from the version made available for public review.

**Moved : Kaye Thomson**

**Seconded : Gary Cleveland**

That the Board adopts the 2016 Review of the Library Plan 2015 -19 including the revised Strategic Resource Plan.

**Carried**

## 11.0 Business Operations Report

The board reviewed the Business Operations Report that provides an update on all salient Operational Activity of the Goulburn Valley Libraries for the period to date.

The current promotion activity was noted and further discussion on the potential to do direct mail or letter drops using a DL sized promotional insert.

**Moved : Gary Cleveland**

**Seconded : Derek Poulton**

That the Business Operations Report is accepted.

**Carried**

## 12.0 Review of Local Law 1

At the February board meeting the board noted and endorsed the proposal to review the Local Law No 1.

Initial legal advice on the proposed changes and process has been sought from Maddox Lawyers and following a review and input from the board a draft General (Amendment ) Local Law was distributed.

The Amendment addresses the issues of quorum and teleconferencing and other minor issues.

Derek Poulton advised that item 13 (a) 2 (b) (i) should be amended to ensure that a meeting does not cease if a person cannot be seen but can still be heard.

A revised Amended Local Law will now be prepared for public review, signing and sealing, and gazetting in accordance with the process.

**Moved : Derek Poulton**

**Seconded : Gary Cleveland**

That the Board notes the progress with Review of the Local Law 1.

**Carried**

**Moved : Leanne Mulcahy**

**Seconded : David Woodhams**

That the Board approves the Amended Local Law for Section 223 public review.

**Carried**

## 13.0 Library Projects

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

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

The project is currently on target for commencement of equipment install and go live at each library from 11 July 2016.

Tagging of the collection commenced on 26 April 2016 and has continued uninterrupted since with a projected completion date of 4 July 2016.

Essential works at libraries in preparation of equipment installation has commenced including service desk alterations and power and data works.

The board was advised that the approved Budget for 2015/16 is \$150k.

\$35k of contract pre payments to FE Technologies have been bought forward into 15/16 in order to bring forward the equipment manufacture and supply for Cobram and Nagambie Libraries. This will enable equipment to be installed earlier than previously projected. This is being coordinated with the council Project Managers for each of these library projects. Considering this pre payment, expense against budget is generally on track.

### **New Cobram Library project**

Construction on the new Cobram Library is well advanced with steel frames up, slab poured, roof installed. Windows and walls are due to be installed soon to get the project to lock up stage. We have also been working closely with the project manager to ensure that the construction allows for the installation of the RFID equipment.

Council have let a contract for the supply of furniture and it is expected that the shelving supply contract will be let very soon.

GVL will manage the procurement and supply of moveable IT equipment, ie PC's and TV screens.

The **community fundraising** has been progressing well with \$62.8k in the account and commitments up to \$73k. The RAVC have announced a major donation of \$130,000 !!! The RACV will receive naming rights to the children's areas and be recognised in the library through other ways, yet to be finalised.

The fundraising committee held a very successful **Library Lunch** on Friday 13 May at the Cobram Barooga Golf Club featuring author Rosalie Ham.

### **Nagambie Library refurbishment**

The Project Reference Committee held at Nagambie on 7 April made recommendations in regard to the project including;

- Prefer to increase the area in the library by removing walls to include the meeting room and staff room
- Potential teen/gaming zone in the meeting room space
- Paint or render internal brickwork to achieve light open space
- Improve the positioning of the external signage closer to the road
- Courtyard upgrade would be lower priority against larger internal space
- Could gain sponsorship/donations to achieve better outcome within budget

Planning has continued with the Council Project Manager, Mary Townsend making progress in getting all items accurately costed through quotations and seeking planning and building permits for the works.

The priority has been to ensure that the wall removals can occur to create additional space. Due to the need to undertake more detailed planning, a completion prior to October is very unlikely.

A library closure period of up to four weeks will be required to enable works to be completed. This period will be determined and advised as project planning progresses.

### **Yarrowonga Library**

Leanne Mulcahy reported on progress with a new library for Yarrowonga. Consultants have now been engaged to undertake a feasibility and site selection study.

A community reference committee meeting will be held soon.

**Moved : Gary Cleveland**

That the Board notes the Library projects report.

**Carried**

**Seconded : Amanda Tingay**

## 15.0 Information Items

This report provided items of interest, selected media clips and Corporation Media Releases for Board information including a the Public Libraries Funding Program guidelines and the Executive Summary of the Victorian Libraries Review 2016.

## 16.0 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.

## 17.0 Other Business

There was no other business not listed on the Agenda and raised at the meeting.

## 18.0 Next Meeting

The next ordinary meeting of the GVRLC Board will be held on **15 September 2016** commencing at 2pm at **Shepparton Library**. This meeting has been bought forward to ensure it is held before the caretaker period.

### Board Meeting Planner

Date	Meeting	Agenda Items
8 September 2016	Finance & Audit Committee	Review Annual Report & Financial Standard Statements
15 September 2016	Board	Review Annual Report & Financial Standard Statements Consider CEO Performance Review
27 October 2016	Special Board Meeting	Consider Annual Report
17 November 2016	Finance & Audit Committee	Risk Framework & RMP
24 November 2016	Board – <b>Cobram Library Tour Numurkah</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 3:36pm

Kevin Preece  
Chief Executive Officer  
28 June 2016