

Board Meeting 15 September 2016

## MINUTES

### ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 15 September 2016  
Commenced at 2.05pm  
Finished 3:50pm  
At the Shepparton Library Meeting Room,  
41-43 Marungi Street, Shepparton, 3630

#### **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  
Ms Fiona Blick, Moira Shire Council

Chief Executive Officer – Kevin Preece

#### ***Vision***

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

Meeting opened at 2:05pm

## 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

An apology was received from Les Oroszvary.

## 3.0 Confirmation of Minutes

**Moved : Gary Cleveland**

**Seconded : Derek Poulton**

That the Draft Minutes of the Ordinary Board Meeting held on 23 June 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

Item No. 2. A DL flyer has been produced and printed for distribution and was provided to Board members. No response has been received from any Council.

**Action** : Follow up with Council officers.

## 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
1 Sept 16	VAGO	Closing Audit Report and Final Management Letter
25 Aug 16	DEWLP	Receipt of approved Annual Budget
24 Aug 16	Ministers Office	Receipt of approved Annual Budget, Library Plan and SRP
16 Aug 16	DEWLP	Notice of Ministers approval and gazettal of Supplemental Library Agreement

### 6.3 Correspondence Outwards

Date	To	Item
15 Sept 16	LD Assurance	Management Representation Letter
7 Sept 16	CEO Moira	Request for Moira to fund Cobram Library move costs
23 Aug 16	Minister	Submission of adopted Annual Budget, Library Plan and SRP - email
11 Aug 16	CEO's GSCC, Moira, Strathbogie	Requesting inclusion of Library promotional material in mail outs

**Moved : Gary Cleveland**

That the Correspondence inwards and outwards be noted.

**Carried**

**Seconded : Leanne Mulcahy**

## 7.0 CEO Performance Review

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

On return the CEO was advised that the Board had received and discussed the report from the CEO Employment Matters committee who had conducted the CEO Performance Review.

The Chairperson advised that the Board are very happy with the performance of the CEO as documented in the review and that the Board has carried the following motion.

**Moved : Gary Cleveland**

That the remuneration paid to the Chief Executive Officer under the terms of the CEO Employment Contract be increased by 1.5% effective 1<sup>st</sup> July 2016.

**Carried**

**Seconded : David Woodhams**

The CEO thanked the Board for the time and effort involved to conduct the review and for their support and advised that he would accept this offer.

The Chairperson then advised that they had reviewed the draft Performance Plan for 2016/17 and accepted this plan with one addition. This being to add a target to increase eBook and eAudiobook stock for 2016/17.

The CEO advised that he would accept this Performance Plan.

The Chairperson then advised that the Board had also passed the following motion.

**Moved : Leanne Mulcahy**

**Seconded : Fiona Blick**

That the Board wishes to take up the CEO Employment Agreement option and extend the current contract due to expire on 31 March 2017 for a further three years.

**Carried**

The CEO thanked the Board for their confidence and advised that he would accept this proposition and look to negotiate a new agreement with the Board before expiry of the existing agreement.

## **8.0 CEO Report**

The CEO then 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. The CEO advised that he did not attend the ALIA National Conference and sent the Manager Library Services in his stead.
2. RFID Project implementation
3. Cobram Library planning and implementation
4. Annual Reporting
5. Nagambie Library upgrade planning and implementation
6. The commencement of the Training and Development Project

Derek Poulton commented that it was good to see that staff were given the opportunity to attend conferences for their professional development.

**Moved : Derek Poulton**

**Seconded : Amanda Tingay**

That the CEO Report be accepted.

**Carried**

## 9.0 Financial Report

**Draft Financial Statements to 31 August 2016** and variance reports were presented.

The Finance and Audit Committee has met on 8 September and reviewed the Financial Statements to 31 August 2016 and the draft Financial Report to year end 30 June 2016. Minutes of the meeting were provided. The Chairman David Woodhams provided a report.

The statements show that with 17% of the year completed we have expended 16% of the recurrent expenditure budget to be \$34.3k under YTD.

The primary driver of the under expenditure YTD is the timing of IT maintenance agreement payments. All other costs are within reasonable variances for this time of year.

Revenue is on track with first instalments from member councils received and all of the State Government Grant received. The State Government Grant is \$10k less than budgeted. We have received a \$16k grant for Tech Savvy Seniors classes in 2016/17.

Capital expenditure is under YTD by \$30.8k. This is due to \$40k of RFID expense being incurred in 2015/16 and \$6k of computer purchases for Cobram library not incurred yet.

Book stock purchases are ahead of budget by \$23.6k due to payment up front of eBook purchases for the year.

**Draft Financial Report to 30 June 2016** were reviewed and questions taken. The Statements have been audited by the VAGO appointed auditors, LD Assurance and reviewed by the Finance and Audit Committee on 8 September with the Auditors in attendance.

David Woodhams addressed the VAGO Closing Audit Report and the Final Management Letter. David noted all matters had been or were in the process of being addressed.

It was noted that the Review of Corporation Policies had been completed and that the Fraud Management Control Policy will be reviewed by January 2017.

The only other item outstanding was the Stocktake and review of Library stock that is scheduled to be completed by 30 June 2017.

The board noted the treatment of eBooks as capital assets. The CEO advised that this was an area of discussion in the industry and that it is expected that a standard approach will be adopted.

The members also noted the treatment of the Cobram Library fundraising account and income and payments to Strathbogie Shire for library works associated with Violet Town Library.

David advised that the members present at the Finance and Audit Committee meeting had recommended that the Board adopt and authorise signing of the Financial Report to 30 June 2016.

**Moved : David Woodhams**

**Seconded : Gary Cleveland**

That the Board endorses the Annual Financial Report for 2015/16 and authorises the Chairperson and Deputy Chairperson to sign.

**Carried**

**Moved : Gary Cleveland**

**Seconded : David Woodhams**

That the Board approves the Financial report.

**Carried**

## **10.0 Draft 2016/17 Operations Report**

The board were provided a Draft of the 2016/17 Operations Report.

Derek Poulton noted some statistical discrepancy with eResource loans and requested these be verified before final adoption.

The CEO requested that the board provide any feedback on the report by 23 September to enable finalisation for submission to the Minister before 30 September.

**Moved : Fiona Blick**

**Seconded : Leanne Mulcahy**

That board notes and reviews the draft 2016/17 Operations Report.

**Carried**

## **11.0 Cobram Library Fundraising**

The CEO provided an updated paper for the meeting with a revised bank account balance to 15 September of \$81,400.23.

Leanne Mulcahy advised that she thought that we should withdraw the full amount of the account to pay Moira Shire and close the account as per the original Board resolution to ensure that we are not retaining and residual monies that were provided to the fundraising appeal. This view was supported around the table.

Members commented on the fantastic effort by the Cobram community to raise a total of over \$205,000 towards the Library and thanked Gary Cleveland and the CEO for their efforts and support of this project.

**Moved : David Woodhams**

**Seconded : Derek Poulton**

That the Board approves the withdrawal of all funds from the Cobram Library Fundraising Account and authorises the approved signatories to withdraw the full available amount and pay Moira Shire for Cobram Library construction.

**Carried**

**Moved : Derek Poulton**

**Seconded : Gary Cleveland**

That the Board approves the invoicing of Moira Shire the amount of \$5,558 for expenses incurred associated with the fundraising activities.

**Carried**

## 12.0 Review of Local Law 1

The board noted the report on progress of development of a new Local Law 1 -2016.

The board were advised that no submissions were received following notice in local newspapers and that now the proposal to make a Local Law will be advertised in the Victorian Government Gazette as per the revised plan and timetable.

**Moved : Leanne Mulcahy**

**Seconded : Fiona Blick**

That the Board notes the progress in making a new Local Law 1- 2016.

**Carried**

## 13.0 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 CEO advised that we are developing a new TV Ad using local artist and casual employee Mimi Leung who is producing a simple animated advertisement using staff voices.

Derek Poulton noted what appears to be an anomaly in the data with in Library internet use.

**Moved : Derek Poulton**

**Seconded : Amanda Tingay**

That the Business Operations Report is accepted.

**Carried**

## 14.0 Regional Libraries Syndicate Community Survey 2016

The board were advised of our participation in the Regional Libraries Syndicate Community Survey undertaken by Nexus Research for the first time. This is a regular statistical survey of participating Library services conducted since 2004 featuring both regional and metropolitan library services.

For Goulburn Valley Libraries a sample of 200 respondents was achieved with 60 returns over the Internet and 140 through Computer Aided Telephone Interviews.

In general the data provides a snapshot in time to measure future progress and to benchmark against similar regional library services and larger metropolitan services.

The survey provides important user and non user demographic, service preference and usage information.

The board noted the relatively high satisfaction ratings in comparison to other regional library services and other points of interest.

**Moved : Kaye Thomson**

**Seconded : Fiona Blick**

That the Board notes the Nexis Community Survey 2016.

**Carried**

## **15.0 Library Projects**

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

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

The Board were advised that installation at all locations (except Cobram) commenced on 18 July and was completed on 27 July 2016. All locations went live with RFID at the completion of the install. Staff were also given training on the equipment at the Administration office a week prior to install and by the installing technician on site. The overall implementation and acceptance by staff and patrons has been very good.

The board approved Budget for 2015/16 was \$150k and for 2016/17 id \$218k. Expense of ~\$50k was brought forward into 15/16 to enable timely installations and to meet project timelines.

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 lock up stage very close. Construction of building works including interior fit out has been impacted by weather and is now projected to be completed by mid to late October 2016.

We have requested that Moira Shire assist with an unbudgeted item for professional relocation of book stock to the new library.

We have revised the projected opening date to 9 November 2016.

### **Nagambie Library refurbishment**

The Project Reference Committee met on at Nagambie on 26 August and discussed the current plans and cost estimates.

All items have been costed accurately based on quotes and it is clear that the budget is very tight to achieve what we need to get a good result.

Strathbogie have requested, and I have agreed to, a further contribution from GVL of \$3k to ensure we can fund the project.

Wel engaged Sheree Tavener from Decore Blitz at Shepparton to provide colour recommendations and these have been accepted by the committee.

We are now commencing with ordering shelving materials and furniture to ensure we can have the project finished prior to 31 Dec 2016.

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.

That the Board notes the Library projects report.

Works have commenced on Monday 12 September.

## **Yarrowonga Library**

Leanne Mulcahy reported on progress with a new library for Yarrowonga. A meeting of the project steering committee was held on 23 August to receive the draft report from consultants Urban Enterprise who have completed a Future Needs Analysis and Site Identification for a new Library for Yarrowonga.

The report highlights the Yarrowonga Town Hall precinct as the most suitable area for a Library/Civic services location. This report will now go to Council for review and endorsement of the next stage.

**Moved : Kaye Thomson**

That the Board notes the Library projects report.

**Carried**

**Seconded : Gary Cleveland**

## **16.0 Information Items**

The information report was noted.

Leanne Mulcahy advised that the Yarrowonga Library Future Needs Analysis could be circulated to board members.

## **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**

Fiona Blick asked a question in relation to supplying an RFID tag for the mail man at Yarrowonga so that mail could be delivered via the returns chute when the library is closed.

The CEO advised that this would be possible and requested Fiona advise them to drop in to the Yarrowonga Library when open to request this from the staff.

Gary Cleveland spoke and thanked the Chairperson Debra Swan for her efforts and contribution as Chairperson in her first year and wished her luck at the Council elections.

The Chairperson made a presentation of certificate and gift to outgoing Board member David Woodhams and thanked him for his outstanding service to the Board over many years. His contributions particularly in regard to financial matters will be missed.

## 18.0 Next Meeting

The next meeting scheduled for 27 October 2016 to consider the Annual Report. As this will be close to the Council elections, positions may not be sorted and so a stand in Chairperson will be required.

**Moved : Gary Cleveland** **Seconded : David Woodhams**  
That the Board appoints Derek Poulton as the Chairperson for the special meeting on 27 October 2016..  
**Carried**

The next ordinary meeting of the GVRLC Board will be held on **24 November 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
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 3:50pm**

Kevin Preece  
Chief Executive Officer  
28 June 2016