

Board Meeting 24 November 2016

DRAFT MINUTES

ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 24 November 2016
Commenced at 2.10pm
Finished 3:20pm
At the Cobram Library Meeting Room,
14 Punt Road Cobram, 3644

BOARD MEMBERS in attendance

Cr Debra Swan, Strathbogie Shire Council
Cr Gary Cleveland, Moira Shire Council
Ms Kaye Thomson, Greater Shepparton City Council
Ms Leanne Mulcahy, Moira Shire 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 2:10pm

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

Apologies were received from Derek Poulton, Amanda Tingay and David Roff.

3.0 Confirmation of Minutes

Moved : Kaye Thomson

Seconded : Fiona Blick

That the Draft Minutes of the Special Board Meeting held on 27 October 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 24 Nov 16	Will/can councils distribute promotional material in rates mail outs? CEO has written to councils. CEO to send copy of letter to Senior Officer representatives from each Council for follow up.	CEO	Feb 2017
3	24 Nov 16	Write to Greater Shepparton City Council advising that the Councillor representative will become the deputy Chairperson and take the Chairperson role after 12 months service.	CEO	Feb 2017
4	24 Nov 16	Investigate eco friendly Library Bags.	CEO	Feb 2017
5	24 Nov 16	Send a copy of Yarrowonga Site Assessment to Board members	CEO	Feb 2017

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.

It was noted that Ordinary returns will again be due in February 2017.

6.0 Board Membership and Office Bearers

Board membership

Strathbogie Shire has completed its selection process and has nominated David Roff as the new Senior Officer Representative on the Board to replace David Woodhams.

Strathbogie Shire has advised that Cr Debra Swan will continue to be the Strathbogie Shire Councillor representative.

Moira Shire has advised that Cr Gary Cleveland will continue to be the Moira Shire Councillor representative.

Moved : Kaye Thomson That the nominations for Board membership for David Roff be confirmed. Carried	Seconded : Fiona Blick
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Office Bearers

The outgoing Chairperson is Cr Debra Swan (Strathbogie Shire). The outgoing Deputy Chairperson is Cr Gary Cleveland (Moira).

GVRLC Board convention dictates that the Chair is held by a Councillor and that the Chair is rotated between Councils and the Deputy Chair would normally be the next incumbent.

Kaye Thomson advised that the Greater Shepparton representative should be the new Chair under the rotation convention but as this representative will not be known until 20 December we should defer appointing a new Chairperson until after that appointment is known.

Gary Cleveland spoke against this view and put that it would be preferable if the new Greater Shepparton representative were to be deputy Chairperson for a year with a view to taking the Chair in their second year to ensure they could learn about the corporation and role before taking on the job.

Moved : Kaye Thomson That we defer the appointment of a new Chairperson until after the Greater Shepparton Councillor representative is known. Motion lapsed for want of a seconder.	Seconded : No seconder
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Gary Cleveland advised that he would be happy to be the Chairperson for the coming year with a view to allow the new Greater Shepparton representative take the Chair in the following year. This would provide a good succession into the role and enable continuity.

Moved : Kaye Thomson That Gary Cleveland be appointed as Chairperson and that the new Greater Shepparton Councillor representative be appointed as Deputy Chair pending their appointment to the Board and their acceptance of the role. Carried.	Seconded : Fiona Blick
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The Board noted that it is the clear intent that the Greater Shepparton Councillor representative will become the Chairperson after the first year as Deputy Chairperson.

Gary Cleveland assumed the Chair and thanked outgoing Chairperson Debra Swan for her service over the past year.

Action: Write to Greater Shepparton City Council advising that the Councillor representative will become the deputy Chairperson and take the Chairperson role after 12 months service.

7.0 Correspondence

There was no correspondence directly to and from the Board and / or of relevance to Board governance that was listed.

8.0 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 specifically CEO activities and work priorities including;

- Cobram Library preview evening
- Training and development project
- Risk Register Review
- Nagambie Library completion
- IT systems review

The CEO requested that the Board initiate a new draft **CEO Employment Agreement** as the basis for negotiating a new agreement before 31 March 2017 when the current agreement expires as per the resolution of the Board at the September meeting.

The CEO advised the board of the retirement of Helen Delahenty the **Technical Service Manager** and the process to backfill the position for six month using internal resources pending a review of the position.

Moved : Leanne Mulcahy
That the CEO Report be accepted.
Carried

Seconded : Fiona Blick

9.0 Financial Report

Signed Financial Statements to **31 October 2016** and variance reports were presented.

The statements showed that with 33% of the year completed we have expended 34% of the recurrent expenditure budget to be \$3k over YTD.

The only material issue is depreciation is \$9k over due to the inclusion of RFID purchases and additional computer equipment for Cobram and Nagambie libraries. All other costs are within reasonable variances for this time of year.

Revenue is on track with second 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.

The CEO advised that the shortfall from the State Government Grant will be met through minor expenditure adjustments.

Capital expenditure is under YTD by \$39.3k. This is primarily due to \$40k of RFID expense being incurred in 2015/16. Book stock purchases are ahead of budget by \$11.8k due to payment up front of eBook purchases for the year.

It was noted that the Finance and Audit Committee did not meet the week prior due to member unavailability and the next meeting will occur in February prior to the next Board meeting.

Moved : Leanne Mulcahy

That the Board approves the Financial report.

Carried

Seconded : Kaye Thomson

10.0 Business Operations Report

The board were provided an updated 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 Board noted the increase in eBook, eAudio Book and eMagazine loans and the continued promotions activity.

Debra Swan advised that she had seen eco friendly hessian Library Bags at another library she had visited and believed that they may provide a popular option for our younger patrons.

Action : Investigate eco friendly Library Bags. - CEO

Moved : Kaye Thomson

That the Business Operations Report be accepted.

Carried

Seconded : Fiona Blick

11.0 Review of Board Code of Conduct

The existing Board Code of Conduct was provided for review by the Board.

No proposed amendments or comments were received.

Moved : Debra Swan

Seconded : Fiona Blick

That the Board has reviewed and adopts the Board Code of Conduct.

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.

Revised plan and timetable

- Initial board review of Local Law – 25 February 2016 - **complete**
- Legal Advice sought on proposed changes – **complete**
- Draft Local Law prepared – 23 June 2016 – **complete**
- Notice of proposal to make new Local Law - **complete**
- Notice of proposal to make new Local Law in Govt Gazette - **complete**
- Public review – 28 days for submissions – **complete**
- Consideration of submissions, determine to make new Local Law – Nov 2016
- Signing and sealing of new Local Law – Nov 2016
- Notice of making new Local Law – Dec 2016
- Forward to Minister and gazetting – Dec 2016

12.1 Advertising and submissions

A public notice advising that the Board is proposing to make a Local Law and inviting submissions under Section 223 of the LGA 1989 was placed in the Shepparton News and Country News on 22 July 2016.

A notice of a proposal to make a new Local Law has been placed in the Victorian Government Gazette on 22 September 2016.

The Draft Local Law was made available for review via the website and at the administration office at 79 Benalla Road Shepparton.

At the close of the 28 day period on 20 October 2016 no submissions had been received.

Moved : Debra Swan

Seconded : Leanne Mulcahy

That the Board resolves to;

1. make the Local Law in the form of the draft Local Law 1-2016 attached to this report;
2. affix the common seal to the Local Law so made, and,
3. authorise the CEO to give notice of the making of the Local Law in a newspaper generally circulating within the municipal districts of member councils and the Victoria Government Gazette.

13.0 Library Projects

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

Service Transformation – RFID project

Installation at Cobram was completed on 9 November. This is the last install and signifies practical completion of the project.

RFID Budget

The board approved Budget for 2015/16 is \$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.

	Actual	Annual Budget	Forecast	Comments
2015/16	\$200,982	\$150,000	\$200,982	\$50k expense brought forward
2016/17 YTD	\$159,037	\$218,000	\$174,018	
Total project	\$360,019	\$368,000	\$375,000	Additional tags purchased as part of project. Higher in Library modification works expense than anticipated.

New Cobram Library project

Construction on the new Cobram Library is now complete. Landscaping works will be completed over the next month..

The Library has been open for business from 15 November 2016.

A Special Preview Evening is planned for 7 December from 6:30pm to 8pm to be hosted by Goulburn Valley Libraries and Moira Shire to thank sponsors, donors and contributors and help promote the Library to the community.

Nagambie Library refurbishment

The refurbishment of the library is close to completion with the installation of the joinery and purchase of additional furniture the only items pending.

The library was closed to allow works to be undertaken from 11 October and reopened on 2 November.

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

Yarrowonga Library

Leanne Mulcahy advised that the Moira Shire Council has accepted the Site Assessment report and it would be appropriate to distribute to Board members.

Action : Send a copy of Yarrowonga Site Assessment to Board members.

Tatura Library

A meeting is planned with Greater Shepparton to develop a timeline and project plan to enable an application for funding in 2017 for a project to commence in 2018.

Moved : Fiona Blick

That the Board notes the Library projects report.

Carried

Seconded : Kaye Thomson

16.0 Information Items

The information report was noted including the PLVN Submission to Infrastructure Victoria's draft 30 year infrastructure strategy.

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

Leanne Mulcahy requested that Yarrawonga Library be included on future Agendas to ensure this project is getting board attention.

18.0 Next Meeting

The next ordinary meeting of the GVRLC Board will be held on 16 February 2017 at the Shepparton Library.

Board Meeting Planner

Date	Meeting	Agenda Items
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 normally 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 and normally commence at 3pm.

Meeting closed at 3:20pm

Kevin Preece
Chief Executive Officer
28 November 2016