

Board Meeting 18 September 2017

MINUTES

ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 18 September 2017
Commenced at 2.06pm
Finished 3:40pm
At the Shepparton Library Meeting Room,
41-43 Marungi Street Shepparton 3630

BOARD MEMBERS in attendance

Cr Gary Cleveland, Chairperson, Moira Shire Council
Cr Seema Abdullah, Deputy Chairperson, Greater Shepparton City Council
Cr Debra Swan, Strathbogie Shire Council
Ms Kaye Thomson, Greater Shepparton City Council
Ms Georgia Hills, Moira Shire Council
Mr David Roff, Strathbogie Shire Council
Ms Amanda Tingay, Strathbogie Shire Council

Chief Executive Officer – Kevin Preece

Vision

Contemporary libraries that connect, empower and inspire our communities.

Meeting opened at 2:06pm

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 prior to the meeting from Derek Poulton and Fiona Blick.

3.0 Confirmation of Minutes

Moved : David Roff

Seconded : Amanda Tingay

That the Draft Minutes of the Board Meeting held on 22 June 2017, as circulated, 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	24 Nov 16	Investigate eco friendly Library Bags.	CEO	Options presented. Complete
2	27 April 17	Investigate options to promote Donations, Gifts and Bequests.	CEO	Brochure printed. Complete
3	27 April 17	Talk to Rotary Clubs about donations to East Timor. Investigate what Echuca library is doing to donate to East Timor.	Derek Poulton CEO	Shepp Rotary engaged. Process being developed.
4	22 June 2017	Provide a presentation on Internet access and filtering policies	CEO	Sept 2017 Complete
5	22 June 2017	Provide an analysis report on the current stock levels, investment and usage across all categories to enable an informed discussion on stock investment balance	CEO	Sept 2017 Initial data provided. Underway – Nov 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.

6.0 Correspondence

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

The CEO also noted and tabled late correspondence from CEO Moira Shire advising that Sally Rice is the new executive nomination from Moira Shire to replace Georgia Hills.

The Chairperson thanked Georgia for her contribution during her time on the Board.

Moved : Debra Swan

Seconded : Kaye Thomson

That the Correspondence inwards and outwards be noted.

Carried

7.0 CEO Performance Review

The CEO left the room while the Board discussed the CEO Performance Review.

The Chairperson had previously distributed a Performance Appraisal Report to all the Board members as the outcome of the CEO Performance Review process.

Moved : Seema Abdullah

Seconded : Debra Swan

That GVRLC Board adopt this Performance Appraisal Report for its Chief Executive Officer, Kevin Preece for 2016/2017.

That the Remuneration paid to the Chief Executive Officer under the terms of the CEO Employment Contract be increased from \$143,201 p.a. to \$145,349 p.a. (1.5% increase) effective from 1st October 2017.

That the Board adopt the CEO Performance Plan 2017/2018.

Carried

The CEO returned to the room and was advised of the outcome.

The CEO thanked the Board for the conduct of the process and the continued confidence expressed by the Board in himself.. The CEO advised he was looking forward to delivering further improvements at Goulburn Valley Libraries in the next few years.

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 priorities.
- An update on the Training and Development project and productivity initiatives
- A report on the Local Government Act review and the potential implications for Regional Library Corporations.

Moved : Kaye Thomson

That the CEO Report be accepted.

Carried

Seconded : David Roff

9.0 Financial Report

Michael Dwyer from Greater Shepparton City Council attended for this item.

Audited draft **Financial Report to 30 June 2017** 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 13 September with Stephen O’Kane from the Auditors in attendance.

Kevin advised that the report reflected the position reported during the year with a small surplus of \$30k achieved as well as retention of over \$1.15million cash holding at EOFY.

David Roff addressed the VAGO Closing Audit Report and the Final Management Letter. David noted all matters had been addressed other than the Stocktake that was being finalised.

It was reported that the stocktake had identified @7,000 items missing and that this could require an adjustment in next years accounts.

Michael reported that the methodology for calculating the Provisions for Long Service Leave had changed and this resulted in a \$55k variance on the previous year. An error in an earlier version had also been detected and rectified. The amount allowed as used and additional provisions has now been checked and verified.

Signed Financial Statements to **31 Aug 2017** and variance reports were presented.

Our finance contractor, Greater Shepparton City Council, have migrated to a new financial system. This is the first report produced under that system.

Kevin advised that we anticipate that there will be some fine tuning of accounts and budgets required before we get good functional reporting.

The statements show that with 17% of the year completed we have expended 16% of the recurrent expenditure budget to be \$20.3k under YTD.

Revenue is ahead of schedule with the first instalments from each council received and the final payment of the State Government Grant (\$399k) received earlier than budgeted.

Capital expenditure is on track with minimal variances.

Moved : David Roff **Seconded : Debra Swan**

That the Board approves the Financial report.

Carried

Moved : David Roff

Seconded : Kaye Thomson

That the Board endorses the Annual Financial Report for 2016/17 and authorises the Chairperson and Deputy Chairperson to sign.

Carried

10.0 Draft 2017/18 Annual Operations Report

A draft Annual Operations Report was provided and reviewed by the Board. The Board noted the highlights and achievements and commented on the quality of the report.

Amanda Tingay noted that the photos of patrons did not sufficiently reflect the community diversity and suggested that some of the photos be reviewed.

Moved : Amanda Tingay

Seconded : Debra Swan

That the Board notes the draft 2016/17 Annual Operations Report and provided feedback.

Carried

11.0 Child Safe Policy

In response to the Betrayal of Trust Inquiry, the Victorian Government has introduced compulsory minimum Child Safe Standards that apply to all organisations that provide services to children. The Child Safe standards are enshrined in law and are designed to protect children from all forms of abuse.

Management has developed a draft Child Safe Policy for Goulburn Valley Libraries.

The draft Child Safe Policy will provide the over arching guidance for management, staff and volunteers and demonstrate a commitment at the highest level to developing and maintaining a Child Safe culture and organisation.

The Board reviewed the draft Child Safe Policy and discussed the need and processes for staff to hold valid Working With Children Checks.

Moved : Georgia Hills

Seconded : Debra Swan

That the Board approves the Goulburn Valley Libraries Child Safe Policy.

Carried

12.0 Internet Access and Filtering

At the 22 June 2017 board meeting the board questioned the approach to internet access and censorship of materials available to patrons and management of same.

The Board were provided with and reviewed the ;

- GV Libraries Computer Use and Internet Policy
- ALIA Statement on free access to information
- GV Libraries Acceptable Use Agreement

The CEO outlined the current approach;

- Goulburn Valley Libraries does not censor or filter sites on the internet.
- We ensure that all users agree to “legal” use and access of materials and information through an “Acceptable Use Agreement” that must be “agreed” to before any computer or wifi session at our libraries.
- We “passively” monitor use in public spaces to ensure appropriate use.
- We “actively” monitor use if suspicions are raised by patrons or staff.
- Any suspected illegal or criminal use is reported to the police.
- We actively promote and support on line safety through our eSmart Library accreditation and processes.

Members of the Board questioned how we would deal with persons using our computers for potential “state security or terrorist” activity and that because we automatically “clean” the computers after each use would remove any potential trail?

The CEO advised that the risks were reduced significantly with the current approach, however not eliminated, and that the philosophy of “open access” to information was a firm Library industry principal.

Moved : David Roff

Seconded : Kaye Thomson

That the Board notes and endorses the Goulburn Valley Libraries approach to Internet Access and Filtering.

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.

Amanda Tingay asked if the Aboriginal Library Officer, to be advertised soon would be restricted to Aboriginal applicants. The CEO advised that this is the case.

The Board noted the break in at the Violet Town Library and the police action following.

The Board noted the status of the 2017 Stocktake and noted the current projected missing items of @7,000 items or 4% of the collection. This is considered a good loss rate considering the last stocktake in 2004.

Moved : Amanda Tingay

Seconded : Debra Swan

That the Business Operations Report be accepted.

Carried

The Board also viewed and noted the progress in the development of a new website and the new “Kanopy” movie streaming service that will commence soon.

14.0 Collections Development Review

A summary data report was provided to the Board for review showing the break up of loans, number of items and budget for each physical and electronic item type.

It was noted that DVD's are still popular making up 6.1% of total items and consuming 10.3% of the budget but delivering 16.9% of the loans.

Books make up 79% of the collection, consume 55% of budget and deliver 70% of loans.

eBooks are 3.5% of the collection and deliver 3.1% of loans but consume 12.2% of the budget.

Further data will be provided analysing each category in detail for the Collections Development review at the November meeting.

Moved : Amanda Tingay

Seconded : Seema Abdullah

That the Board notes the data provided for the Collections Development review.

Carried

15.0 Library Projects

A report was provided on all current major Library project proposals, including Yarrawonga Library and Tatura Library.

The CEO advised that the target time for applying for Living Libraries grants will be May 2018 for both projects. The CEO advised that he hoped to get DEWLP officers to visit Tatura and Yarrawonga in the new year to ensure they were aware of the projects and that they were on the radar prior to the applications.

A draft concept plan for the new Tatura was viewed and noted by the Board.

Moved : Debra Swan

Seconded : David Roff

That the Board notes the Library projects report.

Carried

16.0 Information Items

The Board noted the items of interest provided including:

- Donations Gifts and Bequests brochure
- Local Government Act Review update
- Tatura Library concept plans

Moved : Amanda Tingay

Seconded : Seema Abdullah

That the Information Items Report is noted.

Carried

17.0 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.

18.0 Other Business

There was no other business raised and accepted by the Chairperson.

19.0 Next Meeting

A Special Board meeting is scheduled for 26 October 2017 to consider the Annual Report. This meeting may be convened by teleconference.

A new date was proposed for the November meeting due to the likely absence of Board members.

Monday 20th November 2017 was proposed at the Tatura Library with the Christmas dinner to be held at Shepparton at 6pm afterwards. To be confirmed.

Board Meeting Planner

Date	Meeting	Agenda Items
26 October 2017	Special Board Meeting	Consider Annual Report
16 November 2017	Finance & Audit Committee	Asset Register
20 November 2017 To be confirmed	Board – Tatura Library Board Dinner 6pm Shepparton	Adopt Annual Report Confirmation of chair, deputy, committees Review Code of Conduct
8 Feb 2018	Finance & Audit Committee	Review Draft Budget
15 Feb 2018	Board	Draft budget
19 April 2018	Finance & Audit Committee	Review Asset Register
26 April 2018	Board	Library Plan & SRP Review
14 June 2018	Finance & Audit Committee	
21 June 2018	Board – Location to be determined	Adopt Budget and SRP
13 September 2018	Finance & Audit Committee	Review Annual Report & Financial Standard Statements
20 September 2018	Board	Review Annual Report & Financial Standard Statements Consider CEO Performance Review
25 October 2018	Special Board Meeting	Consider Annual Report
15 November 2018	Finance & Audit Committee	Asset Register
22 November 2018	Board – Location to be determined	Adopt Annual Report Confirmation of chair, deputy, committees Review Code of Conduct

Meeting closed at 3:40pm

Kevin Preece
Chief Executive Officer
20 September 2017