

Board Meeting 20 November 2017

MINUTES

ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Monday 20 November 2017
Commenced at 2.10pm
Finished 3:44pm
At the Tatura Library

12-16 Casey Street, Tatura, 3636

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 Sally Rice, Moira Shire Council
Mr David Roff, Strathbogie Shire Council
Ms Amanda Tingay, Strathbogie 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

No apologies were received. Sally Rice arrived after item 7.

3.0 Confirmation of Minutes

Moved : David Roff

Seconded : Derek Poulton

That the Draft Minutes of the Special Board Meeting held on 26 October 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	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 underway
2	20 Nov 17	Collection data and depreciation rates to be reviewed by external expert to advise on appropriate depreciation rates for each category to be applied in 2018/19.	CEO	Feb 2018
3	20 Nov 17	Send a thankyou letter to Fiona Blick.	CEO	November 2017
4	20 Nov 17	Set date for Strategy Workshop via a Doodle Poll	CEO	November 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.

Amanda Tingay declared an interest in Item 14 and advised that her department at GSCC is dealing directly with the Tatura Library project.

No other interests were declared.

6.0 Correspondence

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

The Chair asked if a thankyou letter had been sent to Fiona Blick for her time on the Board.

Action : Send a thank you letter to Fiona Blick thanking her for her time and contribution to the Board - CEO

7.0 CEO Report

The CEO provided a 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,
- The appointment of a contractor to undertake Managed Print Services,
- The CEO's involvement as Deputy Chair of the SWIFT Library Consortium and appointment of a new Business Manager,
- The CEO's involvement in the State Library Advocacy Working Group,
- An update on the Training and Development project and productivity initiatives

Moved : Debra Swan

That the CEO Report be accepted.

Carried

Seconded : Seema Abdullah

8.0 Financial Report

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

Our finance contractor, Greater Shepparton City Council, have migrated to a new financial system and Kevin advised that we anticipate that there will be some fine tuning of accounts and budgets required before we get good functional reporting.

The Finance and Audit Committee met on 16 November 2017 and reviewed the Financial Statements to 31 October 2017 from our finance contractor Greater Shepparton City Council.

The CEO commented and expanded on the main variations.

The statements show that with 33% of the year completed we have expended 32% of the recurrent expenditure budget to be \$37.6k 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.

The Premiers Reading Challenge Grant (\$26.2k) has not yet been received giving an equivalent reduction in budgeted revenue.

User Fees revenue is ahead by \$25.1k primarily due to the incorrect allocation of an \$18k grant from the Friends of Shepparton Library to purchase a new Scan Pro device for the genealogy room. This revenue should be shown in "Other Income" and will be corrected in future reports.

It was noted that the YTD budget for Depreciation expense was not correct and that this showed a resultant over expenditure of \$33k. This will be corrected in coming month's reports.

Expenses are \$21.6k under budget YTD primarily due to delays in recruiting staff to fill vacant positions, expense allocations etc.

Capital expenditure is on track with minimal variances other than timing associated with computer and equipment replacements.

The stocktake of the physical collection has been completed and an initial analysis of the results presented.

The outcome show a physical collection of 152,432 items, a loss of 4.1% or 6,082 items. This was less than anticipated and is a reflection of the significant work done with the collection to convert the collection to RFID in 2016.

An analysis of the actual collection data provided a total original cost of \$3,991,392. An estimate of the Annual Depreciation expense and Written Down Cost was made based on the actual collection data and current depreciation rates, and this has produced a similar number to that calculated in the annual financial statements based on annual purchases.

The make up of the collection has changed over the last five years and while it appears that the depreciation charges and current written down cost may reflect the current collection, with the growth in eResources and likely trend for reduced growth in physical AV materials the current depreciation rates may not be reflective going forward.

The CEO advised that he is planning to get an external expert to review the data and recommend appropriate depreciation rates based on the collection categories.

9.0 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 Board noted the outcomes of the 2017 Stocktake and noted the missing items of 6,082 or 4.1% of the collection. This is considered a good loss rate considering the last stocktake in 2004.

The Board noted the launch of the new Website and the new video streaming service, Kanopy as positive for the Library service.

The Board questioned how these new features were being promoted and also advised there may be opportunities to promote through local Film Clubs.

The Board were also advised that the Libraries will be open between Christmas and New Year for the first time and this may generate some new activity.

Moved : Debra Swan

Seconded : Kaye Thomson

That the Business Operations Report be accepted.

Carried

10.0 Collections Development Review

The Board reviewed the report 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 at the Board Strategic Workshop in February that shows more detailed break up across categories and trends.

The Board were keen to ensure that the review of direction had staff involvement. The CEO advised that senior staff will be preparing the reports and will attend the Strategic Workshop to present and review data and the collections policy.

Moved : David Roff

Seconded : Debra Swan

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

Carried

11.0 Review of Board Code of Conduct

The Board reviewed the existing Board Code of Conduct and did not propose any variation.

A copy of the Code was signed by all in attendance in the presence of the CEO.

Moved : David Roff

Seconded : Kaye Thomson

That the Board adopt the reviewed Code of Conduct.

Carried

12.0 Library Plan Development

The Board noted a proposed development plan and schedule to develop a new Library Plan 2018-22.

A key part of the schedule is a proposed Strategy Workshop in February that will require attendance for a full day.

Seema Abdullah advised that she will not be able to attend the initial proposed date and that she would like the Board to consider a different date and Derek Poulton advised that earlier than the 15th Feb would suit him..

Action: Set date for Strategy Workshop via a Doodle Poll. - CEO

Moved : Amanda Tingay	Seconded : Kaye Thomson
That the Board notes the process and timelines to develop the Library Plan 2018.	
Carried	

13.0 PLVN Annual Statistical Survey 2017 Benchmarking

The CEO presented the summary data and trend analysis of the top 10 library performance indicators. The GVL data was compared with similar organisations and grouped regional and metro libraries.

It was noted that GV Libraries is at the lower end of the performance scale in several areas and this is reflected in the relatively lower cost and funding provided to GVL.

Moved : Debra Swan	Seconded : Seema Abdullah
That the PLVN Statistical Survey 2017 Benchmarking be noted.	
Carried	

14.0 Library Projects

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

The CEO advised that the Tatura project cost estimates on the entire project including the community centre works were higher than expected by Council and that the concept has been returned to the Architects for revision to reflect a reduced budget and concentration on the Library works.

The Yarrawonga project consultants are reviewing the site options to include an option that sees the Library located in the Town Hall building. Following receipt of the options and review by Council, the steering committee will be convened to plan consultation and next steps.

Moved : David Roff	Seconded : Derek Poulton
That the Board notes the Library projects report.	
Carried	

15.0 Information Items

The Board noted the items of interest provided including:

- PLVN Library statistics Comparative Performance Report

Moved : Kaye Thomson That the Information Items Report is noted. Carried	Seconded : Seema Abdullah
--	----------------------------------

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

Sally Rice advised that Moira Shire is advertising for a new Community Representative Board member to replace Fiona Blick and that applications will close on 6 December 2017.

Derek Poulton advised that he would be happy to not participate on the Finance & Audit Committee if the Board thought it unnecessary. The Chair advised that we will resolve committee membership at the next meeting.

18.0 Next Meeting

The next Board meeting was scheduled for 15 February however this will now need to be revised due to member unavailability. **To be advised.**

Board Meeting Planner

Date	Meeting	Agenda Items
8 Feb 2018	Finance & Audit Committee	Review Draft Budget
XX Feb 2018	Board	Draft budget, Strategy Workshop
19 April 2018	Finance & Audit Committee	Review Asset Register
26 April 2018	Board	Library Plan & SRP Review
14 June 2018	Finance & Audit Committee	Risk Register review
21 June 2018	Board – Location to be determined	Adopt Budget. Library Plan and SRP
13 September 2018	Finance & Audit Committee	Review Annual Report & Financial Standard Statements
20 September 2018	Board	Consider and adopt Annual Report & Financial Standard Statements Consider CEO Performance Review
15 November 2018	Finance & Audit Committee	
22 November 2018	Board – Location to be determined	Confirmation of chair, deputy, committees Review Code of Conduct

19.0 Board membership and Office Bearers

The Board considered the appointments to the Board and also the appointment of a Chairperson and Deputy Chairperson for the next 12 months.

Moved : Kaye Thomson

Seconded : David Roff

That the nominations for Board membership for Sally Rice be confirmed.

Carried

Moved : Derek Poulton

Seconded : Amanda Tingay

That the Board appoint Seema Abdullah as Chairperson and Gary Cleveland as Deputy Chairperson for the next 12 months.

Carried

The Board congratulated the appointees.

The new Chairperson thanked everyone for their attendance, wished all a Merry Christmas and Happy New Year and looked forward to reconvening next year.

Meeting closed at 3:44pm

Kevin Preece
Chief Executive Officer
22 November 2017