

Board Meeting 26 October 2017

MINUTES

SPECIAL MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 26 October 2017
Commenced at 2.03pm
Finished 2:48pm
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
Mr David Roff, Strathbogie Shire Council
Derek Poulton, Greater Shepparton City Council
Sally Rice, Moira Shire Council

Chief Executive Officer – Kevin Preece

Vision

Contemporary libraries that connect, empower and inspire our communities.

Meeting opened at 2:03pm

David Roff attended via conference call.

The Chairman welcomed Sally Rice who is attending her first board meeting as the new executive representative from Moira Shire.

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 Amanda Tingay, Kaye Thomson, Debra Swan and Fiona Blick.

3.0 Confirmation of Minutes

Moved : Seema Abdullah

Seconded : David Roff

That the Draft Minutes of the Board Meeting held on 18 September 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	Bags ordered. Complete
2	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
3	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
4	26 Oct 2017	CEO to discuss community representative with GSCC.	CEO	Nov 2017
5	26 Oct 2017	Provide comparison performance data with similar size and type of organisations.	CEO	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 tabled;

- correspondence from DEWLP acknowledging receipt of the Annual Report.
- an email from Fiona Blick resigning from the Board.

Moved : Seema Abdullah	Seconded : Derek Poulton
That the board accept the resignation of Fiona Blick and that the board send a letter of thanks to Fiona for her contributions to the board.	
Carried	

Moved : Seema Abdullah	Seconded : Derek Poulton
That the Correspondence inwards and outwards be noted.	
Carried	

Derek Poulton also advised that his appointment was for a two year term and that Greater Shepparton may need to review his nomination.

Action : CEO to discuss community representative with GSCC.

7.0 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 organisational improvement and productivity initiatives.
- Advice that we have appointed a provider for a Managed Print/Copy Services contract.
- Advice that all our libraries will open between Christmas and New Year for the first time ever.
- A new free video/movie streaming service will commence in mid November and be launched in conjunction with the new web site.

- A report on the CEO's participation in the state library Advocacy project working group.
- An update on the completed stocktake that has found a reduced number of items of @6,000 items or 4% of the collection.

Moved : Derek Poulton

Seconded : Seema Abdullah

That the CEO Report be accepted.

Carried

8.0 Financial Report

Signed Financial Statements to 30 September 2017 have been received from our finance contractor and were presented.

The statements show that with 25% of the year completed we have spent 24% of the recurrent expenditure budget to be \$47.3k under YTD.

Revenue is on track. The Premiers Reading Challenge grant was not received as anticipated in September but advice has been received and the grant for \$26.2k will be received in October. An \$18k payment from the Friends of the Shepparton Library for the new Microfilm reader printer has been received and has been incorrectly applied to User Fees. This will be corrected in coming reports.

The major variation with expenses is employee costs - \$39k under due to delays in filling vacant positions.

All other expenses are within normal variations for this time of year.

Capital Expenditure is on track with our main items Books and AV resources close to budget.

Computers and furniture purchases are under expended due to timing issues.

The current cash position is strong with \$1.82m in the bank. We will commence to draw this down to meet our commitments in coming months.

Moved : David Roff

Seconded : Sally Rice

That the Board approves the Financial report.

Carried

9.0 Annual Report

The completed printed consolidated Annual Operations Report and Financial Statements were presented to the Board.

The Board members noted the quality and presentation of the information in the report and commended it as a good record and status report on the organisation.

Moved : David Roff

Seconded : Derek Poulton

That the Board considers and adopts the 2016/17 Annual Report.

Carried

10.0 Information Items

The Board noted the items of interest provided including:

- The Public Libraries Victoria Network Annual Survey summary statistics for GV Libraries.

The Board noted the ranking of GV Libraries amongst the 47 public library services that participated. Seema Abdullah asked if we could get comparisons with like organisations such as other Regional Library Corporations?

Action : Provide comparison performance data with similar size and type of organisations.- CEO

Moved : Derek Poulton

Seconded : Sally Rice

That the Information Items Report is noted.

Carried

11.0 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.

12.0 Other Business

It was noted that Kaye Thomson was an apology at this meeting due to the death of her sister. The Board wished to pass on their condolences.

Moved : Sally Rice

Seconded : Seema Abdullah

That the board express their condolences to Kaye and Alan Thomson on the passing of Kaye's sister and that a card and flowers be sent on the Boards behalf.

Carried

13.0 Next Meeting

Monday 20th November 2017 at the Tatura Library is the agreed date and location of the next meeting.

Derek Poulton requested that instead of a dinner post meeting that we hold a lunch at Tatura before the meeting. This was generally agreed and accepted as a good proposal.

Board Meeting Planner

Date	Meeting	Agenda Items
16 November 2017	Finance & Audit Committee	Asset Register
20 November 2017 To be confirmed	Board – Tatura Library Board Lunch at 12:30pm prior to the meeting to commence at 2pm – Lunch location to be confirmed.	Confirmation of chair, deputy, committees Review Code of Conduct Collections review
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 2:48pm

Kevin Preece
Chief Executive Officer
27 October 2017