

Board Meeting 16 February 2017

DRAFT MINUTES

ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 16 February 2017
Commenced at 2.02pm
Finished 4:15pm
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 Leanne Mulcahy, Moira Shire Council
Mr David Roff, Strathbogie Shire Council
Ms Fiona Blick, Moira Shire Council
Mr Derek Poulton, Greater Shepparton City 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 2:02pm

The Chairperson welcomed Cr Seema Abdullah to her first meeting.

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.

3.0 Confirmation of Minutes

Moved : Debra Swan	Seconded : Derek Poulton
That the Draft Minutes of the Board Meeting held on 24 November 2017 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	Underway April 2017
2	16 Feb 17	Board Members to complete Primary and Ordinary Returns and submit.	Board members	ASAP
3	16 Feb 17	CEO to call a Special Meeting of the Board to finalise CEO Contract	CEO	Before 31 March 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 are due in February 2017 and some members had not completed and returned theirs yet.

Action – Board Members to complete Primary and Ordinary Returns and submit asap.

6.0 Board Membership and Office Bearers

Board membership and Office Bearers

The Board noted and welcomed Cr Seema Abdullah attending her first meeting as the Councillor nomination from Greater Shepparton City Council.

Cr Abdullah advised that she was willing to take the role of Deputy Chairperson with the expectation that she would become the Chairperson from November 2017 for the next twelve months.

Moved : Amanda Tingay	Seconded : Leanne Mulcahy
That the nominations for Board membership for Cr Seema Abdullah be confirmed.	

That the Board appoint Cr Seema Abdullah as Deputy Chairperson.	
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Carried	
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The Chair congratulated Cr Abdullah on her appointment.

7.0 Correspondence

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

Moved : Fiona Blick	Seconded : David Roff
That the Correspondence inwards and outwards be noted.	

Carried	
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8.0 CEO Contract

The CEO left the room while this item was discussed.

On return the CEO was asked would a three year contract with an option for a two year extension by mutual agreement be an acceptable option. The CEO responded that this would be his preferred arrangement pending successful negotiation of terms.

The CEO again left the room while further discussions were held.

On return the Chair advised that the Board had carried the following motion.

Moved : Leanne Mulcahy	Seconded : Fiona Blick
That the Chair and Deputy Chair will negotiate a new contract with the current CEO Kevin Preece for a three plus two year contract and the negotiations will return to a special meeting of the Board with Local Government specialist advice on contract terms.	

Carried	
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Action : CEO to call a Special Meeting of the Board to finalise CEO Contract

Leanne Mulcahy left the meeting at 3:01pm

9.0 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.

The CEO provided specific updates on;

- staffing of the new Cobram Library noting the departure of a new staff member.
- the CIT Services Review with the initial phase being undertaken by the current CIT support contractors.
- the status of the Training and Development project, noting that the planning phase was now largely complete and development of targeting training programs had begun.
- The Library Management System tender process

The CEO advised that he wished to take leave from 1 May to 29 May 2017 inclusive.

Debra Swan queried if there are any Library specific Apps available? The CEO responded that there are several including an Account Management App called “Bookmyne” and also the main App for access of our eBook and eAudiobook collections called “Borrowbox”.

These are all available to download from the website or the App store with access available via your membership number.

Moved : Derek Poulton

That the CEO Report be accepted.

Carried

Seconded : Debra Swan

10.0 Financial Report

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

The Finance and Audit Committee met on 9 February 2017 and reviewed the Financial Statements. It was noted that David Roff has been elected as Chairperson of the Finance and Audit Committee.

The CEO commented and expanded on the main variations.

The statements show that with 58% of the year completed we have expended 61% of the recurrent expenditure budget to be \$68.5k over YTD.

The primary drivers of the over expenditure YTD is the expenditure of recoverable funds for Moira Shire and Strathbogie Shires for Cobram and Nagambie Library projects, higher than anticipated IT maintenance expenses and higher than anticipated stock depreciation expense. All other costs are within reasonable variances for this time of year.

Revenue is on track with third instalments from member councils received and all of the State Government Grant received. We have received revenue from Moira and Strathbogie Shires to cover expenses on Cobram and Nagambie Libraries.

Capital expenditure is under YTD by \$11.7k. This is due to \$41k of RFID expense being incurred in 2015/16 and computer and equipment purchases for Cobram and Nagambie library ahead of schedule.

We are holding \$1.835m cash with an expected drawdown to \$1.075m at end of the financial year against a budget of \$1.056m.

Moved : David Roff

That the Board approves the Financial report.

Carried

Seconded : Derek Poulton

11.0 Draft 2017/18 Budget

The CEO expanded on the Draft Budget presented in the papers. This budget has been prepared based on retaining the **status quo** in regard to revenue increases (3%) and Library business and services at 2016/17 levels.

The "Status Quo" budget provides for a balanced Revenue/Expense budget for 2017/18 and Capital investment in accordance with Strategic Resource Plan levels.

Kaye Thomson advised that GSCC have responded requesting that we consider a 2% contribution increase to accord with the Rates Cap. Leanne and David advised that Moira and Strathbogie Shires would like the same consideration and that the revenue increase should be the same for all Councils if possible.

The CEO advised that if the revenue increase was limited to 2% then this would mean a \$25.3k revenue reduction and subsequent cuts would be made to non-critical service expenditures.

It was noted that point 6 in the paper, “No investment in Training and Development” should read “No increase in Training and Development.”

The Committee discussed the risk to revenue and the potential ways of funding the Library Plan initiatives proposed by the CEO.

It was agreed that the Board should request that the CEO prepare a Productivity Plan. The plan should consider the risk to revenue of 2% Council contributions, the implementation of the Library Plan initiatives and risks and impacts of implementation of the Productivity Plan for consideration before the April Board meeting when a Draft Budget will need to be adopted for public review.

Moved : Debra Swan

Seconded : Fiona Blick

That the Board notes the draft 2017/18 Budget.

That the Board request the CEO prepare a Productivity Plan that considers a revenue increase of 2% Council contributions, the implementation of the Library Plan initiatives and risks and impacts of implementation of the Productivity Plan.

Carried

12.0 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 increase in eBook, eAudio Book and eMagazine loans and the continued promotions activity.

Debra Swan requested that we use email distribution to promote items such as the Borrowbox App. Derek Poulton cautioned on getting too much growth before we have sufficient stock to meet the demand. This could result in disappointed patrons.

Seema Abdullah questioned if the Library Visits is a comprehensive count of all visits and uses of the Library services. The CEO advised that the Visits statistic only counts door traffic and does not include on line visits and use of the Library outreach services and is therefore not the best indicator of use of Library services. He advised that the Public Libraries Victoria Network is working with LGV to get better indicators for the Better Local Government website reporting.

Moved : Kaye Thomson

Seconded : Seema Abdullah

That the Business Operations Report be accepted.

Carried

13.0 Library Plan 2015-19 mid year status report

The Board reviewed and noted the Library Plan status report provided in the papers. .

Moved : Debra Swan

Seconded : David Roff

That the Board note the Library Plan 2015-19 mid year status report.

Carried

14.0 Library Projects

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

New Cobram Library project

Construction on the new Cobram Library is now complete. We are working with Moira Shire to complete some minor outstanding items.

The official opening is planned for 24 February 2017.

Nagambie Library refurbishment

The refurbishment of the library is now complete.

We are in the process of procuring some additional furniture items for the Library and Courtyard.

A date has been set for an official opening of 15 March 2017.

Yarrowonga Library

The Steering Committee met on 15 December to review the proposed next steps.

Council have engaged Consultants "Urban Enterprise" to develop a "Yarrowonga Library Feasibility Study, Masterplan and Business Case" in a staged project. It is expected that this project will be completed before the end of this Financial Year. Following Council approval it is expected that a funding application under the Living Libraries program will be lodged for funding in 2018 for construction to commence in early 2018/19.

The Steering Committee met again on 13 February to review the stakeholder management and communications plan.

Tatura Library

A meeting was held with Greater Shepparton representatives on 7 December 2016 to begin to develop a timeline and project plan to select an appropriate site and project scope to enable an application for funding.

Council is undertaking a facilities assessment of the current site and a further meeting with current site stakeholders is to be held in February to progress this project.

Nathalia Library

Moiria Shire is to replace the old and worn carpet at the Nathalia Library on 23 February 2017.

We have taken the opportunity to review the layout as all books, stock, furniture and shelving will have to be removed in a staged process to enable the carpet replacement.

As part of this review now we plan to remodel and relocate the service desk, kiosk, shelving layout, increase and replace PC stations, install a new TV, OPAC and improve the stock quality through a thorough weeding of the collection.

Minor power and data relocations will be required and the Library will need to close for one week from 21 February to 28 February 2017.

Moved : Kaye Thomson

Seconded : David Roff

That the Board notes the Library projects report.

Carried

16.0 Information Items

The information report was noted.

The CEO provided a presentation on the SWIFT Library Consortium, its origins, management and performance.

Kaye Thomson left the meeting at 4:13pm.

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

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

18.0 Next Meeting

The next meeting will be a Special Meeting convened to discuss the CEO Employment Agreement. Date has now been set for 3 March 2017 at 2:15pm at the Community Meeting Room at Greater Shepparton City Council offices, Welsford St. Shepparton.

The next ordinary meeting of the GVRLC Board will be held on 27 April 2017 at the Shepparton Library.

Board Meeting Planner

Date	Meeting	Agenda Items
3 March 2017	Special meeting	CEO Employment Agreement
20 April 2017	Finance & Audit Committee	Review Asset Register
27 April 2017	Board	Draft Budget Library Plan & SRP Review
15 June 2017	Finance & Audit Committee	
22 June 2017	Board – Nagambie	Adopt Budget and SRP
7 September 2017	Finance & Audit Committee	Review Annual Financial Report
14 September 2017	Board	Review Annual Financial Report
26 October 2017	Special Board Meeting	Consider Annual Report
16 November 2017	Finance & Audit Committee	Confirmation of chair, deputy, committees Review Code of Conduct
23 November 2017	Board – Tatura	Confirmation of chair, deputy, committees Review Code of Conduct Board Christmas dinner 6pm

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 4:15pm

Kevin Preece
Chief Executive Officer
28 February 2017