



Board Meeting 22 September 2018

MINUTES

ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 22 November 2018

Commenced at 2:00pm

Finished 3:58pm

At the **Welsford 1** Meeting Room,
Greater Shepparton City Council offices

Welsford St Street Shepparton, Victoria. 3630

BOARD MEMBERS in attendance

Cr Seema Abdullah, Greater Shepparton City Council, Chairperson

Cr Gary Cleveland, Moira Shire Council, deputy Chairperson

Ms Kaye Thomson, Greater Shepparton City Council

Mr David Roff, Strathbogie Shire Council

Ms Amanda Tingay, Strathbogie Shire Council – remote attendance

Mr Derek Poulton, Greater Shepparton City Council

Chief Executive Officer – Kevin Preece

Vision

We connect, empower and inspire our communities.

Meeting opened at 2:00 pm

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 Sally Rice, Kate Stothers and Alex Monk.

3.0 Confirmation of Minutes

Moved : Gary Cleveland	Seconded : David Roff
That the Draft Minutes of the ordinary Board Meeting held on 10 September 2018, 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	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	Underway February 2019
2	10 Sept 18	Pass on Tourism Arts and Culture workshop notes.	Debra Bower	Removed due to retirement of Debra Bower
32	22 Nov 18	Letter of thanks to Cr Debra Bower thanking her for her service.	CEO	Completed 27 November 2019
43	22 Nov 18	Provide annotations to explain any significant variances in future Financial Reports.	CEO	February 2019
54	22 Nov 18	Investigate the possibility of holding library events to recognise and promote International Women's Day, celebrated on 8 March every year. 2019.	CEO	February 2019
65	22 Nov 18	The Board write to LGV expressing concern in the Participation Indicator for the Local Government Reporting Framework and suggest a more reflective methodology.	CEO	February 2019

Comment [SA1]: There was an action on Debra

Pass on Tourism Arts and Culture workshop notes.

Is it complete or invalid?

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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 Board noted the correspondence directly to and from the Board and / or of relevance to Board governance listed.

The Board questioned if the CEO had met the new VAGO appointed auditors. The CEO advised that they RSD Audit are a Bendigo based firm and he will look for an opportunity to catch up when they are up to visit GSCC.

Moved : Derek Poulton That the Correspondence inwards and outwards be received. Carried	Seconded : David Roff
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Kaye Thomson arrived at 2:10pm

7.0 Board Membership and Office Bearers

Board membership

Strathbogie Shire has advised that Cr Kate Stothers is the new Councillor nomination to the Board with Cr Alistair Thomson to act as a deputy if she is unable to attend meetings.

The Board welcomed this nomination and the CEO advised that Cr Stothers could not attend this meeting as she has a meeting clash on the 3rd Thursday of each month.

A presentation was provided to Cr Debra Bower of flowers and a small gift in appreciation of her service at the luncheon held before the meeting. The Board requested that a letter of thanks be also sent to Cr Bower.

Action : Letter of thanks to Cr Debra Bower thanking her for her service. - CEO

Election of Office Bearers

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

This convention is predicated on the proposed new Chairperson and Deputy accepting the role.

The CEO took the Chair to hold the election and called for nominations for the position of Chairperson for the next 12 months.

Cr Cleveland nominated Cr Seema Abdullah (Greater Shepparton) and she advised that she would be happy to continue in the Chairpersons role for a further 12 months. The nomination was accepted without opposition and so Cr Seema Abdullah was declared the Chairperson.

The current Deputy Chairperson is Cr Gary Cleveland (Moira Shire).

The CEO advised that he has spoken to Councillor Stothers to see if she would be interested in the Chairperson or deputy Chairpersons role in 2019. She advised that she would be reluctant to take on a role without having been to a meeting and discuss the requirements of the position.

The Board agreed by consensus that they would hold over the election of a deputy chairperson until the next meeting and that Cr Gary Cleveland would remain in this role until any change occurs.

Moved : Gary Cleveland	Seconded : Derek Poulton
That the Board confirm Cr Kate Stothers as the Strathbogie Shire Councillor representative to the Board and Cr Alistair Thomson as her deputy and that the Board formally thank Cr Debra Bower for her service on the Board of Goulburn Valley Libraries.	
Carried	
That the Board appoint Cr Seema Abdullah as Chairperson for the next 12 months and that Cr Gary Cleveland remain as Deputy Chairperson until the February 2019 Board meeting	
Carried	

8.0 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;

- Annual reporting
- Tatura and Yarrawonga Library projects
- eTimesheet implementation
- Staff performance assessments
- Involvements with the SWIFT consortium and Public Libraries Victoria Network
- The Libraries Change Lives campaign
- SAM Collaboration – potential cataloguing of the SAM collection and installation of an eResource kiosk at the new SAM.

The CEO advised that the Fair Work Commission have asked for some minor undertakings in regard to the new Enterprise Agreement 2018. These undertakings were provided in consultation with the Union and staff representatives. The undertakings were minor and had no material impact on the agreement outcomes. We are hopeful of approval of the EA in the next couple of months.

Moved : Kaye Thomson	Seconded : Gary Cleveland
That the CEO report be accepted.	
Carried	

9.0 Financial Report

31 October 2018 financial reports

Draft Financial Statements to 31 October 2018 have been received from our finance contractor, Greater Shepparton City Council and the report was reviewed by the Board.

The statements show that with 33% of the year completed we have expended 35% of the recurrent expenditure budget.

Operations Expenditure is \$16.3k over YTD due to depreciation expense \$6.3k over estimate and \$8k expense on items funded by Friends groups and other minor grants.

Revenue is ahead of budget YTD due to the early receipt of the Premiers Reading Challenge funds \$26.2k and receipt of \$8k from Friends Groups for library furniture and events, small grants and meeting room and interest revenue.

The Board questioned a small \$150 Budget Item YTD gain on Sale of Plant and enquired what this item was? **This item is confirmed as a small budget item for Sale of Books. No income has been received to date.- KP**

At this stage, Capex is \$36.3k over YTD due to pre purchases of digital materials to be delivered throughout the year.

The Board agreed that it would be best to wait until any structural changes are made before adjusting the budget and phasing in the current year.

The Chairperson asked if in future reports any significant variances could be explained with notes.

Action : Provide annotations to explain any significant variances in future Financial Reports. - CEO

Moved : David Roff

Seconded : Gary Cleveland

That the Board approve the Financial report.

Carried

10.0 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 incidents that have occurred with an aggressive patron that resulted in the banning of the patron for 12 months and the staff member taking sick leave for anxiety and the likelihood this will become a Lost Time Injury. The installation of CCTV in the Shepparton Library is to occur very soon.

The Board noted the employment of an Aboriginal Library Officer as a positive step for the organisation.

The Chairperson asked if we are doing anything to recognise International Women's Day on the 8 March 2019? The CEO advised that we often recognise significant calendar events such as this in our Libraries but he was uncertain if IWD was included.

Action : Investigate the possibility of holding library events to recognise and promote International Women's Day, 8 March 2019. - CEO

Moved : Gary Cleveland

Seconded : Derek Poulton

That the Business Operations Report be accepted.

Carried

11.0 Removal of Overdue Fees

CEO spoke to a report proposing the removal of Overdue fees for a trial period of 12 months and the implementation of a compliance program that encourages responsible library resource use.

Proposed compliance program

1. Implement 'support to comply' process that uses restrictions on membership as a lever rather than overdue fees.
2. Implement a one off "Automatic Renewal" of over due items (that are not reserved for someone else) to assist patrons to manage over due items.
3. Maintain capacity to recover costs for lost items.
4. Encourage people with overdue items to donate to their particular GVL library (leveraging our DGR status).
5. Remove "snail mail" letters from the cost recovery process where possible and use more cost effective and reliable electronic communications.
6. Use restrictions on membership as the lever for compliance rather than fees.

The direct cost of removal of overdue fines is a revenue shortfall of \$9,683 based on 2017/18 income. This represents 0.03% of GVL's total income

By implementing the proposal a cost saving of \$9,140 will be made in actual reduced postal costs and equivalent staff time.

The adopted 2018/19 Budget does not consider the proposal.

This proposal recommends commencing the trial in December 2018 and running the trial for a 12-month period over two financial years to mitigate the impact on the budget.

The loss of approximately \$5k revenue each financial year during the trial will be offset by the saved direct mail and SMS collection costs.

GVL will continue to charge people on a cost recovery basis for lost, or long overdue items if a reasonable explanation is not provided eg family break up, fire or theft in accordance with our Hardship Policy.

GVL will encourage people with overdue items to make a voluntary donation to the library.

Moved : David Roff

Seconded : Derek Poulton

That the Board adopt the removal of overdue fees for a 12-month trial period.

Carried

12.0 Renewal of Lease – 79 Benalla Road Shepparton

The Board were advised that the 5 year lease for the Office and Support Services complex at 79 Benalla Road Shepparton expired on 18 August 2018.

The property is owned by Mary De Stefanis of Shepparton.

The previous lease provided for an option for renewal by the tenant if notice was provided within 30 days of lease expiry. This notice was provided.

The property has been suitable and fit for purpose and has served the administration and support services functions well since the move from the Shepparton Library building in 2013.

The cost over the life of the lease exceeds \$100k and therefore requires Board approval.

The Renewal and Variation of the Lease provides;

Term :	5 years with two options for a further five years
Commencement date :	19 August 2018
Expiry date :	18 August 2023
Rent :	\$46,688.76 (ex GST)
Monthly instalments :	\$3,890.73 (ex GST)
Rent review and adjustments:	Annually on anniversary of commencement with increases to CPI

Following the Finance and Audit Committee meeting the Landlords provided a variation to the documents in regard to the responsibility for Landlords Insurance Claims Excess. This has been varied to ensure that the Tennant (GV Libraries) will only be responsible for paying the excess for any claims as a direct result of the tenant activities.

Moved : David Roff

Seconded : Gary Cleveland

That the Board approve the Renewal and Variation of Lease for 79 Benalla Road Shepparton and authorise the Chairperson, Deputy Chairperson and CEO to sign and seal the lease documents.

Carried

13.0 Depreciation Rates Review

This item was deferred to February as the final report is not completed.

14.0 Mobile Library Review

At the Board meeting of 10 September 2018 the Board requested that the CEO develop a project plan for the Mobile Library Review that allows sufficient time for community engagement and implementation.

The need for a review of the Mobile Library service is driven by the need to consider replacement of the vehicle after 10 years service in 2022.

The CEO provided a proposed Project Plan that will see a two year timeline for development and potential implementation of any options including replacement of the Mobile Library vehicle.

Derek Poulton agreed with the Project Plan but advised that the project should have a more positive name that reflected that the outcome we are seeking is better services and does not flag the removal of the Mobile Library as the main outcome.

The Board agreed by consensus that a more appropriate name would be;

“Improved Library Services to Small Communities”

Moved : Derek Poulton

Seconded : Amanda Tingay

That the Board approves the Project Plan for the “Improved Library Services to Small Communities” project.

Carried

15.0 Library Projects

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

Yarrawonga Library

Council has formed a Town Hall Precinct Reference Committee that has now met twice and also participated in a tour of North East Victorian Libraries and Cultural precincts.

Council has also formalised the Library Steering Committee and re structured the committee to include more community representation.

Council appointed architects “Kennedy Nolan” and urban planners, “Urban Enterprise” have prepared 3 Library concept options for the Town Hall precinct and briefed the Reference Committee and the Steering Committee on 12 November.

Feedback is to be provided at meetings on 22 & 23 November with a view for the steering committee to make a considered preferred option recommendation to Council.

A timetable has been adopted to ensure effective consultation and planning with a view to achieving a Council decision to go ahead and an application for funding to the Living Libraries program when it opens again in mid 2019.

Tatura Library

Greater Shepparton City Council has been successful in achieving a grant of \$600,000 towards the refurbishment and extension of the Tatura Library.

Council has appointed a project manager and have advertised for the detailed design for the project.

It is expected that construction at the site will commence in mid 2019.

Moved : David Roff That the Board notes the Library projects report. Carried	Seconded : Gary Cleveland
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16.0 Review of Board Code of Conduct

The Board Code of Conduct was reviewed and all Board members asked to sign to acknowledge that they will abide by the Code.

Clause 6 – Media Dealings was queried by Kaye Thomson in regard to recent media queries and asked if this clause is sufficient. Upon review it was agreed that her issue was related to her role at Council and therefore she would not have to seek approval from the Chairperson or the CEO prior to talking to the media. No change to this clause is therefore required.

The Board were supportive of the existing Code of Conduct in its current form.

Moved : Kaye Thomson That the Board review and adopt the Board Code of Conduct. Carried	Seconded : Derek Poulton
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17.0 Information Items

The Board noted the items of interest provided including:

- PLVN Annual Survey data sheet
- LGPRF Indicators 2017/18
- Libraries Change Lives Brochure

There was some discussion on how we could progress change in the Local Government Reporting Framework indicators, particularly those relating to Active Members.

It is believed that the method of calculating Active Membership does not reflect participation in modern libraries.

Action : The Board write to LGV expressing concern in the Participation Indicator in the Local Government Reporting Framework and suggest a more reflective methodology. CEO

Moved : David Roff That the Information Items Report is noted. Carried	Seconded : Kaye Thomson
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18.0 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.

19.0 Other Business

There was not other business raised at the meeting and accepted by the Chairperson..

20.0 Next Meeting

The Board were advised that Kate Stothers cannot attend meetings on the 3rd Thursday of the month due to other commitments.

Those in attendance advised that they could attend on the 4th Thursday of the month.

This was agreed by those in attendance.

The September meeting will be problematic as the timing is set to ensure acceptance of audited financial reports can get to VAGO and then the Minister according to set timetables.

The next ordinary meeting of the GVRLC Board will be held on 28 February 2018 commencing at 2pm at the Shepparton Library.

Board Meeting Planner

Date	Meeting	Agenda Items
21 February 2019	Finance & Audit Committee	Draft Budget
28 February 2019	Board	Draft Budget
24 April 2019	Finance & Audit Committee	Budget review
2 May 2019	Board	Approve Budget for public review
20 June 2019	Finance & Audit Committee	
27 June 2019	Board	Approve Budget Review Risk Register
12 September 2019	Finance & Audit Committee	Annual Report
19 September 2019	Board	Annual Report
TBA	Special Meeting	Consider the Annual Report
21 November 2019	Finance & Audit Committee	
28 November 2019	Board – Location to be determined Board Lunch	Confirmation of chair, deputy, committees Review Code of Conduct

Meeting closed at 3:58pm

Kevin Preece
Chief Executive Officer
~~3027~~ November 2018