

Board Meeting 26 February 2018

## MINUTES

### ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Monday 26 February 2018  
Commenced at 10:06am  
Finished 12noon  
At the Park Lake Motel

Wyndham Street, Shepparton

#### **BOARD MEMBERS in attendance**

Cr Seema Abdullah, Chairperson, Greater Shepparton City Council

Cr Gary Cleveland, Deputy Chairperson, Moira Shire 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 10:06am

## 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 : Gary Cleveland**

**Seconded : David Roff**

That the Draft Minutes of the Board Meeting held on 20 November 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	No action. April 2018
3	26 Feb 18	Provide budget and library plan time line to Board members	CEO	April 2018
4	26 Feb 18	Investigate advertising Junior Shelver positions in local press.	CEO	April 2018
5	26 Feb 18	Provide a presentation on eSmart Libraries and cybersafety initiatives.	CEO	April 2018
6	26 Feb 18	Develop a Surveillance Policy for implementation of CCTV.	CEO	April 2018

## 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.

All Board members who have not yet provided an Ordinary Return for February must do so asap.

## 6.0 Board membership and Office Bearers

Gary Cleveland advised that Moira Shire Council will meet on Thursday and it is expected that Alex Monk will be endorsed as the new community representative for Moira Shire

The board reviewed the membership of the Finance and Audit Committee and the CEO Employment Matters Committee.

### Finance and Audit Committee

David Roff (Chairperson)
Kaye Thomson
Sally Rice

### CEO Employment Matters Committee

Seema Abdullah (Chairperson)
Gary Cleveland
David Roff

**Moved : Debra Swan**

**Seconded : Derek Poulton**

That the Board adopts the above listed membership of the Finance and Audit Committee and the CEO Employment Matters Committee.

**Carried**

## 7.0 Correspondence

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

## 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;

- CEO Activities and priorities,
- A request for Leave from 17 May to 5 June 2018 (13 working days) and the appointment of Jenny Wyllie to act as CEO during this time.
- CEO Time fraction. The CEO left the room when this item was discussed.

**Moved : Gary Cleveland**

**Seconded : Debra Swan**

That the Board gives its principle support to CEO's request as per item 8.4-CEO Time Fraction (ref. Board Agenda and Papers 26 Feb 2018). Board will review the request following completion of the Management Review and Enterprise Bargaining 2018.

**Carried**

- The proposed Enterprise Bargaining 2018 process that is planned to commence 26 April and be completed before the end of financial year.
- An update on proposed productivity initiatives and timing.

**Moved : Kaye Thomson**

**Seconded : Derek Poulton**

That the CEO Report be accepted.

**Carried**

## 9.0 Financial Report

### Report to 31 January 2018

The Finance and Audit Committee met on 22 February 2018.

Signed Financial Statements to 31 January 2018 have been received from our finance contractor, GSCC and reports are attached.

The statements show that with 58% of the year completed we have expended 61% of the recurrent expenditure budget to be \$33.7k over YTD.

The primary drivers of the over expenditure YTD is the expenditure of \$18k for the purchase of a SCANPRO microfilm reader printer offset with revenue from a donation.

Employee costs are over \$11.9k due to additional training expenses as part of implementing the Training and Development program.

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 the Shepparton Friends for the purchase of the SCANPRO for the Shepparton Library.

Capital expenditure is over YTD by \$9k. This is primarily due to the bringing forward of the changeover of the iLoad Van into this financial year (\$35.9k) and deferring the changeover of one of the smaller vehicles (\$25k budget).

Books and AV materials are also under expended by \$27k for this time of year, however we are on track to expend the budget.

We are holding \$2.1m cash with an expected drawdown to budget of \$1.001m at end of the financial year.

Variances with the YTD Budgets and Actuals for Corporate expenses are a result of charging to new Work Order accounts where expense should fall rather than charging to accounts where the preliminary budget rests.

This anomaly will continue for the current financial year and be correct with the 2018/19 budget and phasing.

**Moved : David Roff**

**Seconded : Kaye Thomson**

That the Board approve the Financial report.

**Carried**

## 10.0 Draft 2018/19 Budget

The Board reviewed the Draft 2018/19 Revenue and Expense Budget.

3 Options were provided for review.

### Option 1 – Base Budget

The key influences and assumptions for this are;

1. Increased revenue requirement from each Municipality of 1.5%.
2. Assumed increase in State Govt grant revenue of 1.3%.
3. No increase in Book stock purchase.
4. Employee benefits increase by 1.5% (EBA 2018 currently under negotiation).
5. Increase in depreciation expense of 2% due to increased capital purchases for book stock.
6. Increased investment in Training and Development \$35k.
7. Increased investment in CIT systems \$20k recurrent.
8. Increase in opening hours and programming activity.
9. Maintenance expense of \$28k for RFID equipment will commence in 2018/19 following expiration of 18 month warranty period.
10. Maintenance of Book Stock Capital Expense of \$400k.
11. Decrease in Capital Expense of \$5k due to change to photocopier/printer hire.
12. Maintenance of greater than \$1m in retained cash to provide for financial risk.

This Base budget produces a **deficit** of \$145.2k.

### Option 2 – Productivity Budget

A **Productivity** budget has been prepared that assumes savings of \$155.7k in employee expenses that could be achieved with a Management review, including \$31k as a result of a change of CEO time fraction.

All other revenue and expense assumptions as per Option 1.

A small surplus of \$10.5k is generated under this budget.

### Option 3 – Conservative Productivity and Council contributions at Rate Cap

This option assumes that council revenue will be set equivalent to the rate cap (2.25% increase) and that productivity initiative savings will be deferred 2 months into the financial year.

All other revenue and expense assumptions as per Option 1.

This produces a small surplus of \$1.6k.

The Board considered all options and determined to request revenue from Councils set at an increase equivalent to the rate cap.

**Moved : Debra Swan**

**Seconded : Kaye Thomson**

That the Board endorse Budget Option 3 as tabled as the preliminary budget for internal discussion and budget development purposes and writes to each member Council requesting an increase in contributions of 2.25%.

**Carried**

## 11.0 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 membership and the impact of the opening between Christmas and New Year.

A question was asked about how we advertise for Junior Shelver positions at a library. A suggestion was made by Debra Swan that we could utilise the local press to attract non library users to the positions.

**Action : Investigate advertising Junior Shelver positions in local press.**

The Board reviewed the listed Incidents/Issues reported and noted a large increase in incidents. The primary driver for this has been one person who visited several libraries including Echuca and Kyabram and is printing inappropriate materials. This person has been reported to the police and has been banned from all GV Libraries. This person was responsible for 6 separate incident reports.

There was also a number of other incidents at the Shepparton Library involving poor behaviours by patrons.

The CEO advised that the Shepparton Police have completed a Security Risk Assessment and recommended the installation of security cameras.

Kaye Thomson advised that the quote is around \$8.5k and that Council will pay for the install.

Kaye advised that GV Libraries will need to adopt a Surveillance Policy to ensure appropriate use and privacy issues are addressed.

**Action : Develop a Surveillance Policy for implementation of CCTV.**

The Board discussed further the accessing of inappropriate materials by juniors and what we could do to help in this area. The CEO advised that GV Libraries is in the process of becoming an eSmart Library that help libraries and staff be proactive in regards to cybersafety and education.

**Action : Provide a presentation on eSmart Libraries and cybersafety initiatives.**

**Moved : David Roff**

**Seconded : Gary Cleveland**

That the Business Operations Report be accepted.

**Carried**

## **12.0 Library Plan – mid year status report**

The Goulburn Valley Libraries, Library Plan 2015-2019 was adopted at the Board meeting of June 2015 and reviewed in June 2016 and June 2017.

The Library Plan implementation progress are reviewed every six months and reported to the Board.

Objectives, Goals and Actions with a status report were provided for review. A presentation to the Library Plan progress was made in the Strategic Workshop held at the conclusion of the meeting.

**Moved : Debra Swan**

**Seconded : Derek Poulton**

That the Board notes the Library Plan 2017/18 mid year status report.

**Carried**

## **13.0 Library Projects**

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

### Yarrawonga Library project

A meeting of the steering committee was held on 16 January 2018.

A report from the consultants Urban Enterprise was received that examined 3 site options at the Town Hall development precinct.

### Option A

Stage 1- New stand alone Library at rear of Town Hall, upgrade public plaza open space and access.

Stage 2 - redevelop Town Hall for ancillary spaces.

### Option B

Stage 1-redevelop Town Hall for Library, upgrade public plaza open space and access, retain Community Hall.

Stage 2-. Develop former Kindergarten site

### Option C

Stage 1 - redevelop Town Hall for Library, upgrade public plaza open space and access.

Stage 2 –remove Community Hall, Kindergarten site and redevelop.

A community communications strategy is now being developed to determine the community site preference at the Town Hall precinct.

Sally Rice advised that council are proposing a four week consultation period from 14 March 2018.

Due to the time taken in getting to this stage it is now impossible to achieve a Living Libraries grant funding submission for May 2018.

DEWLP Officers who administer the Living Libraries grants visited the Library and Town Hall site on 15 February to discuss the project with the CEO and Council officers.

#### Tatura Library project

A meeting was held with Greater Shepparton representatives on 22 November 2017 to review the concept plan and provide options to potentially reduce costs.

The architects have now provided a revised concept plan based on this and Council feedback. This concept plan meets the needs for an expanded Library and Council are now discussing the plans with other stakeholders at the Hub precinct.

It is expected that we will be able to lodge an application for Living Libraries grant funding in May 2018.

#### Mooroopna Disability Access parking

Kaye Thomson advised the Board that Greater Shepparton City Council are to undertake works to improve the disability access parking at the Mooroopna Library.

**Moved : Amanda Tingay**

**Seconded : Sally Rice**

That the Board notes the Library projects report.

**Carried**

## **14.0 Information Items**

The Board noted the items of interest provided including:

- Tatura Library project update 2018
- Yarrawonga Library project update 2018
- The Value of Public Libraries in Victoria – Draft report

**Moved : Kaye Thomson**

**Seconded : Gary Cleveland**

That the Information Items Report is noted.

**Carried**

## **15.0 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.



## 16.0 Other Business

There were two items of other business that were raised and discussed in previous items.

Item 11 – Kaye Thomson raised the need to develop a Surveillance Policy.

Item 13 – Kaye Thomson provided information on the Disability Access plans for Mooroopna Library.

## 17.0 Next Meeting

The next Board meeting is scheduled for 26 April 2018 at the Shepparton Library.

### Board Meeting Planner

<b>Date</b>	<b>Meeting</b>	<b>Agenda Items</b>
19 April 2018	Finance & Audit Committee	Review Asset Register
26 April 2018	Board	Budget, 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

**Meeting closed at 12noon.**

Kevin Preece  
Chief Executive Officer  
27 February 2018