

Board Meeting 10 September 2018

DRAFT MINUTES

ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 10 September 2018

Commenced at 2:00pm

Finished 3:34pm

At the **Shepparton Library** Meeting Room,
41-43 Marunji Street Shepparton, Victoria. 3630

BOARD MEMBERS in attendance

Cr Seema Abdullah, Greater Shepparton City Council, Chairperson

Cr Gary Cleveland, Moira Shire Council, deputy Chairperson

Cr Debra Bower, Strathbogie Shire Council

Ms Kaye Thomson, Greater Shepparton City Council

Mr David Roff, Strathbogie Shire Council

Ms Sally Rice, Moira Shire Council

Ms Amanda Tingay, Strathbogie Shire Council

Mr Derek Poulton, Greater Shepparton City Council

Ms. Alex Monk, Moira Shire 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

No apologies were received for the meeting.

The Chairperson welcomed Alex Monk to her first meeting.

Cr Gary Cleveland arrived at 2:10pm

3.0 Confirmation of Minutes

Moved : David Roff That the Draft Minutes of the ordinary Board Meeting held on 21 June 2018, as circulated, be confirmed. Carried	Seconded : Sally Rice
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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	November 18
2	10 Sept 18	Pass on Tourism Arts and Culture workshop notes.	Debra Swan	November 18
3	10 Sept 18	Develop a project plan for the Mobile Library Review that allows sufficient time for engagement and implementation	CEO	November 18
4	10 Sept 18	Propose adoption of the Annual Report 2017/18 by email circular resolution prior to 30 September 2018.	CEO	30 Sept 18
5	10 Sept 18	Organise a Doodle Poll to select between a dinner or luncheon on the 22 November	CEO	November 18

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.

The CEO advised that all Board members have completed their Ordinary Declaration of Interest Returns before 8 August 2018.

6.0 Correspondence

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

The CEO also advised of a late correspondence item from the Minister advising of \$22.6k funding for the Premiers Reading Challenge grant 2018. It was noted that there has been no increase in this grant.

Moved : Derek Poulton

Seconded : Debra Bower

That the Correspondence inwards and outwards be received.

Carried

7.0 CEO Performance Review

The CEO left the room while this item was discussed.

The Board discussed the recently conducted CEO Performance review.

Moved : David Roff

Seconded : Kaye Thomson

That the outcome of the Performance Review be noted.

That the CEO's remuneration be increased by 1.5% from \$145,349 to \$147,529 per annum from 1 October 2018.

That the Board endorse the CEO's Performance Plan for 2018/19.

Carried

The CEO returned to the meeting and was advised by the Chairperson of the above recommendations.

The CEO thanked the Committee and the Board for the conduct of the review process and their continued support.

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.
- Involvement in Industry forums including SWIFT Executive, the State Library/PLVN Advocacy Strategy and Regional Library CEO forums.
- An update on the submission of the agreed Enterprise Agreement 2018.
- Attendance at the Australian Pacific Library and Information Conference 2018.
- An update on the implementation of electronic timesheets, rostering and leave management through “Deputy” software.

Moved : Kaye Thomson

Seconded : Derek Poulton

That the CEO report be accepted.

Carried

9.0 Financial Report

2017/18 Annual Financial Statements

The draft 2017/18 Financial Statements have been completed and audited.

The Finance and Audit Committee met on 5 September with Stephen O’Kane from our VAGO appointed auditors, LD Assurance and Michael Dwyer from GSCC, our finance contractor.

David Roff spoke to the statements and advised of the two main Audit findings highlighted in the final Audit Report and the Final Management letter.

2018.1 Lack of review on vendor Masterfile. This item relates to a process that needs to occur by our Accounting contractor (GSCC) whereby the vendor Masterfile is reviewed by an independent person. GSCC have committed to complete this item by 31 Dec 2018.

2018.2 Authority reconciliation issues. This item relates to ledger account reconciliations that have not been able to be completed due to the implementation of the new finance system (Authority). GSCC is working with the supplier to ensure this is resolved by 30 September 2018.

Other minor statement formatting issues were identified and corrected during the Audit.

The CEO spoke to the financial result noting the reported deficit of \$88.49k. This was a result of unbudgeted expenditures including \$36k on the implementation of the Training & Development program, changing to a Managed Print Service \$15k, replacing the WiFi system \$6k O&M, CIT review \$6k, implementation of additional programming and on line service \$7k.

Adjustments in Leave journals and accruals post financial year created some difficulty in managing the deficit down closer to budget.

Capital expense was also over budget due to unplanned WiFi system replacement \$27k, purchase of new digital scanning computer (offset by donations revenue) \$18k and an overrun in eBook purchases \$21.8k.

Despite this the Total Current Assets finished at \$1.038million which was close to the \$1.05million budget and over the Board \$1million minimum target for financial risk mitigation.

David Roff advised that the Finance and Audit Committee have recommended approval by the Board.

Moved : David Roff	Seconded : Amanda Tingay
That the Board approve the Annual Financial Report 2017/18 and authorises the Chairperson and Deputy Chairperson to sign.	
Carried	

31 August 2018 financial reports

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

The statements showed that with 17% of the year completed we have expended 17% of the recurrent expenditure budget to be \$2.1k under YTD.

Revenue is ahead of schedule with the first instalments from each council received and full payment of the state government recurrent funding grant.

Capital expenditure is on track with minimal variances.

A minor error in charging of eResources to the wrong Work Order account has occurred. This will be rectified in the next period.

Moved : David Roff	Seconded : Amanda Tingay
That the Board approve the Financial report.	
Carried	

10.0 Draft 2017/18 Annual Operations Report

A draft 2017/18 Annual Operations Report was provided to the Board for review.

The Board provided several comments and feedback on the draft to the CEO. There were some errors in the statistics noted that need to be checked and corrected.

The CEO requested that all Board members review the report and provide comments and feedback via email by 15 September. These comments will be incorporated and a new DRAFT issued for final review by 22 September.

Moved : Gary Cleveland	Seconded : Kaye Thomson
That the board notes the draft 2017/18 Annual Operations Report.	

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 incidents that have occurred with some upset patrons and the need for staff to be able to deal with mental health issues. The Board noted the collapse of the Cobram low height section of desk and the solution to remove it altogether.

The Board noted the event activity with many Author visits occurring.

Moved : David Roff

Seconded : Amanda Tingay

That the Business Operations Report be accepted.

Carried

12.0 Collections HQ

The CEO provided a report into the acquisition of a new suite of software called Collections HQ. CollectionsHQ operates with the Library Management System data. It is purchased on an annual subscription basis and delivered over the internet. CollectionHQ consists of a suite of highly-integrated modules, providing a full set of powerful tools that support whole of life collection management and development process in public libraries.

Collections HQ will be available to the Collections Manager and to each Branch Library Coordinator to better manage local collections.

Moved : Sally Rice

Seconded : Gary Cleveland

That the Board notes the implementation of CollectionsHQ.

Carried

13.0 Library Projects

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

Yarrawonga Library

Following the completion of the community survey and adoption of Option A by Council, there has been some unrest from sections of the community and users of the Community Hall.

The main concerns centre around the need for a commercial kitchen and other spaces for users of the community hall.

Council has now formed a Town Hall Precinct Reference Committee that will involve representatives of all current users of the precinct and others who have expressed interest during the survey process. This committee will be consulted on the site master plan and concepts as they progress.

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

Tatura Library

The Board were excited to hear that Greater Shepparton City Council has been successful in achieving a grant of \$600,000 towards the refurbishment and extension of the Tatura Library.

Kaye Thomson and Kevin Preece attended the funding announcement on 28 August in Melbourne.

Council has appointed a project manager and will be pursuing the completion of detailed design as soon as possible.

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

Moved : David Roff

Seconded : Alex Monk

That the Board notes the Library projects report.

Carried

15.0 Information Items

The Board noted the items of interest provided including:

- Libraries Work info sheet
- Ministers Media Release announcing Tatura Library funding
- Tatura Library concept plans

Moved : Kaye Thomson

Seconded : Debra Bower

That the Information Items Report is noted.

Carried

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

Debra Bower advised that she had recently attended an Tourism Arts and Culture workshop where the potential to collaborate with public libraries was discussed. Debra asked if GV Libraries was doing anything in this space.

The CEO advised that while we have no formal TAC framework or alignments, we often hold cultural events with other partners such as the recent Heats of the Australian Poetry Slam at the Nagambie and the upcoming Anne Frank exhibition at the Shepparton Library.

Action : Pass on Tourism Arts and Culture workshop notes – Debra Swan

Derek Poulton said that he thought we should be acting on the Mobile Library review soon so that we have time to engage the communities on any changes before the replacement of the Mobile Library becomes more urgent and a decision needs to be made.

The CEO advised that the recently adopted Library Plan shows that this project is planned to commence in 2 years time, however it would be prudent and sensible to bring this forward to ensure sufficient time to implement any prospective changes.

Action : Develop a project plan for the Mobile Library Review that allows sufficient time for engagement and implementation. - CEO

18.0 Next Meeting

The next ordinary meeting of the GVRLC Board will be held on 22 November 2018 commencing at 2pm at the Shepparton Library.

The Chairperson advised that it is usual at this meeting to confirm the Chairperson, Deputy and Committees and as such it would be worthwhile if the Councillor members could consider their interest in taking up these roles before the meeting and discussing this with the Chairperson.

The Chairperson also asked if the proposed Special Meeting to adopt the Annual report tentatively scheduled for 25 October 2018 could be conducted by an email Circular Resolution rather than a formal meeting. This was endorsed by all in attendance.

Action : Propose adoption of the Annual Report 2017/18 by email circular resolution prior to 30 September 2018. - CEO

The CEO also proposed that the annual Board Dinner be held that night after the meeting. There was a view that a luncheon could be held before the meeting to make it easier on those that may have to travel at night.

Action : Organise a Doodle Poll to select between a dinner or luncheon on the 22 November - CEO

Board Meeting Planner

Date	Meeting	Agenda Items
15 November 2018	Finance & Audit Committee	
22 November 2018	Board – Location to be determined	Confirmation of chair, deputy, committees Review Code of Conduct
14 February 2019	Finance & Audit Committee	
21 February 2019	Board	Draft Budget
18 April 2019	Finance & Audit Committee	
25 April 2019	Board	Approve Budget for public review
13 June 2019	Finance & Audit Committee	
20 June 2019	Board	Approve Budget Review Risk Register

Meeting closed at 3:34pm

Kevin Preece
Chief Executive Officer
14 September 2018