

Board Meeting 19 September 2019

MINUTES

ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 19 September 2019

Commenced at 2:00pm

Finished 4:28pm

At the **Administration and Shared Services Centre** Meeting Room,
79 Benalla Road 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 Sally Rice, Moira Shire Council

Ms Amanda Tingay, Strathbogie Shire Council

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

Alex Monk has requested a Leave of Absence until the end of October 2019 due to personal reasons. Moira Shire CEO has advised he has no problem with this request.

Moved : Gary Cleveland	Seconded : Derek Poulton
That the Board approve a leave of absence for Alex Monk until the end of October 2019.	
Carried	

Kate Stothers submitted an apology by SMS message during the meeting as a result of being late in driving back from Melbourne.

3.0 Confirmation of Minutes

Moved : David Roff	Seconded : Kaye Thomson
That the Draft Minutes of the ordinary Board Meeting held on 27 June 2019, 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	May 2019	Investigate services that may be put in place to support staff and to provide an assessment of the current staff situation and report to the Board.	CEO	Health and Wellbeing program developed. Implementation pending.
2	June 2019	Gary Cleveland to discuss action with Moira Shire and make contact with Alex Monk.	Gary Cleveland	Complete
3	June 2019	Develop a suitable staff survey and program.	CEO	Complete
4	June 2019	Review Risk Framework and appetite.	CEO	November 2019
5	June 2019	Provide a presentation on the Collections Policy	CEO	November 2019
6	June 2019	Investigate the difference in Contributions from Income Statement to Cash Flow Statement. <i>The Finance</i>	CEO	Complete

		<i>team have advised that this difference on the Cash Flow statement is due to movements in various balance sheet accounts due to actual cash being received rather than being accrued on the Income Statement.</i>		
7	June 2019	Investigate Jinderra Library model and report to Board	CEO	November 2019
8	Sept 2019	Develop a regular Newsletter	CEO	November 2019
9	Sept 2019	Propose adoption of the Annual Report 2018/19 by email circular resolution prior to 30 October 2019	CEO	30 October 2019

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.

<p>Moved : David Roff That the Correspondence inwards and outwards be received. Carried</p>	<p>Seconded : Kaye Thomson</p>
---	---------------------------------------

The Chairperson moved items 11, 12 & 13 ahead of items 7, 8, 9 and 10.

7.0 CEO Performance Review

This item was discussed after item 13.

The CEO left the room while this item was discussed.

CEO Performance Assessment and Performance Plan 2019/20.

The Board discussed the recently conducted CEO Performance review and report from the CEO Employment Matters sub-committee (ref. document K Preece Performance Review 201819B.docx). The recommendations from the committee were discussed. The board endorsed the following recommendations:

<p>Moved : David Roff That the Board note the CEO Performance Review for the 2018/19 period. That the Board review the CEO's Performance Plan for 2019/20 and finalise the Plan with</p>	<p>Seconded : Kaye Thomson</p>
--	---------------------------------------

the addition of following KPIs:

KPI: Completion of Business Continuity Plan and Disaster Recovery Plan

KPI: Managing Transition to the new Tatura Library Building.

Carried

CEO CONTRACT Option A

Moved : Kaye Thomson

Seconded : Gary Cleveland

That the Board give notice of its intention to reappoint the CEO under a new contract for a two year period commencing 1 April 2020 with the public notice containing a statement that the passing of the resolution would result in the reappointment of the CEO without the position being advertised.

That the CEO be so advised.

That the CEO Employment Matters Committee be given authority to enter into preliminary negotiations with the CEO for a new contract. The result of those negotiations would be the subject of a further report to the board, prior to a resolution regarding re-appointment.

Carried

The CEO returned to the meeting.

Discussions:

The Chair advised the CEO of the Performance Review outcomes and discussions around contract, remuneration and future work arrangements. Specifically;

- * Chair to send a letter to the CEO advising the CEO of board's intention to reappoint the CEO (ref. Option A above).
- * Re-appointment negotiations between the sub-committee with the CEO for a new contract to include work arrangement details.
- * 0.8 FTE requested by the CEO to be considered after the planned organisational change is implemented.
- * Clear plan of work arrangements for the off day in terms of EO point of contact for unplanned events/incidents/urgency of matters, etc.
- * Board's in principle approval of EO's request for the overseas conference with costs up to AUD \$2,000.

The CEO thanked the Chairperson 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.
- Library projects
- Performance reviews

- Driving the mobile library

The Board questioned the status of the Improving Services to Small Communities project. The CEO advised that a customer survey with a mobile library customer focus will be undertaken soon and that this will inform the next stage of the review.

The CEO provided an update on a proposed Health and Wellbeing program through consultants Align Work Health. The initial planning for this program has been completed and implementation is pending final negotiations with the consultant.

The CEO also briefed the Board on the recent Employee survey. A good response of 73% of permanent employees and 22% of casual employees responding to the voluntary survey. The Board went through the results of each question and discussed the issues emanating. Overall the results showed a good level of satisfaction and engagement with a small minority who were dissatisfied and feeling a bit left out of decision making. It is proposed that the survey be conducted every 12 months to determine trends and how actions are impacting on the results.

The CEO also advised the Board that he will move forward with a Management and Administration organisation review in the next month to reduce operation and over head costs.

Moved : Kaye Thomson

Seconded : David Roff

That the CEO report be accepted.

Carried

9.0 Financial Report

2017/18 Annual Financial Statements

The draft 2018/19 Financial Statements have been completed and audited.

The Finance and Audit Committee met on 12 September with Phillip Delahunty from our VAGO appointed auditors, RSD Audit and Michael Dwyer from GSCC, our finance contractor.

31 August 2019 financial reports

The statements show that with 17% of the year completed we have expended 17% of the recurrent expenditure budget and are \$14.5k over YTD.

Employee costs are over YTD primarily due to a final leave payments to a retiring employee in July, \$5k and casual coverage of leave absences.

Revenue is on track with initial instalments from member councils received and 50% of the State Government Grant received.

At this early stage, Capex is \$22.5k over YTD primarily due to purchase of replacement PC's (\$20k) ahead of schedule and pre purchase of eBooks.

At this early stage of the year with most attention on previous years reporting a clearer picture will emerge in the next reporting periods.

We are holding \$1.25m cash with \$1m in short term deposits to maximise returns.

2018/19 Financial Statements

The CEO spoke to the statements and spoke to the overall result of a loss of \$177.45k. The prime influence on this result has been \$103k of leave provisions adjustments due to staff inability to access leave due to illness and injury and an adjustment to the discount rate applied in the provisions calculation.

Increased employee costs ~\$60k due to replacing staff due to abnormal rates of illness and injury.

Capital expenditure was \$21.2k favourable due to deferment of a vehicle replacement.

The Closing Audit Report and Final management Letter were discussed. Overall the Audit was a more comprehensive process and the auditors were satisfied that the statements and process were accurate.

There were two items highlighted in the Final management letter where management attention was recommended;

1. Review of the asset register to ensure that items that have been full depreciated and no longer exists are removed.
2. Development of a Business Continuity and Disaster Recovery Plan.

Both these recommendations have been accepted by management and a timeframe agreed.

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

The Chairperson noted that the Finance and Audit Committee minutes with this recommendation should be available to the Board as part of the Board papers preceding this discussion. The CEO agreed to ensure this protocol is followed in future.

Moved : David Roff

Seconded : Gary Cleveland

That the Board adopts in principle the Annual Financial Report 2018/19 and authorises the Chairperson and Deputy Chairperson to sign.

Carried

Moved : David Roff

Seconded : Gary Cleveland

That the Board approve the Financial report.

Carried

10.0 Draft 2018/19 Annual Operations Report

A draft 2018/19 Annual Operations Report was provided to the Board for review.

The Board provided several comments and feedback on the draft to the CEO.

The CEO requested that all Board members review the report and provide comments and feedback via email.

Derek Poulton expressed a view that maybe the data in some of the tables should just report on the last year rather than include the previous 5 years.

The CEO advised that this was a deliberate strategy to include the last five years data as the report becomes a one stop shop for information requests by externals and member councils.

Moved : Sally Rice

Seconded : Gary Cleveland

That the board notes the draft 2018/19 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, including a particular disturbing incident of attempted child abduction.

The Board queried what we are doing to build resilience and equip staff to better deal with these issues.

The CEO advised that we have had 50% of staff complete a training session on dealing with difficult customers and understanding mental health issues with the remainder to be completed before the end of this year.

There is definitely a trend for increases in these social and mental health issues presenting at the library. Melbourne City Library have just employed a Social Worker to support patrons.

The Board noted the continued growth in eBook and eAudiobook use.

Moved : Sally Rice

Seconded : Gary Cleveland

That the Business Operations Report be accepted.

Carried

12.0 Collections HQ

The CEO provided a demonstration of the software called Collections HQ. Collections HQ operates with the Library Management System data. It is purchased on an annual subscription basis and delivered over the internet. Collection HQ 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 : Derek Poulton

Seconded : Amanda Tingay

That the Board notes the implementation of Collections HQ.

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 consultation Council re affirmed its decision to adopt the Town Hall precinct as the preferred location of a new library for Yarrawonga.

There continues to be a small but vocal group opposed to this site as it necessitates the demolition of the Community Hall.

Moira Shire officers are now developing a Living Libraries grant application based on the latest concept plan and are also updating the estimates of cost and funding proposals as part of this application.

Moira Shire staff and the CEO met with DEWLP officers who administer the Living Libraries program on 18 July on site to brief them on the latest plans and community consultation efforts.

Applications for funding in this round close on 30 September.

Tatura Library

Greater Shepparton City Council has completed the detailed design for the redeveloped and extended library.

It is anticipated that tenders for construction will be advertised on Thursday 29 September.

We have engaged Resource Furniture, an experienced library interiors company to develop an internal layout plan and provide quotations for furniture and shelving. This process is close to completion.

A community contribution of \$100,000 has been proposed by GSCC to support the project funding. It will be important that Goulburn Valley Libraries and Greater Shepparton City Council agree on ownership of risks prior to the project commencing when accurate costs and funding arrangements have been confirmed.

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

The construction will require closure of the current library for up to 6 months. It is proposed that a pop up library be implemented in a Tatura location to support the community during construction.

Moved : Sally Rice

That the Board notes the Library projects report.

Carried

Seconded : Kaye Thomson

Amanda Tingay left the meeting at 4:12pm

15.0 Information Items

The Board noted the items of interest provided including:

- Tatura Library interior layout plan
- Employee Survey results

Moved : Kaye Thomson

That the Information Items Report is noted.

Carried

Seconded : Gary Cleveland

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

Derek Poulton asked if we provide a Newsletter or eNewsletter as he often finds it hard to find out about library information and events?

The CEO advised that we currently do not however he thinks it would be a good addition to the regular communications from the library.

Action : Develop a regular library Newsletter.

18.0 Next Meeting

The CEO requested if this meeting could be moved to start at 10 am with our annual lunch to be held after the meeting. This was generally agreed. The CEO was requested to amend the calendar invitation.

The next ordinary meeting of the GVRLC Board will be held on 28 November 2019 commencing at 10am at the Shepparton Library.

It was also agreed that the Special Meeting to adopt the Annual report tentatively scheduled for 24 October 2019 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 2018/19 by email circular resolution prior to 30 October 2019. - CEO

Board Meeting Planner

Date	Meeting	Agenda Items
21 November 2019	Finance & Audit Committee	Procurement Policy & Delegations
28 November 2018 10am – 12:30pm	Board – Shepparton Library Lunch to follow meeting.	Confirmation of chair, deputy, committees Review Code of Conduct
13 February 2020	Finance & Audit Committee	Draft Budget, Policy register
20 February 2020	Board	Draft Budget, Business Continuity/Disaster Recovery Plan
23 April 2020	Finance & Audit Committee	Asset Register review
30 April 2020	Board	Approve Budget for public review
18 June 2020	Finance & Audit Committee	Review Risk register
25 June 2020	Board	Approve Budget Review Risk Register

Meeting closed at 4:28pm

Kevin Preece
Chief Executive Officer
23 September 2019