

Board Meeting 28 November 2019

MINUTES

ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 28 November 2019
Commenced at 10:02pm
Finished 12:25pm
At the Meeting Room, Shepparton Library
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 Kate Stothers, Strathbogie Shire Council – remote attendance
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 10:02 am

The Chairperson advised that item 13 “Collections Development Policy” will be removed and replaced with the item “Proposed Mobile Library Schedule Adjustments”. Papers for this item were sent out late 27 November 2019.

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

Kaye Thomson had submitted an apology.

3.0 Confirmation of Minutes

Moved : Derek Poulton	Seconded : Gary Cleveland
That the Draft Minutes of the ordinary Board Meeting held on 19 September 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	Review Risk Framework and appetite.	CEO	Draft developed. February 2020
3	June 2019	Provide a presentation on the Collections Policy	CEO	Deferred to February 2020
4	Sept 2019	Develop a regular eNewsletter and link from website. Ensure newsletter is distributed to stakeholder and member councillors.	CEO	Newsletter developed, first issue imminent. January 2020
5	Nov 2019	Engage lawyers to develop a new draft Employment Contract, convene the CEO Employment Matters Committee to negotiate with the CEO and make a	Chairperson	31 March 2020

		recommendation to the Board to re-appoint.		
6	Nov 2019	CEO to engage with GSCC to determine alternate service locations and risk sharing for any proposed community fundraising for Tatura Library project.	CEO	Dec 2019
7	Nov 2019	CEO to meet with GOTAFE CEO to discuss potential collaboration opportunities.	CEO	Feb 2020

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.

Amanda Tingay declared a conflict in regard to the Tatura Library as she was responsible for overseeing the project.

Derek Poulton also advised that he has been elected to the Victorian Bridge Association Council and that this organisation may be seeking future partnerships with the Corporation.

Alex Monk arrived 10:15am

Sally Rice arrived 10:16am

6.0 Correspondence

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

Moved : Gary Cleveland

Seconded : Amanda Tingay

That the Correspondence inwards and outwards be received.

Carried

7.0 Board Office Bearers

The current Chairperson is Cr Seema Abdullah (Greater Shepparton) The current Deputy Chairperson is Cr Gary Cleveland (Moirra Shire).

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

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

Seema Abdullah advised that she will be stepping down from the Board due to her increased commitments as newly elected Mayor of Greater Shepparton City Council.

Kate Stothers advised that she would be happy to take the Deputy Chairpersons role and Gary Cleveland advised that he was prepared to take the Chairpersons role again.

Moved : Amanda Tingay That Gary Cleveland is appointed Chairperson for the next 12 months. Carried	Seconded : Amanda Tingay
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Moved : Gary Cleveland That Kate Stothers is appointed Deputy Chairperson for the next 12 months. Carried	Seconded: Derek Poulton
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Seema advised that Cr Bruce Giovanetti will be nominated by Greater Shepparton City Council as their Councillor Representative at their 17 December meeting.

Various Board members expressed their thanks to Seema on her role as Chairperson and he contribution to the Board during her tenure.

Seema expressed her gratitude and said she has really enjoyed her time on the Board and believes the Board is effective and a pleasure to work with.

NOTE : Since this Board meeting Strathbogie Shire has advised that Cr Kate Stothers has resigned as a Councillor and is therefore ineligible to participate as their Councillor representative.

Strathbogie Shire Council have also advised that Cr Alistair Thomson is their nomination to replace her.

8.0 CEO Re-appointment

At the 19 September Board meeting the board completed the CEO performance assessment and gave notice of its intent to reappoint the CEO under a new two year contract without the position being advertised.

A notice was placed in the local press on 6 November 2019 giving notice of a motion to be put at this meeting.

Moved : David Roff That the Board intend to re-appoint Kevin Preece as Chief Executive Officer without the position being advertised, and that the Board authorise the employment matters committee to negotiate a new two year CEO employment contract to commence 1 April 2020. Carried	Seconded : Gary Cleveland
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Action : Chairperson to engage lawyers to develop a new draft Employment Contract, convene the CEO Employment Matters Committee, negotiate with the CEO and make a recommendation to the Board.

9.0 CEO Report

The CEO reported on significant activities of the CEO and any salient items of specific operational and strategic interest.

Activities and priorities included;

- Annual reporting
- Library projects – Tatura space planning
- Organisation re structure
- Disaster recovery plan
- Public Libraries Victoria executive

The CEO reported on a meeting with Suzanna Sheed MP and various other engagements.

He also reported that he was nominated and elected to the Executive of Public Libraries Victoria.

The CEO advised that he was participating on the Board of the revitalised Furphy Writing Awards.

The CEO presented the preliminary results of the 2019 Community Survey. A more comprehensive presentation will be provided at the next meeting.

The CEO provided a critique of the recent VAGO Report into Council Libraries and advised where GV Libraries were sitting in regard to the recommendations and views on the efficiency assessment benchmarking tables.

10.0 Financial Report

The Finance and Audit Committee did not meet in November but will meet in December.

Financial Statements to 31 October 2019 were reviewed by the Board.

The statements showed that with 33% of the year completed we have expended 35% of the recurrent expenditure budget and are \$13.5k over YTD.

Employee costs are over YTD primarily due to a final leave payments to a retiring employee in July, \$8k and casual coverage of leave absences.

Revenue is on track with 50% of instalments from member councils received/accrued and 100% of the State Government Grants received.

We have received some additional grant income \$8k that has supported our revenue being \$10.9k over budget YTD.

At this early stage, Capex is on track across all major items.

We are holding \$1.29m cash with \$480.9k to be received from member Councils imminently.

Moved : Sally Rice

That the Board approves the Financial Report.

Carried

Seconded : Amanda Tingay

11.0 Risk Framework Review

The Board reviewed the Risk Framework and Draft Risk Appetite statement that was prepared by the CEO for consideration and review.

The Board requested a legend scale with descriptors be added to help determine what the “Relative Level of Risk Tolerance” meant for each risk Category and Risk Tolerance Statements.

Suggestions included;

- that there could be a separate statement for the tolerance to loss or damage of Book Stock and Council buildings.
- Tolerance for internal theft and fraud should be zero
- Tolerance for loss of key employees could be moderate rather than low
- Our tolerance to staff taking risks and innovation should be high
- Our tolerance to government scrutiny should be moderate to high but tolerance to failure to adhere to regulation should be low.

The CEO will incorporate this feedback into a revised statement document and framework for adoption by the Board.

Moved : Kate Stothers

Seconded : Sally Rice

That the board notes the Draft Risk Tolerance Statement.

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.

Moved : Sally Rice

Seconded : Derek Poulton

That the Business Operations Report be accepted.

Carried

13.0 Proposed Mobile Library Schedule Adjustments

The Board were advised of a key employee retirement that has provided the opportunity to review the Mobile Library schedules and staff work arrangements.

Data collection has been undertaken and the Public Survey will add important user data to inform this review.

This proposal is not an outcome from the “Improving Services to Small Communities” project that has a longer term view and would not conflict with any likely alternative service options developed.

An adjusted schedule is proposed that would provide the following benefits;

- Improve productivity by reducing overall employee and vehicle hours required to provide the mobile library service.

- Improve safety of the mobile library by reducing overall operating hours and ensuring that late returns to the depot are eliminated.
- Improve safety of the courier service by spreading each Branch Run over 2 half days rather than a full day.
- Reducing excessive time spent at quieter locations.
- Providing better am and pm opportunities for busier locations.
- Enabling better staff productivity during school holidays when school stops are not required.

The proposal would see the total time spent at small community stops reduce by 10.5hours per fortnight with a subsequent cost saving of @\$20k.

The Board provided feedback on the hour reductions at various stops and the need for a strong community consultation and engagement strategy prior to any implementation.

The Board also affirmed that we should be highlighting the potential for improved services through alternative channels rather than service reductions.

Moved : Kate Stothers

Seconded : Derek Poulton

That the Board notes the proposed Mobile Library Schedule Adjustments and program and notes that further consultation with affected communities and stakeholders will be required before any decision is taken to modify the schedule.

Carried

14.0 Business Continuity Plan

The Board reviewed a draft Business Continuity Plan that deals with Planned and Unplanned disruptions.

It was noted that agreement should be sought in regard to potential relocations to GSCC sites such as the Doyles Road Complex or Business Hub and that differences in requirement between Daily and Monthly back ups should be articulated in the plan.

The Board asked that the Business Continuity Plan be put in context with Crisis/Emergency Response Plans and that media roles be defined.

Moved : Derek Poulton

Seconded : Amanda Tingay

That the Board adopts the Business Continuity Plan with amendments as provided.

Carried

15.0 Review of Board Code of Conduct

The Board reviewed the Code of Conduct and did not recommend any changes.

Board members present signed the Code of Conduct in the presence of the CEO.

Moved : Amanda Tingay

That the Board adopts the Board Code of Conduct.

Carried

Seconded : David Roff

16.0 Library Projects

The Board reviewed a report on all current major Library projects, including Yarrawonga Library and Tatura Library.

Yarrawonga Library

Sally Rice reported that the Moira Shire Council has resolved to apply for a State Government Loan to cover the funding gap and any shortfall if the Living Libraries Application for funding is unsuccessful.

Amanda Tingay left the meeting.

Tatura Library

The CEO advised that Greater Shepparton City Council has commenced a procurement process for the construction of the Tatura Library project. Tenders have closed and the approval will go to Council on 17 December 2019.

We have completed an internal layout plan with Resource Furniture, who have provided a quote for supply of furniture and shelving.

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 early 2020.

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. 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.

Action : CEO to engage with GSCC to determine alternate service locations and risk sharing for any proposed community fundraising.

Moved : Sally Rice

That the Board notes the Library projects report.

Carried

Seconded : Alex Monk

Amanda Tingay returned to the meeting.

17.0 Information Items

The Board noted the items of interest provided including:

- Annual PLV Survey results.
- GV Libraries Public Survey Questionnaire.

Moved : Gary Cleveland

That the Information Items Report is noted.

Carried

Seconded : Derek Poulton

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

David Roff reported on a recent meeting with the CEO of GOTAFE who advised of potential collaboration opportunities.

Action : CEO to meet with GOTAFE CEO to discuss potential collaboration opportunities.

20.0 Next Meeting

The next ordinary meeting of the GVRLC Board will be held on 20 February 2020 commencing at 2pm at the Shepparton Library.

Board Meeting Planner

Date	Meeting	Agenda Items
13 February 2020	Finance & Audit Committee	Draft Budget, Policy register
20 February 2020	Board	Draft Budget, Risk Tolerance
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
17 September 2020	Finance & Audit Committee	Annual Financial Report
24 September 2020	Board	Annual Financial Report
19 November 2019	Finance & Audit Committee	Procurement Policy & Delegations
26 November 2018 10am – 12:30pm	Board – Shepparton Library Lunch to follow meeting.	Confirmation of chair, deputy, committees Review Code of Conduct

The Chairperson reminded the CEO to ensure Finance and Audit Committee minutes were distributed to the Board with the Agendas.

Meeting closed at 12:25pm

Kevin Preece
Chief Executive Officer