

Board Meeting 17 September 2020

MINUTES

ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 17 September 2020
Commenced at 1:04pm
Finished 2:37pm
Remote via Zoom

BOARD MEMBERS in attendance

Cr Gary Cleveland, Moira Shire Council, Chairperson
Cr Alistair Thomson, Strathbogie Shire Council
Cr Bruce Giovanetti, Greater Shepparton City 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 1:04 pm

All members attended via Zoom.

Gary Cleveland and Kevin Preece attended via Zoom at 79 Benalla Road Shepparton.

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 : Bruce Giovanetti	Seconded : Amanda Tingay
That the Draft Minutes of the ordinary Board Meeting held on 25 June 2020, 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	Nov 2019	CEO to meet with GOTAFE CEO to discuss potential collaboration opportunities. Discussions commenced.	CEO	Deferred to post COVID 19 shutdown
3	Sept 2020	Email to Council CEO's requesting nominations to the Board prior to next meeting on 17 December 2020	CEO	

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.

Derek Poulton declared that he is interviewing Local Government candidates for an environmentally focussed organisation called “Slap Tomorrow”.

Amanda Tingay declared that as part of her paid employment with Greater Shepparton City Council she is now looking after maintenance at council libraries.

6.0 Correspondence

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

Gary Cleveland advised that he was happy to hear we received a letter from federal Minister Keith Pitt MP advising that we had been nominated for a \$100k grant for the Tatura Library.

We received a copy of a letter to Derek Poulton from GSCC advising of his nomination as the community representative for a further 2 year term. Derek Poulton advised that he has accepted the nomination.

Moved : Alex Monk

Seconded : Sally Rice

That the Correspondence report be received.

Carried

Kaye Thomson arrived at the meeting at 1:18pm

7.0 CEO Performance Review

The CEO left the meeting for this item.

At the 25 June Board meeting the board requested the CEO provide a self assessment against the 2019/20 CEO Performance Plan to all board members to enable assessment in regard to performance in accordance with the process outlined below.

The CEO provided this assessment as requested.

Agreed Performance Review process

- 1) CEO completes a performance self assessment and provides this to the full Board.
- 2) Board members provide feedback to the committee.
- 3) Committee meet with and without CEO to review performance.
- 4) Committee make a recommendation to the Board for consideration at the Sept Board meeting.

The CEO Performance Matters Committee met with the CEO on 24 August 2020 Zoom with the CEO and Chairperson present at Shepparton.

At this meeting the CEO provided a letter to the Chair that;

- Proposed salary and employment terms for 2020/21

- Proposed a draft 2020/21 Performance Plan and KPI's

The Chairperson of the committee had prepared and distributed a report to Board members prior to the meeting. The CEO Performance Matters Committee provided the following recommendation to the Board.

Moved : David Roff

Seconded : Bruce Giovanetti

1. That the board note the CEO Performance Review for 2019/20 period.
2. That the Board agree to the CEO's request for a contribution to the ALIA (IFLA) Conference and a change to his time fraction to a 0.8 EFT (after the re-organisation is completed).
3. That the Board review the CEO's Performance Plan for 2020/21 and finalise the Plan at this meeting.

Carried

The Ceo returned to the meeting and was advised of the recommendation.

The CEO thanked the Board for the process, consideration and their continued confidence..

The CEO Performance Plan 20/21 was signed by the Chairperson and CEO at the meeting.

8.0 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;

- COVID-19 Response and Recovery
- Annual reporting and audit
- Tatura Library fundraising and planning
- Yarrowonga Library detailed design
- Budget review
- Management and Admin Restructure
- Mobile Library Schedule review
- Asset register review

The CEO reported on the COVID-19 Response and Recovery that has been the main focus since the June meeting.

Timeline

All programs and events suspended from 18 March 2020.

All Libraries closed to public from 23 March 2020.

Libraries re open to the public from 1 June 2020 with capacity restrictions and limited hours..

Libraries increase capacities and opening hours 29 June 2020.

Mobile Library re commenced 28 July 2020 with modified timetable.

Stage 3 restrictions re imposed 6 August 2020 – All Libraries and Mobile closed to public.

From 6 August we re imposed previous shutdown operations. Employees are continuing working from home if they can and maintaining a minimum presence at the Administration office for essential activity only.

Branch staff have been able to work from their library and undertake library and collection maintenance activities that includes “Click and Collect” type services for books etc.

We are now planning for staged re introduction of services under altered and managed operating regimes to accord with government regulations. Unfortunately under the recent Step 3 regional libraries were not permitted to open.

The CEO reported that morale amongst staff was generally good and that communications had been maintained through regular Zoom meetings. Branch staff in particular were happy that they could continue to provide a Click and Collect service at least and this was keeping them busy.

The Board noted the new Click and Collect signage that had been installed at each library and quizzed how we will be advising patrons that we will not be re opening next week as many may expect. The CEO advised that we will do some media including emails and social media to address this.

The CEO advised the Board that the Management and Administration re structure has been put on hold until the uncertainty around the COVID-19 and he would likely re visit this in late October following the re opening of libraries to the public.

Moved : Kaye Thomson

Seconded : Bruce Giovanetti

That the CEO report be accepted.

Carried

9.0 Financial Report

The Finance and Audit Committee met on 10 September 2020.

Signed Financial Statements to 31 August 2020 have been received from our finance contractor, GSCC and were reviewed by the Board.

The statements show that with 17% of the year completed we have expended 16% of the recurrent expenditure budget and are \$53.4k under YTD.

Employee costs are under \$47.4k YTD primarily due to reduced employment costs due to COVID-19 library closures.

We have received initial instalments from member councils but have not yet received advice from the State Government on the level of funding or timing for 20/21 as yet. We have budgeted for a 2% increase in the approved budget.

At this early stage, Capex is on track with \$3.8k under spent YTD.

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

The CEO advised that there has been no indication of what the State Government recurrent funding level will be and we will likely only hear after the State budget in October.

Amanda Tingay raised with the CEO prior to the meeting that the Board could respond jointly with a letter of support for the Public Libraries Victoria Budget submission. This was discussed and generally agreed that a joint response would be a good idea.

Moved : Amanda Tingay	Seconded : Bruce Giovanetti
That the Board write to the Minister for Local Government in support of the Public Libraries Victoria state budget submission.	
Carried	

The Board discussed the Draft Financial Statements to 30 June 2020.

The CEO provided an update on the statements and audit process.

The headline result was a \$88k profit delivered due to reduced employee costs and consumable expenses as a result of COVID-19 response. \$20k in donations had also been received for the Tatura Library fundraising that will be expended in 20/21.

Capital was underspent by \$25.8k due to deliberate strategy to save cash during the pandemic. This has resulted in an overall improvement of \$135k in the current assets on the balance sheet.

The Audit Closing Report was reviewed and the only outstanding matter that will be included in the management letter is the ongoing review of the Asset Register.

This was discussed at the Finance & Audit Committee on 10 September and a recommendation was made that the Board approve the Statements.

Moved : Derek Poulton	Seconded : Amanda Tingay
That the Board approves the Financial Report and the Annual Financial Statements for 30 June 2020 and authorise the Chairperson and deputy Chairperson to sign.	
Carried	

10.0 2019/20 Annual Operations Report

A draft 2019/20 Annual Operations Report was circulated prior to the meeting.

The CEO spoke to the report and the Highlights, noting that the Chairperson and CEO reports were merged and the COVID-19 response has been given its own section in the report.

The Board noted that a photo of Gerrit Van Zeist, who passed away during the year was included and asked that permission to use the phot should be sought from the family. The CEO advised that this photo was previously published in the Shepparton News.

The Board were requested to provide any further comments or edits to the CEO by Wednesday 23 September.

Moved : Amanda Tingay	Seconded : Alex Monk
That the Board notes the draft 2019/20 Annual Operations report.	
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 reduction in Loans, Members and Visits were noted due to COVID-19. It was also noted that eResource use had increased significantly.

The Board noted the COVID -19 operations including the resumption of library opening in early July 2020 and the subsequent closures again on 6 August as a result of restriction imposed to combat the second wave of the pandemic.

Click and Collect services were being undertaken at the branch libraries and while labour intensive was providing a positive service for the communities and was most welcomed.

Programming activity was subdued and all being undertaken on line.

Moved : Bruce Giovanetti

That the Business Operations Report be accepted.

Carried

Seconded : Kaye Thomson

12.0 Library Projects

The Board reviewed a report on all current major Library projects, including Yarrawonga, Tatura Libraries and the Mobile Library Service Review.

Yarrawonga Library

Sally Rice reported that Moira Shire has appointed Architects N2SH to complete a detailed design for the new Library at the Town Hall site. Work on this design is progressing.

The Minister for Planning has asked that Moira Shire determine the planning permit for the site.

Tatura Library

The CEO advised that construction at the Casey Street site is progressing with an estimated practical completion date for the construction contract of 9 October 2020.

We are continuing to occupy the temporary site at 155A Hogan Street and will remain there until we are ready to move and open at the new site.

We have met on site with our security contractor to ensure requirements for the “Open Library” concept are installed correctly. i.e. CCTV, security and access systems.

We have received advice that we have been successful in being recommended for a grant of \$100,000 under the MDB Economic development program round 2. We are hoping to enter into a contract for the delivery of the grant soon.

Mobile Library Review

The CEO advised that this review has been placed on hold but that when the Mobile service recommences after this latest COVID-19 that we will now commence to look at options to implement a revised timetable and service changes.

Derek Poulton re iterated that now is a good opportunity to bring in some wider changes including agency sites and alternate service arrangements for these remote communities as people are now expecting things to change post COVID-19.

Moved : Sally Rice

Seconded : Amanda Tingay

That the Board notes the Library projects report.

Carried

13.0 Information Items

The CEO spoke to the attached information items;

Victorian Public Libraries – COVID-19 data collection 2019-20

The shift from physical to eResources across the sector was highlighted in this report.

National and State Libraries Australia – Statistical Report 2018-19

The CEO highlighted some of the National benchmark data particularly the expenditure on library materials per capita.

14.0 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.

15.0 Other Business

There was no other business discussed

16.0 Next Meeting

The Chairperson noted that this will be his final meeting and that it will also be the final meeting for Cr Bruce Giovanetti and Cr Alistair Thomson who advised they will not be standing for election.

The Chair reflected on his time and how he has enjoyed his time on the Board, as Chairperson and working with the CEO and Board.

The CEO presented Cr Gary Cleveland with an engraved glass memento in appreciation for his service and some flowers for his wife, Marilynne.

Due to the Council elections the next meeting of the GVRLC Board is tentatively set for 17 December 2020. A lunch may also be held on this day where the retiring members would be welcome to attend. COVID-19 restrictions pending.

Action : CEO email CEO's of member Councils requesting nominations to the Board prior to 17 December meeting to enable new members to attend.

Board Meeting Planner

Date	Meeting	Agenda Items
10 Dec 2020	Finance & Audit Committee	Review of Procurement Policy and delegations
17 Dec 2020	Board	Confirmation of chair, deputy, committees Review Code of Conduct

Meeting closed at 2:37pm

Kevin Preece
Chief Executive Officer