

## MINUTES

### ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 25 June 2020  
Commenced at 1:00pm  
Finished 2:22pm  
Remote via Zoom

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

Cr Gary Cleveland, Moira Shire Council, Chairperson  
Cr Alistair Thomson, 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 1:00 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

Cr Bruce Giovanetti tended an apology prior to the meeting.

## 3.0 Confirmation of Minutes

**Moved : Derek Poulton**

**Seconded : Kaye Thomson**

That the Draft Minutes of the ordinary Board Meeting held on 7 May 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	June 20	Kaye Thomson to discuss community representative role with Derek Poulton	Kaye Thomson	Sept 20
4	June 20	Board members to provide feedback on Risk Register by 20 July	Board members	20 July 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. No conflicts were declared.

### **5.2 Directors Declaration of Interests**

The CEO advised that Board member Declaration of Interest - Ordinary Returns were due to be submitted by 9 August 2020.

## **6.0 Correspondence**

There was no correspondence directly to and from the Board and / or of relevance to Board governance listed.

The CEO advised that Greater Shepparton had copied him in on correspondence with Derek Poulton regarding advertising the Community Representative role.

Kaye Thomson advised that there have been no nominations for the advertised position of Board Community Representative for Greater Shepparton City Council.

Derek Poulton advised that he would be willing to continue in the role if there was no other suitable interest from the community.

**Action : Kaye Thomson to discuss community representative role with Derek Poulton.**

## **7.0 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;

- Management and Administration re structure
- Tatura Library Furniture and Shelving procurement
- Yarrawonga Library design tender process

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

On 4 May we moved to a 20% reduction in paid and worked hours applying to all staff. Staff could take leave to ensure their pay was not reduced. This proposal was generally supported as a better alternative than individual stand downs. This arrangement ceased on 1 June when we re opened the Libraries to the public under managed and restricted operations in accordance with government regulations.

We are now planning for and implementing a staged re introduction of services under altered and managed operating regimes to accord with government regulations.

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 re visit this in August.

The CEO proposed a timetable and process to complete the CEO Performance Assessment for 2019/20.

The impact of “caretaker mode” starting on 22 September due to Council elections was raised as a concern for the proposed timing of the next Board meeting.

It was agreed that the next meeting will be bought forward a week to 17 September to ensure that any decisions in relation to the Performance Review and any other items could be made before going into caretaker mode.

**Moved : Sally Rice**

That the CEO report be accepted.

**Carried**

**Seconded : Kaye Thomson**

## **8.0 Financial Report**

The Finance and Audit Committee met on 18 June 2020.

The Board reviewed the signed Financial Statements to 31 May 2020 received from our finance contractor, GSCC and variance reports.

The statements show that with 92% of the year completed we have expended 90% of the recurrent expenditure budget and are \$76.9k under YTD.

The underspend is primarily driven by the reduced casual employment and 80% worked and paid response during April/May as a response to the COVID-19 pandemic. Reduced consumable and materials expenses have also contributed. Casual employment ceased on 14 March as part of the COVID-19 response and this has resulted in the majority of the improvement.

With the reopening of libraries to the public on 1 June 2020, we have resumed 100% worked and paid and expect a resumption in some casual employment will occur and this will reduce the current savings.

Insurance costs have been \$13k higher than budget as reported previously. Depreciation is over by \$14.5k as noted in previous reports. The CEO advised that we have secured a significant reduction in our PL and PI Insurances due to our questioning the premium and doing some benchmarking with other library services.

\$7.4k Other Expenses is primarily costs and rental for the temporary Tatura Library. GSCC has agreed to provide \$100 per week to help support this rental. This will be invoiced before the end of the FY.

Revenue is all received. Additional grant revenue for programs \$8k has also been received.

Capex is \$37.2k under YTD primarily due to delays in equipment and library resources purchases.

Cash position is good and we have \$1.24m in bank.

**Moved : David Roff**

That the Board approves the Financial Report.

**Carried**

**Seconded : Alex Monk**

## 9.0 2020/21 Budget

A draft Revenue and Expense budget was adopted by the Board at its 7 May 2020 meeting for public review. The draft budget was advertised and placed on public review for a minimum of 28 days until 12 June 2020. At the close of the review period, no submissions were received.

The Board reviewed the draft budget following the public review period and noted.

The key influences and assumptions in relation to the preliminary budget are;

1. Increased revenue requirement from each Municipality of 2.0%.
2. Assumed increase in State Govt grant revenue of 2.0%.
3. No increase in Book stock purchase. – remains at \$400k
4. Employee benefits increase by 1.5% (EBA 2018 approved.).
5. Maintain existing levels of staffing.
6. Increase in depreciation expense of 2% due to increased capital purchases for book stock.
7. Maintaining the existing level of opening hours and programming activity.
8. Achieving a balanced budget.

Other items that could impact the budget into the new financial year include;

1. It is assumed that staffing will resume from July 2020 to close to pre COVID-19 levels.
2. The Management and Administration re structure has been put on hold and will likely take effect in September 2020. This has the potential to deliver up to \$100k savings during 20/21 depending on implementation timing and actual outcomes. There will be additional contract expenses to offset some employee activity (i.e. HR and IT functions). This has not been included in the budget and will be the subject of a revision prior to October 2020.
3. Timing of moving to Cloud based IT.

The date for submission to the minister has been extended to 31 August 2020 due to COVID-19 the CEO proposed to adopt a budget for financial reporting and monitoring purposes and submit prior to 30 June 2020.

This budget could then be reviewed in the new financial year as the revenue and operational implications of COVID-19 and the re structure become clearer.

**Moved : Amanda Tingay**

**Seconded : Gary Cleveland**

That the Board adopts the budget for 2020/21 as presented.

**Carried**

**Goulburn Valley Regional Library Corporation**  
**DRAFT Budget Income Statement**  
**2020/21 Financial Year**

	2019/2020 Budget	2020/21 DRAFT Budget	Variance (Fav.)/Unfav.	
	\$	\$		
<b>REVENUE</b>				
User Fees	48,200	52,700	4,500	9.34%
Grants (Operating)	858,255	875,420	17,165	2.00%
Contributions (Monetary)	2,703,371	2,757,438	54,067	2.00%
Other Income	39,262	24,200	(15,062)	-38.36%
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Gain (Loss) on Sale of Plant	4,000	0	(4,000)	100.00%
<b>TOTAL REVENUE</b>	<b>3,653,088</b>	<b>3,709,759</b>	<b>56,671</b>	1.55%
<b>EXPENSES</b>				
Employee Costs	2,425,275	2,481,000	(55,725)	2.30%
Materials and Services	696,500	689,200	7,300	-1.05%
Depreciation	471,173	480,596	(9,423)	2.00%
Borrowing Costs	2,500	1,500	1,000	-40.00%
Other Expenses	57,200	57,200	0	0.00%
<b>TOTAL EXPENSE</b>	<b>3,652,648</b>	<b>3,709,496</b>	<b>(56,848)</b>	1.56%
<b>Surplus/(Deficit) for the period</b>	<b>440</b>	<b>262</b>	<b>(178)</b>	

## 10. 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 on line programming and Furphy writing awards.

**Moved : Derek Poulton**

That the Business Operations Report be accepted.

**Carried**

**Seconded : Amanda Tingay**

## 11.0 Risk Register Review

The Board reviewed the Risk Register and particularly the High and Moderate Risks. Recommendations to adjust ratings for 4 key risks were noted.

The Board members were asked to provide feedback or comments on the risk register and any variations by 20 July.

**Action : Board members to provide feedback on Risk Register by 20 July.**

**Moved : Amanda Tingay**

**Seconded : Sally Rice**

That the board notes the amended Risk Register and Treatment Plans.

**Carried**

## 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 the Moira Shire Council Moira Shire has sought tenders for the design of the new Yarrawonga Library at the Town Hall site based on the previous adopted concept design and Architects N2SH have been the successful tenderers.

Moira Shire has referred the planning permit for the site to the Minister to determine.

**Sally Rice left the meeting at 2:01pm**

### Tatura Library

The CEO advised that Construction at the Casey Street site has progressed and is expected to be completed in late September 2020.

On behalf of Greater Shepparton City Council we have undertaken a Request for Quotes for Furniture and Shelving. The successful quotes were from a company called Resource Furniture. We have finalised the materials and colour selections and orders have been placed.

The temporary site at 155A Hogan Street has re opened.

The Fundraising Committee was very active prior to COVID-19 with over \$20k committed.

Since March13 no fundraising activity has occurred. We have re-starting the fundraising campaign with a Shepparton News Tatura feature article and advertisement.

### Mobile Library Review

The CEO advised that this review has been placed on hold but that when the Mobile service recommences after COVID-19 that we will now commence to look at options to implement a revised timetable and program 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 and we should be looking for potential opportunities to improve services.

COVID has presented an opportunity to trail services for small communities such as Click and Deliver.

It was noted that Avenel School is seeking funding to develop their library with scope to provide services to the wider community.

The CEO advised that following school holidays we will commence consultation with the schools and Avenel school in the first instance on future needs.

**Moved : Alex Monk**

**Seconded : Derek Poulton**

That the Board notes the Library projects report.

**Carried**

### **13.0 Information Items**

There were no information items provided to the Board.

### **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

### **26.0 Next Meeting**

The next ordinary meeting of the GVRLC Board will be held on 17 September 2020 commencing at 2pm at 79 Benalla Road or remote via Zoom.

Gary Cleveland suggested that the September meeting could be the last meeting for a few members and that we should look to hold a morning meeting and have a luncheon.

### **Board Meeting Planner**

<b>Date</b>	<b>Meeting</b>	<b>Agenda Items</b>
12 Sept 2020	Finance & Audit Committee	End of year financial report
17 Sept 2020	Board (am meeting, lunch following)	Annual report
19 Nov 2020	Finance & Audit Committee	Review of Procurement Policy and delegations
26 Nov 2020	Board	Confirmation of chair, deputy, committees Review Code of Conduct

### **Meeting closed at 2:22pm**

Kevin Preece  
Chief Executive Officer