

## MINUTES

### ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 22 April 2021  
79 Benalla Road Shepparton  
Commenced at 2:00pm  
Finished 3:50pm

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

Mr Derek Poulton, Greater Shepparton City Council (Chairperson)  
Cr Greg James, Greater Shepparton City Council  
Cr Reg Dickinson, Strathbogie Shire Council  
Ms Kaye Thomson, Greater Shepparton City Council (via Zoom)  
Mr David Roff, Strathbogie Shire Council (via Zoom)  
Ms Sally Rice, Moira Shire Council (via Zoom)

Chief Executive Officer – Kevin Preece

#### ***Vision***

*We connect, empower and inspire our communities.*

## Meeting opened at 10:00 am

Cr Reg Dickinson, Kaye Thomson, David Roff and Sally Rice attended remotely via Zoom.

### 1.0 Acknowledgement

The Chairperson asked Greg James to give a welcome to Country as a member of the first nation's community.

"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 Julie Brooks submitted an apology prior to the meeting.

### 3.0 Confirmation of Minutes

<b>Moved : Kaye Thomson</b>	<b>Seconded : Greg James</b>
That the Draft Minutes of the ordinary Board Meeting held on 25 February 2021, as circulated, be confirmed.	
<b>Carried</b>	

### 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	Nov 2019	CEO to meet with GOTAFE CEO to discuss potential collaboration opportunities. Discussions commenced.	CEO	Completed.
2	Dec 2020	Write a thank you letter to retiring Board members.	CEO	Completed.
3	Feb 2021	Develop an Environmental Policy for review	CEO	June 2021
4	Feb 2021	Board to write a letter of support for the PLV Budget Submission.	CEO	Completed
5	Feb 2021	Write to member Councils requesting a 1.5% increase in revenue for 2021-22.	CEO	Completed
6	Feb 2021	Develop a project plan for development and implementation of a Reconciliation Action Plan	CEO	Underway. On Agenda
7	April 2021	Check to see if an independent member of the finance and audit committee is a requirement under the new LGA	CEO	June 2021
8	April 2021	Board members to provide feedback on the Fraud Control Policy by 15 May.	Board	June 2021

The CEO reported that he has met with the Head of Campus at GOTAFE and have agreed to a collaboration to host the 2020 Furphy Award winner as a "Writer in Residence" at the Shepparton Library in June 2021.

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

**Moved : David Roff**

**Seconded : Reg Dickinson**

That the Correspondence report be received.

**Carried**

## 7.0 Board membership

### 7.1 Board membership

Sally Rice advised that Moira Shire Council has completed its process and will advise the new Community representative after the next Council meeting.

David Roff advised that Strathbogie Shire has not yet nominated a community representative and will need an Expression of Interest process.

Kaye Thomson advised she is taking Long Service Leave from 3 May 2021 for 3 months and has requested a Leave of Absence from the Board and, that that the Board accept the Acting Director Community, Fiona Le Glassick, as her deputy during this period.

**Moved : Sally Rice**

**Seconded : David Roff**

That the Board note the status of current Board vacancies and approves Kaye Thomsons leave of absence from 3 May 2021 for 3 months and approves Fiona Le Gassick as her deputy during this period.

**Carried**

## 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;

- Management restructure
- Living Libraries Funding Application
- The Public Libraries Victoria (PLV) meeting in Shepparton
- Completing Tatura Library projects

The CEO reported on his meeting with Strathbogie Shire and follow up discussions with Mayor Chris Raeburn. The CEO reported that he is leading a PLV process to review the Local Government Reporting Framework (LGRF) Library indicators and will provide the

recommendations to member Councils if they would like to include them in their response to the LGRF review.

The CEO reported on the Covid-19 response and recovery status, detailed in the Business Operations Report and the status of the Management restructure that is was recommenced in mid March 2021.

Kaye Thomson advised that the preliminary advice from Greater Shepparton HR is that it would take about 1 FTE to undertake GV Libraries HR functions and that this may not be feasible for Greater Shepparton.

The CEO advised that he will confirm the specification for the work and discuss further with GSCC HR officers and examine other options, including outsourcing of this function to an external provider, if needed.

<b>Moved : Greg James</b> That the CEO report be accepted. <b>Carried</b>	<b>Seconded : Reg Dickinson</b>
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## 9.0 Financial Report

The Finance and Audit Committee has met on 15 April 2021 and reviewed the Financial Statements to 31 March 2021.

Greg James asked if we have an independent member on the Finance & Audit Committee and that this could be a requirement under the new Local Government Act 2020.?

The CEO advised that the membership is made up of the Senior Officer representatives from each Council and that there could be an independent member but at this stage it is not thought necessary.

**Action : Check to see if an independent member is a requirement under the new LGA.**

The statements show that with 75% of the year completed we have expended 69% of the recurrent expenditure budget and are \$262.7k under expended YTD.

Employee costs are under \$192.6k YTD and materials and services are under \$97.9k YTD primarily due to reduced costs due to COVID-19 library closures, service reductions and some delayed billing for IT services. We have incurred \$32.6k towards the Tatura project that will be mostly offset by the donations.

We will incur an expense of \$100k to Greater Shepparton City Council by end of financial year as our transfer of fundraising revenue towards furniture and shelving for Tatura Library.

We have received 75% of instalments from member councils and 100% of our State government funding. We have also received \$94.7k from donations to the Tatura Library fundraising including \$85k of the \$100k of the federal government grant.

Capex is \$27.8k under spent YTD primarily due to delayed spending on book stock as a deliberate response to COVID-19.

The Audit Strategy and Interim Management Letter were also reviewed and current actions noted.

A forecast to 30 June 2021 is included in the reports and does not include any potential expense towards the Management restructure.

**Moved : David Roff**

**Seconded : Sally Rice**

That the Board approves the Financial Report and note the status of the Interim Management Letter actions.

**Carried**

## **10.0 Draft 2021-22 Budget for public review**

At the February meeting the Board reviewed the preliminary 2021-22 Budget.

It was noted that all member Councils have advised that they have included a 1.5% increase in their draft budgets. Operations Report and feedback and input was sought and provided. Kaye Thomson advised that Greater Shepparton were proposing a zero average rate increase however confirmed that at this stage 1.5% contribution increase was included in the draft budget.

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

1. Return to close to pre COVID-19 operations
2. Increased revenue requirement from each Municipality of 1.5%.
3. Assumed increase in State Govt grant revenue of 2.5%.
4. No increase in Book stock purchase. – remains at 400k Total Capex \$470k
5. Employee benefits increase by 1.5% (EBA 2018 approved.).
6. No savings from Management re structure
7. Maintain existing levels of branch staffing, opening hours and programming activity.
8. Increase in depreciation expense of 2% due to increased capital purchases for ebook stock.
9. Achieving a balanced budget.

Greg James questioned if there was to be more spent on eBooks etc and the CEO advised that it was proposed that in the capital budget physical books would decrease by \$34,000 (15.25%) and eBooks and eAudios would increase by \$23,000 (19.2%) in line with demand.

Other items that could impact the final adopted budget include;

1. Potential employee cost savings through Management restructure. Full outcomes will only be known later in FY.
2. Additional contract expenses to offset some employee activity (i.e. HR and IT functions).
3. Timing of moving to Cloud based IT.
4. Future COVID-19 lockdowns.

### **Budget 2021/22 program**

Draft Budget approved	– 22 April Board Meeting
Incorporate feedback	- up to 3 May
Public Review	– 7 May – 7 June
F & A Committee review	– 17 June
Approve Budget	– 24 June Board Meeting

**Draft Budget Income Statement**  
2021/22 Financial Year

	2020/21 Budget	2020/21 Forecast	2021/22 Preliminary Budget	Variance	Change %
	\$	\$	\$	\$	
<b>REVENUE</b>					
User Fees	52,700	27,220	48,200	(4,500)	-8.54%
Grants (Operating)	875,420	878,707	900,675	25,255	2.88%
Contributions (Monetary)	2,757,438	2,889,838	2,803,800	32,574	1.18%
Other Income	24,200	33,000	37,000	12,800	52.89%
<b>TOTAL REVENUE</b>	<b>3,709,758</b>	<b>3,828,765</b>	<b>3,789,674</b>	<b>66,129</b>	1.78%
<b>EXPENSES</b>					
Employee Costs	2,481,000	2,397,700	2,526,300	(37,300)	1.50%
Materials and Services	689,200	797,700	704,400	(9,200)	1.33%
Depreciation	480,596	490,000	499,800	(19,204)	4.00%
Borrowing Costs	1,500	1,500	900	600	-40.00%
Other Expenses	57,200	57,200	58,344	(1,144)	2.00%
<b>TOTAL EXPENSE</b>	<b>3,709,496</b>	<b>3,744,100</b>	<b>3,789,744</b>	<b>(66,248)</b>	1.79%
<b>Surplus/(Deficit) for the period</b>	<b>262</b>	<b>84,665</b>	<b>(70)</b>	<b>(118)</b>	
<b>CAPITAL EXPENDITURE</b>					
<b>Book stock &amp; resources</b>					
Physical Books and resources	223,000	171,000	189,000	34,000	-15.25%
PRC books and resources	27,000	27,000	27,000	0	0.00%
eBooks & eAudiobooks	70,000	93,000	93,000	(23,000)	32.86%
DVD's	47,000	38,000	38,000	9,000	-19.15%
Audiobooks	33,000	50,000	50,000	(17,000)	51.52%
<b>Vehicles</b>	35,000	40,000	35,000	0	0.00%
<b>Equipment &amp; furniture</b>	5,000	8,000	8,000	(3,000)	60.00%
<b>CIT</b>	30,000	30,000	30,000	0	0.00%
<b>Total Capital Expenditure</b>	<b>470,000</b>	<b>457,000</b>	<b>470,000</b>		

**Moved : David Roff**

**Seconded : Sally Rice**

That the Board adopts the 2021-22 draft budget for public review.

**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 steady increase in Loans, Members and Visits were noted as we slowly re commence services from COVID-19 restrictions

The Board noted that we were recruiting to fill vacant positions due to retirements and lack of willing casuals.

The Board noted the retirement of long service employee Denise Jackson and asked if we provide any recognition of service. The CEO advised that we do recognise employees service and are planning on holding a retirement celebration for Denise at a mutually suitable time.

The Board also asked how many we currently have working from home? The CEO advised that we have implemented a policy where employees can request to work from home within limits and work constraints and that we have 6 employees who currently work from home part time or remotely at another GV Library location. Front line branch library employees do not have the opportunity to work from home.

Reg Dickinson asked if other libraries could undertake a Libraries after dark program and who was paying for the promotion? The CEO advised that we will receive \$50k over 2 years to undertake the program in Shepparton as this library is located close to 4 major pokie venues and the funding comes from the Responsible Gaming Authority. The funding covers the cost of the current TV promotions.

Derek Poulton advised that the program Cards and Chess for Kids (CCK) has started last week.

**Moved : David Roff**

**Seconded : Sally Rice**

That the Business Operations Report be accepted.

**Carried**

## 12.0 Reconciliation Action Plan – project plan

At the Board meeting of 25 February the Board resolved to develop a Goulburn Valley Libraries Reconciliation Action Plan (RAP) and the CEO was tasked with developing an project plan.

A project plan was submitted that provides a timeline through the 7 step process.

1. Expression of Interest - complete
2. Register – complete
3. Draft RAP
4. RAP Review and Development process
5. RAP Conditional Endorsement
6. RAP Formal Endorsement
7. RAP Implementation

The Board discussed representation of the internal RAP Working Group and if a Board member/s, such as Greg James, could participate in support.

Kaye Thomson advised that Diedre and Bobbie from the Greater Shepparton RAP Working group could provide some advice and direction on the process.

Sally Rice advised that she might benefit and gain some insights from the process to help Moira Shire if they go down the Rap path.

**Moved : Kaye Thomson**

**Seconded : Reg Dickinson**

That the Board adopts the Goulburn Valley Libraries Reconciliation Action Plan project plan and nominate Greg James and Sally Rice to support the RAP Working Group.

**Carried**

### **13.0 Review Business Continuity Plan**

The Business Continuity Plan is an important organisation document and is reviewed biannually.

The BCP has been tested and revised as we have responded to interruptions to business operations due to the COVID-19 global pandemic. Several areas in the plan that have been changed were highlighted for Board review. It was noted that the move from fixed file servers to cloud based will reduce risks of IT failure in the future.

**Moved : Kaye Thomson**

**Seconded : Greg James**

That the Board adopts the revised Business Continuity Plan.

**Carried**

### **14.0 Review of Fraud Control Policy**

The Audit Interim Management Letter has recommended that the Fraud Control Policy was past its review date and that specific Fraud Risk Assessments were not completed and included in the Risk Register.

Two general Fraud Risks are included in the register but the Auditors have recommended that specific risks assessments should be undertaken in line with the policy.

The current Fraud Control Policy was attached for review by the Board. The CEO advised that management will review and re draft the Fraud Control Policy in line with Auditors recommendations.

**Action : Board members to provide feedback on the Fraud Control Policy by 15 May.**

The specific Fraud Risk assessments will be carried out by management and included in the June 2021 Board review of the Risk Register.

**Moved : David Roff**

**Seconded : Sally Rice**

That the Board notes the review of the Fraud Control Policy and provides feedback to the CEO.

**Carried**



## 15.0 Public Disclosures Policy

The Audit Interim Management Letter has recommended that as a result of the change from the Protected Disclosures Act 2012 to the Public Interest Disclosures Act 2012 that our current Protected Disclosures Policy be upgraded to reflect the new Public Interest Disclosures Act.

Management has drafted a new Public Disclosures Policy that reflects and incorporates the new Act for review and adoption by the Board.

The Board reviewed the new policy and noted that there have not been any disclosures made during the past seven years.

**Moved : Greg James**

**Seconded : David Roff**

That the Board adopts the Public Disclosures Policy.

**Carried.**

## 16.0 Library Projects

### 16.1 Yarrowonga Library

Sally Rice reported that Moira Shire is continuing to develop detailed design plans for the new Library at the Town Hall site. Sally advised that Council is exploring ways to fast track planning following advice received that COVID exemptions may apply.

Moira Shire also received advice of success in a \$1million grant through the Living Libraries Fund.

### 16.2 Tatura Library

The CEO advised that the Tatura Library was officially opened by the Cr Greg James, Derek Poulton and Damien Drum MP on 14 April 2021.

The fundraising committee has ceased activity with a final total of \$134,310 (including the Murray Darling Basin Economic Development (MDBED) grant of \$100,000. Late donations can still be accepted.

The funding received is very close to meeting all expenses when including the \$20,000 commitment by Goulburn Valley Libraries.

### 16.1 Improving Mobile Library Services to small communities

We have been advised that our application for Living Libraries Infrastructure Program funds for approx. \$120k has been successful and the Minister will visit Avenel on 28 April to make an announcement.

The project would see funds to develop a satellite library kiosks at Murchison and Avenel (two well patronised mobile library stops). The installations would feature a self serve Library Cabinets or similar.

Reg Dickinson asked if this sort of installation could extend to Ruffy. The CEO advised that the installations at Avenel and Murchison would serve as pilot projects and we could put in an application for funding for other sites following proof of the concept.

**Moved : Sally Rice**

**Seconded : Kaye Thomson**

That the Board notes the Library projects report.

**Carried**

## 17.0 Information Items

No information items were provided or discussed.

## 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

There was no other business raised that was not listed on the Agenda and accepted by the Chairperson.

## 20.0 Next Meeting

The next ordinary meeting of the Board will be held on 24 June 2021 commencing at 2pm at the 79 Benalla Road Library and via Zoom.

The CEO advised that he will be in Sydney and will participate via Zoom, and that we will set up the meeting room if any Board members wished to attend on site.

### Board Meeting Planner

<b>Date</b>	<b>Meeting</b>	<b>Agenda Items</b>
17 June 2021	Finance & Audit Committee	Review Risk register Review delegations
24 June 2021	Board	Approve Budget Review Risk Register
16 September 2021	Finance & Audit Committee	End of year financial report
23 September 2021	Board	Annual report
18 November 2021	Finance & Audit Committee	Review of Procurement Policy and delegations
25 November 2021	Board	Confirmation of chair, deputy, committees Review Code of Conduct

**Meeting closed at 3:50pm**

Kevin Preece

Chief Executive Officer