

MINUTES

ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 23 September 2021
79 Benalla Road Shepparton and via Zoom
Commenced at 2:03pm
Finished 4:08pm

BOARD MEMBERS in attendance

Mr Derek Poulton, Greater Shepparton City Council (Chairperson)
Cr Julie Brooks, Moira Shire Council (deputy Chairperson)
Cr Reg Dickinson, Strathbogie Shire Council
Cr Greg James, Greater Shepparton City Council
Mr David Roff, Strathbogie Shire Council
Ms Sally Rice, Moira Shire Council
Ms Jessica Bonaddio, Moira Shire Council
Ms Kym Bailey, Greater Shepparton City Council

Chief Executive Officer – Kevin Preece

Vision

We connect, empower and inspire our communities.

Meeting opened at 2:03pm

All in the meeting attended remotely via Zoom.

Greg James was not in attendance at the commencement of the meeting.

1.0 Acknowledgement

The Chairperson read the acknowledgement 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

Kaye Thomson submitted an apology prior to the meeting.

3.0 Confirmation of Minutes

Moved : Julie Brooks

Seconded : Jessica Bonaddio

That the Draft Minutes of the ordinary Board Meeting held on 24 June 2021, 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	Feb 2021	Develop an Environmental Policy for review	CEO	80% complete.

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.

The CEO advised that all Board members have completed a Register of Interest declaration.

6.0 Correspondence

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

7.0 Board membership

7.1 Board membership

The Chairperson welcomed Kym Bailey as the Strathbogie Shire community representative to her first meeting.

Moved : Sally Rice

Seconded : Jessica Bonaddio

That the Board accept the nomination of Ms Kym Bailey to the Board as Strathbogie Shire Council community representative.

Carried

Greg James entered the meeting at 2:20pm

8.0 CEO Performance Review

Kevin Preece left the meeting for this discussion.

The Board CEO Performance Matters Committee had met with the CEO on 24 August to discuss the 20/21 Performance Review.

Motions moved in relation to CEO remuneration and contract

Motion 1

Moved : David Roff

Seconded : Greg James

That the Board accepts a 2.5% increase in salary package to \$165,582 based on request from CEO agenda item 8 – Remuneration.

Carried (6/1)

Motion 2

Moved : David Roff

Seconded : Reg Dickinson

That the 0.8 time fraction be approved for remainder of contract with salary of \$120,423.90 and total package of \$132,466.

Carried (5/2)

Motion 3

Moved : Julie Brooks

Seconded : Greg James

That the full time position for a new CEO be advertised, to take effect 31 March 2022.

Not carried (2/5)

Motion 4

Moved : David Roff

Seconded : Sally Rice

That GVL advertise the intention to reappoint Kevin Preece as CEO in a 12 month contract, at a 0.8 time fraction, for a period of 12 months from 31 March 2022.

Amendment to Motion 4

Moved : Reg Dickinson

Seconded : No seconder

That GVL advertise the intention to reappoint Kevin Preece as CEO in a 24 month contract, at a 0.8 time fraction, for a period of 12 months from 31 March 2022.

Motion not put.

Original motion 4 re put

Moved : David Roff

Seconded : Sally Rice

That GVL advertise the intention to reappoint Kevin Preece as CEO in a 12 month contract, at a 0.8 time fraction, for a period of 12 months from 31 March 2022.

Carried (6/1)

The CEO returned to the meeting and was advised of the motions that were passed by the Board.

David Roff advised that the CEO should now formally respond to the motions.

9.0 CEO Report

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

Activities the CEO has focussed on in the last period included;

- Management restructure
- Annual Reporting
- Financial Audit
- Numurkah and Euroa Library refresh plans and funding applications
- Asset Register Review

The CEO also reported on the Covid-19 response and recovery status, detailed in the Business Operations Report and the status of the Management restructure that was recommenced in mid March 2021. The restructure is now largely completed with good options being considered to support the CIT and HR functions.

Moved : David Roff

Seconded : Julie Brooks

That the Board accept the CEO report.

Carried

10.0 Financial Report

The Finance and Audit Committee has met on 16 September 2021 and reviewed the Financial Statements to 31 August 2021.

10.1 The Board reviewed the reports that show that with 17% of the year completed we have expended 16% of the recurrent expenditure budget and are \$211.3k under YTD.

Employee costs are under \$161.5k YTD primarily due to delayed payment of leave and redundancy payments due to the management restructure (\$171k).

We have received initial instalments from member councils but have not yet received the State Government funding. This should be paid in September.

At this early stage, Capex is well underspent due to delays in commencing stock purchasing program and vehicle (\$43k) not arriving until September.

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

10.2 The Board reviewed the Annual Financial Statements 30 June 2021.

The CEO spoke to the reports and highlighted the following;

- Year was characterised by COVID-19 lockdowns and restrictions resulting in reduced employee costs and consumables.
- Receipt of \$100k income from federal Government for Tatura library project and the resultant expenditure of this in Materials and Services.
- Receipt of \$120k grant from the state government that does not appear in revenue but is included on the balance sheet.
- Surplus of \$284.5k
- Capex underspent due to delays in procurement of vehicle, now pushed into 21/22.

David Roff spoke about the discussions with the Auditors who advised of the positive process and cooperation through the Audit. He advised that they were comfortable that the statements reflect the true situation of the Corporation.

The CEO advised there had been a small change in provision for entitlement due to changes in the discount rate applied. This has resulted in a negative expense of \$17.21k shown on the income statement in "Borrowing Costs" Note 4.7.

The CEO spoke to the Management Letter and that all previous actions had been completed and one new recommendation was made.

This was to ensure that library stock that has been fully depreciated be removed from the asset register each year.

Moved : David Roff

Seconded : Julie Brooks

That the Board approves the Financial Report.

That the Board adopts the 2020/21 Annual Financial Statements.

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.

12.0 Library Projects

12.1 Yarrowonga Library

The CEO Sally Rice reported that Moira Shire is close to letting a contract for demolition of the Community Hall and they have advertised for a Project Manager.

Design Plans and Specifications are being completed to enable Tenders to be issued

12.2 Tatura Library

The CEO advised security works are close to completion and we will begin to get the administration processes in place to enable the “7/11/7 Open Library” in November 2021.

12.3 Improving Mobile Library Services to small communities

The CEO reported that COVID lockdowns have delayed site selection.

We anticipate we will finalise the sites soon. Quotes have been received for kiosks and we will place orders following site selection.

12.4 Reconciliation Action Plan

The CEO provided an update on work to date and next steps.

13.0 Draft Environmental sustainability Policy

The Board noted the draft Environmental Sustainability Policy that provides a framework for a Environmental Sustainability Action Plan and preliminary measures and targets.

The CEO advised that the policy would be ready for adoption in November and any comments by the Board would be welcome.

14.0 Review of 2018-22 Library Plan

The 2018-22 Library Plan and Strategic Resource Plan has been the key strategic document of the Corporation over the last 3 years.

The CEO advised that the Plan is in its final year and it is appropriate to review progress and adjust for the current environment.

The review items were highlighted in **Red** in the document to update for the final year of the Plan.

A new Library Plan and Strategic Resource Plan for the period 2022-26 will need to be developed. This will be a focus area for the Board in the early part of 2022 and a project plan and timeline will be developed.

The Plan was noted by the Board and will be adopted at the November meeting for submission to the Minister.

15.0 Draft Annual Operations Report

A draft 20120/21 Annual Operations Report has been prepared and will was provided separately for review prior to the meeting.

The Board is to review the Draft document and provide any comments to the CEO for adoption at the next Board meeting.

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.

18.0 Other Business

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

19.0 Next Meeting

The next ordinary meeting of the Board will be held on 25 November 2021 commencing at 2pm via Zoom.

Board Meeting Planner

Date	Meeting	Agenda Items
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
17 February 2022	Finance & Audit Committee	Draft Budget, Policy register
24 February 2022	Board	Draft Budget, Business Continuity Plan
14 April 2022	Finance & Audit Committee	Business Continuity Plan Asset Register Review
21 April 2022	Board	Approve Budget for public review
16 June 2022	Finance & Audit Committee	Review Risk register Review delegations
23 June 2022	Board	Approve Budget Review Risk Register
15 September 2022	Finance & Audit Committee	End of year financial report
22 September 2022	Board	Annual report
17 November 2022	Finance & Audit Committee	Review of Procurement Policy and delegations
24 November 2022	Board	Confirmation of chair, deputy, committees Review Code of Conduct

Finance and Audit Committee meetings will be held at least one week prior to a general Board meeting and scheduled to meet participant's availability.

Meeting closed at 4:08pm

Kevin Preece

Chief Executive Officer