

## MINUTES

### ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 25 February 2021  
Commenced at 2pm  
Finished 4:01pm

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

Mr Derek Poulton, Greater Shepparton City Council (Chairperson)  
Cr Julie Brooks, Moira Shire Council, via Zoom (deputy Chairperson)  
Cr Reg Dickinson, Strathbogie Shire Council, via Zoom  
Cr Greg James, Greater Shepparton City Council  
Ms Kaye Thomson, Greater Shepparton City 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 2:00 pm

## 1.0 Acknowledgement

As a member of the local first nation communities, Cr Greg James was invited to and provided a “Welcome to Country” for the meeting.

## 2.0 Apologies

David Roff submitted an apology prior to the meeting.

## 3.0 Confirmation of Minutes

**Moved : Sally Rice**

**Seconded : Kaye Thomson**

That the Draft Minutes of the ordinary Board Meeting held on 17 December 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	Nov 2019	CEO to meet with GOTAFE CEO to discuss potential collaboration opportunities. Discussions commenced.	CEO	Deferred to post COVID 19 shutdown
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	April 2021

## **5.0 Declaration under acts, regulations, codes or local laws & declaration of any interest or conflict of interest**

### **5.1 Meeting Declaration**

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.

The correspondence included two letters from the Minister advising of 2020/21 Public Libraries Funding Program and the Premiers Reading Challenge that had both increased by 2.5%.

<b>Moved : Julie Brooks</b> That the Correspondence report be received. <b>Carried</b>	<b>Seconded : Reg Dickinson</b>
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## **7.0 Board membership**

### **7.1 Board membership**

Sally Rice reported that Alex Monks term as the Moira Shire Community representative has expired and Moira Shire have advertised for a replacement.

Sally reported that there are at least two applications and that Council will undertake a selection process and advise the Board when completed.

It was noted that Strathbogie Shire has not yet nominated a replacement for Amanda Tingay as their Community representative.

<b>Moved : Greg James</b> That the Board not the status of current Board vacancies. <b>Carried</b>	<b>Seconded : Sally Rice</b>
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## **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
- Tatura Library fundraising and planning
- Staff performance reviews

The CEO reported on his significant involvements that included the significant workload by himself and staff in moving the Tatura Library and preparation for opening at the new site.

The CEO reported on the Covid-19 response and recovery, detailed in the Business Operations Report and the proposed Management and Admin restructure that is due to commence consultation in March 2021.

The Board questioned the re-structure process and consultation mechanisms, and the CEO reported on the prescriptive process to be followed as detailed in the Enterprise Agreement.

The CEO reported on the development of a Working from Home Policy.

The CEO also advised the Board of the Public Libraries Victoria Executive and General meetings to be held in Shepparton on 15/16 March.

**Moved : Greg James**

**Seconded : Julie Brooks**

That the CEO report be accepted.

**Carried**

## 9.0 Financial Report

The Finance and Audit Committee met on 18 February and reviewed the Financial Statements to 31 January 2021.

The statements showed that with 58% of the year completed we have expended 53% of the recurrent expenditure budget and are \$237.8k under expended YTD.

Employee costs are under \$164.5k YTD and materials and services are under \$99.1k YTD primarily due to reduced costs due to COVID-19 library closures, service reductions and some delayed billing for IT services.

We have received 75% of instalments from member councils and have not yet received any funding from the State Government although this is committed. We have received advise that the State Government recurrent funding would increase by 2.5%. We had budgeted for a 2% increase in the approved budget. We have also received \$85k of the federal government grant for the Tatura Library as Other Income. We will have a commensurate expense of \$100k to Greater Shepparton later in the year.

Capex is \$49.7k under spent YTD primarily due to delayed spending on book stock, computers, furniture and equipment as a deliberate response to COVID-19.

The Board noted the vehicle replacement budget and questioned if we had looked at procurement of electric vehicles?

The CEO advised that as a service provider to Councils we had always sought the least cost option at time of purchase (including examining leasing v purchase) and had not yet looked at electric or hybrid vehicles.

The Board discussed each Councils position and the community and environmental benefits that could be achieved by the use of electric vehicles.

The CEO advised that the Corporation does not have a specific "Environmental Policy" that provides a direction on waste, recycling, energy efficiency, carbon emissions and other environmental considerations.

**Action : Develop an Environmental Policy for review. CEO**

The CEO advised that a revised forecast to 30 June 2021 has been undertaken and was included in the reports. This forecast is based on a near return to pre COVID operations for the last third of the year.

The CEO also advised that the entry meeting with the Auditors is scheduled for 3 March.

<b>Moved : Kaye Thomson</b> That the Board approves the Financial Report. <b>Carried</b>	<b>Seconded : Sally Rice</b>
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## 10.0 Preliminary 2021-22 Budget

A preliminary draft Revenue and Expense budget was reviewed by the Board.

The key influences and assumptions in relation to the preliminary 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.

The CEO advised the Board of the PLV Budget submission that focussed on COVID recovery and asked for increased recurrent and capital funding for the sector.

Other items that could impact the final adopted budget include;

1. Potential employee cost savings through Management and Administration 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.

<b>Moved : Greg James</b> That the Board notes the preliminary 2021-22 Budget. <b>Carried</b>	<b>Seconded : Kaye Thomson</b>
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**Action : CEO to write to member Councils requesting a 1.5% increase in revenue for 2021-22.**

<b>Moved : Greg James</b> That the Board write a letter in support of the Public Libraries Victoria State Budget submission. <b>Carried</b>	<b>Seconded : Julie Brooks</b>
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**Action : Board to write a letter of support for the PLV Budget Submission.**

## 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 and the recovery in loans and visits that was underway. It was also noted that eResource use had increased significantly.

Cr James asked about the resilience training provided to staff and the CEO reported that several supervisors and staff attended training targeted at Library staff provided by the State Library due to issues related to Covid uncertainties.

The Board noted the status of Book clubs and a question was raised about the cost.

The CEO reported that Book Club members pay \$50 per year and for that they get a premium borrowing service and access to 11 new titles per year. Book club sets are highly maintained and the costs is relatively low in comparison to equivalent services.

The CEO advised the Board that the two file servers are reaching the end of their serviceable lives and replacement or going to the "cloud" is being examined.

**Moved : Julie Brooks**

**Seconded : Sally Rice**

That the Business Operations Report be accepted.

**Carried**

## 12.0 Reconciliation Action Plan

The Board considered the appropriateness and considerations involved in the potential development of an organisational Reconciliation Action Plan.

A staff member Julie Best has suggested that we should be participating in the Greater Shepparton City Council Reconciliation Plan (RAP).

Advice received from Greater Shepparton City Council is that as a separate organisation it would not be appropriate for Goulburn Valley Libraries to partner in their RAP but instead could pursue their own RAP as a separate entity.

The Board discussed progress and actions in this direction at each member Council.

Greg James advised that Reconciliation Australia has templates and guidelines we could follow and that we would need to consult and involve the Registered Aboriginal Parties in the area.

Greg also offered to visit Moira and Strathbogie Shires to discuss the RAP steps if they wished.

**Moved : Reg Dickinson**

**Seconded : Julie Brooks**

That the Board agrees to develop a Goulburn Valley Libraries Reconciliation Action Plan.

**Carried**

**Action : Develop a project plan for development and implementation of a Reconciliation Action Plan. - CEO**

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

This item was held over to the next meeting due to lack of available time.

## **14.0 Library Projects**

The Board reviewed a report on all current major Library projects.

### **14.1 Background**

This report provides updated information on all current major Library projects.

### **14.2 Yarrawonga Library**

Moira Shire is continuing to develop detailed design plans for the new Library at the Town Hall site.

The CEO reported that GV Libraries have been involved at all stages of the design and consultation and the design is looking great.

Sally Rice reported that an appeal has been lodged with VCAT against the planning permit and will be heard at a future date to be fixed. Moira Shire has indicated it will defend the planning permit.

### **14.3 Tatura Library**

The CEO reported that the Tatura Library opened to the public on 27 January 2021 with a small ceremony. The temporary Library was closed for a week to enable the move and was vacated on the 29 January.

The new library has been welcomed by the community with strong levels of patronage. Fundraising to date, including the \$100,000 from the federal government grant is \$133,000.

Costs, including new blinds for the eastern and northern windows will be approx.. \$169,000.

GVL previously committed \$20k to the project for IT equipment.

Therefore funding of \$153,000 is committed, leaving a \$16,000 shortfall.

Options were discussed to fund the shortfall include:

1. Request GSCC meet the shortfall.
2. GV Libraries meet the shortfall.
3. Share costs.

Kaye Thomson advised that Greater Shepparton do not have funds for this shortfall as the building project ran over budget.

The Board agreed that GV Libraries would meet this shortfall and hopefully additional fundraising may eventually cover the costs.

### **14.4 Mobile Library Program review**

The CEO advised that the Mobile Library has recommenced activity on a modified schedule including schools post COVID lockdowns. This schedule adjusted times and days for several stops to better match patronage and improve operator efficiency and safety. Shepparton South Community House and Picola are no longer part of the mobile library

schedule. Patrons at these locations have been provided with alternative options including an offer to participate in click and deliver and mail drops.

Goulburn Valley Libraries are putting an application for Living Libraries Infrastructure Program funds for approx. \$120k for a project to improve services to remote communities served by the Mobile Library.

The project would see funds to develop a satellite library at Murchison and Avenel (two well patronised mobile library stops). The installations would feature a self serve Library Cabinet in one location and a self serve kiosk and small collection at another.

These installations will dramatically improve service to patrons by providing 7 day a week access when at present they are serviced by the mobile once a week for a couple of hours at a time.

**Moved : Greg James**

**Seconded : Sally Rice**

That the Board notes the Library projects report.

**Carried**

## **15.0 Information Items**

The CEO spoke to the attached information item;

Updated PLV Budget Submission to State Government

**Moved : Julie Brooks**

**Seconded : Greg James**

That the Board notes the Information items report.

**Carried**

## **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.

## **17.0 Other Business**

The Chairperson advised that he thought the Audio Visual connection was better at this meeting based at 79 Benalla Road.

## **18.0 Next Meeting**

The next ordinary meeting of the Board will be held on 22 April 2021 commencing at 2pm at the **Tatura Library** and via Zoom.

## Board Meeting Planner

<b>Date</b>	<b>Meeting</b>	<b>Agenda Items</b>
15 April 2021	Finance & Audit Committee	Business Continuity Plan Asset Register Review
22 April 2021	Tatura Library	Approve Budget for public review Business Continuity Plan
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 4:01pm**

Kevin Preece  
Chief Executive Officer