

## MINUTES

### ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 24 February 2022  
79 Benalla Road and via Zoom  
Commenced at 2:02pm  
Finished 3:59pm

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

Cr Julie Brooks, Moira Shire Council (Chairperson)  
Mr Derek Poulton, Greater Shepparton City Council (deputy Chairperson)  
Cr Reg Dickinson Strathbogie Shire Council  
Louise Mitchell, City of Greater Shepparton  
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 2:02pm

David Roff, Reg Dickinson, Louise Mitchell, Sally Rice, Jessica Bonaddio and Kym Bailey attended remotely via Zoom.

The Chairperson welcomed Louise Mitchell to her first Board meeting and asked all Board members to provide a brief introduction to Louise.

### 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

Greg James submitted an apology prior to the meeting.

### 3.0 Confirmation of Minutes

**Moved : Derek Poulton** **Seconded : Jessica Bonaddio**  
That the Draft Minutes of the ordinary Board Meeting held on 25 November 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	Completed
2	Feb 2022	Ensure further media coverage on LLIP funding for Euroa and Numurkah.	CEO	April 22

### 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 most members had submitted an Ordinary Return for the Register of Interest and reminded those that hadn't to do so asap.

## 6.0 Correspondence

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

The CEO advised that the only significant correspondence was from the Minister advising of our successful Living Libraries funding application for the Euroa and Numurkah refresh projects.

A question was raised in relation to the media coverage. The CEO advised that we were embargoed until the govt made an announcement. We can now do some media and plan to do some local media soon.

**Action : Ensure further media coverage on LLIP funding for Euroa and Numurkah. - CEO**

## 7.0 Board Governance

### Board Membership

Ms Louise Mitchell has replaced Kaye Thomson as Director of Communities and has been nominated as Greater Shepparton City Council officer representative.

**Moved : Sally Rice**

**Seconded : Derek Poulton**

That the Board accept the appointment of Ms Louise Mitchell to the Board as Greater Shepparton City Council officer representative.

**Carried**

### Board Strategy Workshop

The Board Strategy Workshop is set for next Thursday 3 March 2022.

The CEO presented the proposed Agenda for the day for discussion.

Location : Park Lake Motel – Wyndham St Shepparton

Time : 9:30am for a 10am start. Scheduled finish time 3pm.

Facilitator : Ms Karyn Seigman

Aims : To confirm our organisation vision and purpose.

To develop strategic objectives and actions that can be incorporated into our next Library Plan 2022-26 and inform the development of the Strategic Resource Plan.

## 8.0 CEO Re-appointment

**The CEO left the room for this item.**

On 28 November 2019 the Board passed the following resolution.

“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. “

On 25 January 2022 and in accordance with section 94(4)(b) of the Act, the Board gave public notice by advertisement in local press of its intention to put a resolution on 24 February 2022 that it reappoints the Kevin Preece as its Chief Executive Officer for a further maximum term of one year without the position being advertised.

A copy of the Advertisement in Shepparton news and Country News 25 January 2022 was provided. No submissions or comments were received in relation to the advertisement or proposed re-appointment.

The Board has engaged lawyers Meerkin and Apel to develop a new draft Employment Agreement and this draft has been reviewed and accepted by the CEO.

The draft Agreement was circulated to the Board for review by David Roff prior to the meeting.

Kevin Preece has agreed to accept such appointment subject to the terms and conditions of this Agreement.

**Moved : Derek Poulton**

**Seconded : Reg Dickinson**

That Kevin Preece be re-appointed as Chief Executive Officer for a maximum period of one year from 1 April 2022 at a 0.8 time fraction and salary of \$120,423.90 and total employment package of \$132,466, and authorise the Chairperson and deputy Chairperson to finalise and execute the employment agreement.

**Carried**

Kevin Preece returned to the meeting and was advised of the resolution. The Chair advised that the KPIs will be reviewed in light of the current projects and one year time frame.

Kevin thanked the Board for their consideration in this matter and their confidence to re-appoint him to the CEO role.

## **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;

- Avenel and Murchison project planning
- CIT and HR support functions
- Preliminary budget
- Covid-19 responses

His priorities in the next few months will be:

- HR and CIT function support
- Avenel and Murchison cabinet project
- Tatura Library 7/11/7 implementation
- Library Plan and Strategic Resource Plan development

The CEO reported that we have commenced moving our email and files to MS Outlook and MS 365 cloud based computing as part of the decision not to replace our file servers.

The CEO also reported on the commencement of our Enterprise Bargaining process to develop a new Enterprise Agreement before the current agreement expires on 30 June 2022.

The CEO also advised of the new partnership with eBook provider, Bibliotecca to provide their Cloud Library platform. This will give access to over 200,000 eBooks and eAudiobooks on a pay per use model as well as outright ownership of titles as we do with Borrowbox.

**Moved : Derek Poulton**

That the Board accept the CEO report.

**Carried**

**Seconded : Jess Bonaddio**

## **10.0 Financial Report**

The Board reviewed the signed Financial Statements to 31 January 2022 have been received from our finance contractor, GSCC and reports are attached. The Finance and Audit Committee has met on 18 February 2022.

The CEO spoke to the reports and highlighted the following;

The statements show that with 58% of the year completed we have expended 55% of the recurrent expenditure budget and are \$232k under YTD.

Employee costs are under \$127.6k YTD primarily due to reduced employee costs due to Covid shutdowns and redundancy Long Service Leave costs of \$71k being removed to Provisions in the Balance Sheet.

Materials and Services is under \$77.8k YTD due to reduced consumable costs due to Covid shutdowns and delays in implementing HR and CIT contracts due to re structure and delays in paying telecoms and data bills due to billing issues.

Revenue is favourable YTD primarily due to receipt of a \$20k donation for the Euroa Library and profit of \$20.4k on the sale of a vehicle. All other Council contributions and state government revenue has been received.

Capex is underspent (\$47.9k) due to delays in stock purchasing program and deferment of computer purchases until the new year. These programs will catch up and are expected to be on track by April 2022.

**Moved : David Roff**

That the Board approves the Financial Report.

**Carried**

**Seconded : Derek Poulton**

## 11. 0 Preliminary 2022/23 Budget

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

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

1. Return to 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. Increase in Book stock purchase from \$400k to \$450k
5. Increase shelf ready purchases to reduce key personnel risk.
6. Increase eResources through pay per use model.
7. Employee benefits increase by 2.0% (EBA 2022 to be negotiated.)
8. Operational savings from Management re structure achieved.
9. CEO position remains at 0.8 time fraction in 22/23 and beyond.
10. New HR and IT support contracts in place.
11. Maintain existing levels of branch staffing, opening hours, including Libraries After Dark in Shepparton. LAD funding, \$20k per year, finishes in 22/23
12. Increase programming resource by 0.5 FTE.
13. Increase in depreciation expense of 2% due to increased capital purchases for ebook stock.
14. Achieving a balanced budget through the four year library plan period.

The Board discussed the potential for a reduced Council contribution rather than the 1.5% proposed. Reg Dickinson proposed a zero increase.

Kevin advised that this was possible as a Covid dividend as we had retained some profit over the last two years and this was why the proposed increase is less than the rate Cap increase of 1.75% however there were some risks to the budget.

Kevin also advised that a zero increase would result in a \$4k reduction for Strathbogie on the proposed rate of 1.5%. Kevin also advised that on a service per contribution basis Strathbogie Shire is currently subsidised to a small extent by the larger Councils, and we are proposing to develop a new Library at Avenel that will be incurring additional recurrent expenses that are not proposed to be charged directly to Strathbogie or offset by reduced Mobile Library services.

The Board suggested that we could be aiming to gain more revenue from "User pays " services? This should be discussed at the Strategy Workshop.

The Board discussed this and the risks in the budget assumptions, in particular;

- The likelihood of achieving a 2% employee salary increase over the four year period. Kim Bailey advised that in the current environment that 3-4% may be more realistic?
- The likelihood of the state government contribution of 2.5%? 3.5% was achieved in 21/22 but in previous years we have received only 1.3%.
- Should we budget for the CEO moving to 1.0 time fraction in the latter part of 22/23 and beyond? Consensus was that we should budget for a return to full time CEO.

- Likely costs associated with planning and transitioning to a new governance model. Kevin advised that for west Gippsland RLC these costs had been significant. (\$150k-\$200k)

Kevin advised that he needs to advise Councils what we request so they can include in their draft budgets. We will still be able to change and Councils will also be able to change their budgets after community review.

**Moved : Jess Bonaddio**

**Seconded : Derek Poulton**

That the Board notes the Preliminary 2022/23 Budget and suggests amendments as discussed to the options to be developed for consideration in the Draft Budget for public review.

**Carried**

## 12. 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.

Items noted included;

- the drop in membership. Kevin advised that because libraries were closed due to Covid, the report that removes users who have not transacted for 3 years (membership definition) was not run to ensure members had opportunities to borrow without coming to the library. This report therefore reflects the accumulation of 6 months of membership decline during Covid shutdowns.

**Moved : Derek Poulton**

**Seconded : Kym Bailey**

That the Business Operations Report is accepted.

**Carried**

## 13.0 Library Projects

### 13.1 Yarrowonga Library

Sally Rice reported that Moira Shire has let the contract for construction of the new library and has appointed a Project Manager. Council will be holding final consultative meetings with the Community reference Committee and the Steering Committee on Friday 11 March.

### 13.2 Tatura Library

The CEO advised that delays getting our electrical contractors on site has caused some delays with this project.

### 13.3 Improving Mobile Library Services to small communities

The CEO reported that;

Avenel – we have re engaged with the community and council representatives and determined to adopt a micro-library service located at the Avenel Neighbourhood House, located at the old police residence building. Renovations to this building are underway by the Jubilee Park committee of management and we will be able to occupy two rooms in this building. It is proposed to have a small collection, self service check out and return, a public access computer and WiFi available plus a small reading/meeting room.

Murchison – We have been unsuccessful in negotiating the location of a library cabinet at the preferred location of the Coffee shop and have turned to the Heritage Centre as our preferred location. This site is Council owned and is next to the current Mobile Library stop. We have selected a suitable external cabinets and have discussed arrangements for this location with representatives from the Heritage Centre and local planning group.

#### **13.4 Reconciliation Action Plan**

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

We have held a second meeting of our working group and have been progressing with our actions to develop our draft RAP. We held a successful tour of local significant sites for the working group and staff on 1 December 2021.

#### **13.5 Numurkah and Euroa Re-fresh and modernisation projects**

The CEO advised that we have been successful in our applications for funding to the Living Libraries Infrastructure Program for re-fresh and modernisation works for the Numurkah and Euroa Libraries.

Numurkah – Project cost \$135k, Grant requested \$115k.

Euroa – Project cost \$115k, Grant requested \$95k.

**Moved : Derek Poulton**

**Seconded : David Roff**

That the Board notes the Library projects report.

**Carried**

**Sally Rice left the meeting at 3:40pm.**

#### **14.0 Environmental Sustainability Policy**

A final draft of this policy was provided for Board review and adoption.

The CEO advised that Actions and Targets have been added for about 95% of items and that the Policy and targets will be refined as we progress and gather more information in relation to our Environmental performance, particularly the alignment with Council targets.

**Moved : Derek Poulton**

**Seconded : Louise Mitchell**

That the Board adopts the Environmental Sustainability Policy.

**Carried**

#### **15.0 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.



## 16.0 Other Business

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

## 17.0 Next Meeting

The next ordinary meeting of the Board will be held on 21 April 2022 commencing at 2pm.

### Board Meeting Planner

<b>Date</b>	<b>Meeting</b>	<b>Agenda Items</b>
14 April 2022	Finance & Audit Committee	Business Continuity Plan Asset Register Review
21 April 2022	Board	Approve draft Budget for public review Approve draft Library plan for public review
16 June 2022	Finance & Audit Committee	Review Risk register Review delegations
23 June 2022	Board	Approve Budget Approve Library Plan & SRP 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 3:59pm

Kevin Preece

Chief Executive Officer