

MINUTES

ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 24 November 2022
Shepparton Library 41-43 Marungi St, Shepparton and via Zoom
Commenced at 2:00pm
Finished 3:06pm

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, Greater Shepparton City Council
Ms Dawn Bray, Strathbogie Shire Council
Mr Matt Jarvis, Moira Shire Council
Ms Kym Bailey, Greater Shepparton City Council
Ms Jess Bonaddio, Moira Shire Council

Chief Executive Officer – Kevin Preece

Vision

We connect, empower and inspire our communities.

Meeting opened at 2:00pm

Reg Dickinson, Dawn Bray, Jess Bonaddio and Kym Bailey attended remotely via Zoom.

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 : Kym Bailey

That the Draft Minutes of the Special Board Meeting held on 20 October 2022 and the Ordinary Board Meeting held on 29 September 2022, 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 2022	Ensure further media coverage on LLIP funding for Euroa and Numurkah.	CEO	Waiting for designs and work schedules to be completed. New year.
2	Sept 2022	Review CCTV Policy.	CEO	Revised policy to be reviewed in Feb 23
3	Nov 2022	Library Plan mid year review	CEO	Feb 23
4	Nov 2022	Prepare a briefing paper on the status and options of the Courier Service.	CEO	Feb 23
5	Nov 2022	Surveillance Policy to be revised and brought back to the Board for review.	CEO	Feb 23
6	Nov 2022	Undertake a Cybersecurity review and report to the Board.	CEO	Mar 23

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

7.0 Board Office Bearers

7.1 Office Bearers

Julie Brooks vacated the Chair and Kevin Preece called for nominations for the position of Chairperson for the next 12 months.

Chairperson

Derek Poulton nominated Julie Brooks.

Julie accepted the nomination.

No further nominations were received and so Julie Brooks was elected Chairperson for the next 12 months.

Deputy Chairperson

Louise Mitchell asked if there was any issue with an officer representative being Deputy Chairperson.

Kevin advised that the convention is that the position is usually held by a Councillor but that is contingent on a Councillor being willing and able to take up the role. There is no rule that would prohibit a Council Officer Representative from taking up the role.

Derek Poulton nominated Louise Mitchell for the position of Deputy Chairperson.

Louise indicated she would accept the nomination.

As there were no further nominations Louise Mitchell was declared as Deputy Chairperson for the next 12 months.

7.2 Finance and Audit Committee membership

Membership of this committee is usually made up of the Officer Representatives from each Council.

Matt Jarvis has been substituting for Sally Rice and now that Sally Rice has resigned from Moira Shire it would be appropriate for Matt to continue in this position.

Current Membership	Dawn Bray	Sally Rice (Matt Jarvis)	Louise Mitchell
Proposed Membership	Dawn Bray	Matt Jarvis	Louise Mitchell

Moved : Jess Bonaddio

Seconded : Derek Poulton

That the Board appoint Dawn Bray, Matt Jarvis and Louise Mitchell to the Finance and Audit Committee for the next 12 months.

Carried

7.3 Review of the Board Code of Conduct

The Board Code of Conduct is an important Governance document and is reviewed each year in accordance with the Local Government Act.

The CEO advised that the Code of Conduct was reviewed by the Finance & Audit Committee on 18 November and queries were raised in relation to the new LGA 2020 and if the Code should be revised to accord with the new Act as the existing Code refers to sections of the old LGA 1989.

The CEO advised that the new LGA 2020 states that the old act applies to existing Regional Library Corporations as if the old act still exists and that the relevant sections of the old act in regard to the Code of Conduct, behaviours and conflicts of interest still apply.

Therefore the current Code and references to the old LGA 1989 are still relevant and lawful, however a reference has been added in to the preamble that states “**Councillors and Council Officers will also be bound by the relevant sections of the Local Government Act 2020**”.

The CEO also advised that a new Code of Conduct will need to be developed for whatever Governance arrangement is struck as part of the Future Governance Model project.

It is expected that each Board member will sign the Code of Conduct in the presence of the Chief Executive Officer to indicate acceptance and adherence to the Code.

Moved : Dawn Bray

Seconded : Jess Bonaddio

That the Board approves the reviewed Code of Conduct and Board members are requested to sign.

Carried

8.0 CEO Recruitment

The CEO left the room.

The Board discussed “In Camera” the status of the CEO Recruitment.

The CEO returned to the room.

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;

- Annual Report finalisation
- Murchison and Avenel projects
- Flood response

CEO priorities in the next few months will be:

- Finalising Numurkah and Euroa Plans and project commencement
- Tatura Library 7/11/7 implementation

The CEO advised that the visit by the CEO of the State Library Mr Paul Duldig on 20 October was postponed due to floods and will be re scheduled.

The CEO's 3 year term on the Public Libraries Executive and position as Treasurer has been completed and he did not stand for re election at the AGM held in November. He will attend the next PLV General meeting to be held in person at Warrnambool on 6 December.

Matt Jarvis asked if the Library Plan 2022-26 is regularly reviewed and reported against?

Kevin advised that it has been routine to report and review Annually and do a progress report mid year.

Action : Library Plan mid year review in February 2023.

Moved : Louise Mitchell

Seconded : Derek Poulton

That the Board accepts the CEO Report.

Carried

10.0 Financial Report

31 August 2022 Financial Statements

The Finance and Audit Committee has met on 18 November 22 and reviewed the Financial Statements to 31 October 2022.

The statements show that with 33% of the year completed we have expended 31% of the recurrent expenditure budget and are \$148.1k under YTD.

Employee costs are under \$59.9k YTD primarily due to timing of payment of workcover premium, reduced employee availability and library closures due to floods.

Materials and Services is under \$58.45k YTD primarily due to delayed expenses for the Euroa and Numurkah refresh projects \$50k.

Revenue is favourable \$41.2k YTD due to the receipt of the \$27k Premiers Reading Challenge funding ahead of budget, increased Interest earnings and receipt of \$16k donation from the Euroa Friends for equipment purchases.

Capex is underspent (\$26.9k) YTD primarily due to delays in expenditures for the Euroa and Numurkah re fresh projects, \$22k. This expenditure will now occur in the new calendar year.

The CEO advised that the F&A committee recommended a revised Forecast be completed in February 2023 and include a phasing review to consider major variations and minimise ongoing variation reporting.

The CEO reported on a few items highlighted in the F&A committee meeting.

The current Investment position was shown with 2 major investments of \$500k maturing in 3 and 6 months in CBA and AMP Term deposits, earning between 2.5% and 3.5% together with \$500k in a Macquarie at call account.

On the Balance Sheet, unearned income should be included as a separate line under Trade and Other Payables to show grant income (\$232k) that will be recognised on the P&L when expensed. This will be included in future reporting.

On the Cash Flow Statement, "Proceeds from Investments" should be recorded as a Cash Flow from Investing Activities rather than from Financing Activities. This will be corrected for future reporting.

Moved : Matt Jarvis

Seconded : Derek Poulton

That the Board approves the Financial Report.

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 CEO commented on the cessation of the DX Courier and recent Statewide Tender for courier services that could see a large increase in Courier costs to maintain our current levels of Inter Library Loans via Libraries Victoria.

Action : Prepare a briefing paper on the status and options of the Courier Service.

Moved : Derek Poulton

Seconded : Matt Jarvis

That the Board approves the Business Operations Report.

Carried

12.0 Surveillance Policy

The Board reviewed the current Surveillance Policy.

It was noted that CCTV cameras exist at Shepparton, Tatura and Avenel Libraries and will be included in upgrades at Numurkah and Euroa.

Dawn noted that the policy lacked a process to request or access any recorded images? Kevin advised that a request form is part of the policy but the dialogue is missing in the policy. A list of locations where cameras exist would also be of benefit to the policy. Dawn will provide a Strathbogje Policy as an example.

Kym advised that we should also look at our employment contracts to ensure staff are notified that they are being filmed. This could be part of the induction process where staff sign on to Internet and email policies etc. GPS tracking also needs notification.

Action : Surveillance Policy to be revised and brought back to the Board for review.

13.0 Library Projects

The CEO reported that;

Moira Shire has appointed contractors for the construction of the new Yarrawonga Library. The site has been fenced and commencement of construction is imminent.

Goulburn Valley Libraries has agreed to facilitate the Community Fundraising effort with a target of \$230k. Work will now commence to form a committee with strong community leadership and participation and a fundraising plan for 2023.

Tatura Library

Our electrical contractor and security contractor are close to finalising this work.

We are planning to commence operation and promotion of the Open Library in early December.

Improving Mobile Library Services to small communities

Avenel

The Community Opening was held on 20 October 2022.

We have established an opening schedule with community volunteers and the library is being well supported.

Murchison

The Library Locker began operation on 12 November. Books are now being deposited in the locker by our Mobile Library coordinator each week enabling patrons to access their books at any time.

Reconciliation Action Plan

We have reviewed feedback from Reconciliation Australia on our Draft Reconciliation Action Plan and are actively amending our document for re submission. I expect that the final draft will come to the Board in February for review and adoption prior to submission to RA.

Numurkah and Euroa Re-fresh and modernisation projects

We have experienced some delays in progressing these projects due to staff absences and floods. We are now expecting that we will move to procurement early in the new year with on site works to be completed by the EOFY.

14.0 Information Items

The Board were provided with copies of a letter that was sent to MPs and candidates in the forthcoming state election together with a Pre election Funding Snapshot brochure.

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

Derek raised the issue of our Cyber security risks and that given the recent hacking activity at Optus and Medibank we should be reviewing our risk and mitigation strategies.

Action : Undertake a Cybersecurity review and report to the Board.

17.0 Next Meeting

The next ordinary meeting of the Board will be held on 23 February 2023 commencing at 2pm via Zoom.

Board Meeting Planner

Date	Meeting	Agenda Items
15 February 2023	Finance & Audit Committee	Draft Budget, Policy register
23 February 2023	Board	Draft Budget, Business Continuity Plan
13 April 2023	Finance & Audit Committee	Business Continuity Plan Asset Register Review
20 April 2023	Board	Approve Budget for public review
15 June 2023	Finance & Audit Committee	Review Risk register Review delegations
22 June 2023	Board	Approve Budget Review Risk Register
14 September 2023	Finance & Audit Committee	End of year financial report
21 September 2023	Board	Annual report
16 November 2023	Finance & Audit Committee	Review of Procurement Policy and delegations
23 November 2023	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 3:06pm

Kevin Preece

Chief Executive Officer