

MINUTES

ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 28 April 2022
79 Benalla Road and via Zoom
Commenced at 2:00pm
Finished 3:30pm

BOARD MEMBERS in attendance

Derek Poulton, Greater Shepparton City Council (deputy Chairperson)

Reg Dickinson Strathbogie Shire Council

Louise Mitchell, City of Greater Shepparton

David Roff, Strathbogie Shire Council

Sally Rice, Moira Shire Council

Jessica Bonaddio, Moira Shire Council

Kym Bailey, Greater Shepparton City Council

Chief Executive Officer – Kevin Preece

Vision

We connect, empower and inspire our communities.

Meeting opened at 2:00pm

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

David Roff agreed to Chair the meeting in Julie Brooks absence.

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

Julie Brooks submitted an apology prior to the meeting and Greg James submitted a late apology immediately prior to the meeting.

3.0 Confirmation of Minutes

Moved : Louise Mitchell	Seconded : Jessica Bonaddio
That the Draft Minutes of the ordinary Board Meeting held on 24 February 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 agreements to be signed and approvals.
2	April 2022	Develop a process and timelines for CEO recruitment for review at the next Board meeting	CEO	June 2022

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

There was no correspondence directly to and from the Board and / or of relevance to Board governance.

7.0 CEO Report

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

- Avenel and Murchison project planning
- HR support function
- Preliminary budget
- Avenel and Murchison projects
- Library Plan

His priorities in the next few months will be:

- Enterprise Bargaining
- Avenel and Murchison projects
- Library Plan and Strategic Resource Plan development
- Euroa and Numurkah project planning
- Tatura Library 7/11/7 implementation

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

The CEO advised that we have signed an agreement with Moira Shire to provide HR Support Services.

The Board queried the process and timelines for the recruitment of a new CEO and if this would be commenced prior to the end of the calendar year.

Action : Develop a process and timelines for CEO recruitment for review at the next Board meeting. - CEO

Moved : Louise Mitchell

That the Board accept the CEO report.

Carried

Seconded : Reg Dickinson

8.0 Financial Report

The Board reviewed the signed Financial Statements to 31 March 2022 received from our finance contractor, GSCC. The Finance and Audit Committee has met on 13 April 2022.

The CEO spoke to the reports and highlighted the following;

The statements show that with 75% of the year completed we have expended 69% of the recurrent expenditure budget and are \$305k under YTD.

Employee costs are under \$182k YTD primarily due to reduced employee costs due to Covid shutdowns, reduced CEO time fraction, lower redundancy costs and redundancy Long Service Leave costs of \$71k being removed to Provisions in the Balance Sheet.

Materials and Services is under \$83.7k 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 \$10k YTD primarily due to receipt of a \$20k donation for the Euroa Library and profit of \$20.4k on the sale of a vehicle. User Fees and Charges are down \$7k due to Covid closures. We have also received \$202k from the Living libraries Infrastructure fund for Euroa and Numurkah refresh projects – this funding is not to be spent this Financial year and appears in the Balance Sheet.

Capex is underspent (\$22.9k) YTD due to delays in stock purchasing program. These programs will catch up and are expected to be on track by EOFY. We will also see purchases of equipment supporting the Avenel and Murchison projects coming in the next 3 months against \$120k received last Financial year.

Moved : Kym Bailey

Seconded : Sally Rice

That the Board approves the Financial Report.

Carried

9. 0 Draft 2022/23 Budget

Two draft Revenue and Expense budgets were prepared and reviewed by the Board.

The key influences and assumptions in relation to the both options were ;

1. Return 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. Operational savings from Management re structure achieved.
8. New HR and IT support contracts in place.
9. Maintain existing levels of branch staffing, opening hours.
10. Increase programming resource by 0.5 FTE.
11. Increase in depreciation expense of 2% due to increased capital purchases for ebook stock.
12. CEO position moves to 1.0 time fraction from 1 April 2023 and same salary.

Option 1 Employee costs increase by 2% and materials and services increase by 2%.

Option 2 Employee costs increase by 3% and materials and services increase by 3%.

The Board discussed the impact and risks of potential reduced contributions below 1.5% increase from Councils.

The Board discussed the risks to the budget of increasing employee costs and higher inflationary pressures.

The Board agreed that a 1.5% contribution was a reasonable request given the 1.75% rate cap increase and this was included in all Council draft budgets.

Kevin advised that he recommends Option 1.

The EBA increase is likely to be close to 2% and we are budgeting for a small surplus that will give us a factor of safety if inflation creeps up. We have also saved some funds over the last two years due to Covid lockdowns and this will offset any inflationary risks in the coming year.

Moved : Sally Rice That the Board adopts the Option 1 Draft 2022/23 Budget for public review. Carried	Seconded : Derek Poulton
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10. 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 return to significant Programming activity at all Libraries post Covid. We have a new Programs officer who is very proactive and we have a big program of events coming up.
- The Return Yourself to the Library advocacy campaign featuring several media videos.
- The take up of eResources from the Cloud Library platform.

Derek asked could we get access to the Libraries Victoria App from our website? – post meeting, Kevin advises that this is available.

Moved : Louise Mitchell That the Business Operations Report is approved. Carried	Seconded : Kym Bailey
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11.0 Library Projects

Yarrawonga Library

Sally Rice reported that Moira Shire has commenced construction of the new Library at the Town Hall site.

Tatura Library

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

Improving Mobile Library Services to small communities

The CEO reported that;

Avenel – we are establishing a “self serve” micro Library at the Avenel Neighbourhood House and expect to execute an agreement with Jubilee Park Committee of Management to occupy the two front rooms. These rooms have been recently renovated. 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. Orders have been placed for the self serve kiosk and we expect to place orders for furniture and shelving very soon.

Murchison – We have been working with Council and the Library Cabinet supplier on the install location at the Murchison Heritage Centre. This site is Council owned and is next to the current Mobile Library stop. We have placed an order for the Library Cabinet through Intelligent RFID and completed a graphic design. It is expected that the cabinet will be installed in mid June. The Board reviewed the graphic design developed which has a meteorite theme.

Numurkah and Euroa Re-refresh and modernisation projects

The CEO advised we have received the \$202k funding for the re-refresh and modernisation works for the Numurkah and Euroa Libraries. We are commencing design works with staff and suppliers for these projects.

Moved : Derek Poulton

Seconded : Sally Rice

That the Board notes the Library projects report.

Carried

12.0 Draft Library Plan 2022/26

The CEO reported that following the Board strategic workshop that was held on 3 March 2022 we have completed two staff workshops, including an online survey.

A Draft Library Plan 2022-26 has subsequently been developed by management with the support of the consultant who facilitated the Board workshop, Karyn Seigman and was reviewed by the Board.

The CEO advised that he is seeking any feedback from the Board by 12 May 2022. It was determined that a Special Board meeting be held on 19 May at 2pm to adopt a Draft Library Plan for public review.

Moved : Derek Poulton

Seconded : Jess Bonaddio

That the Board notes the Draft Library Plan 2022/26.

Carried

13.0 Draft Reconciliation Action Plan

Following on from our initial working group meetings and tour in December 2021 we have developed an initial Draft RAP for review.

The Draft RAP was reviewed by the Board.

Feedback included;

Action 1 – could be boosted to further “partnerships and opportunities” with registered aboriginal parties. Particularly “outreach” opportunities to take the library to the community.

Need to ensure we are aligned with our member Council RAPs and MoU's.

It would be good to include a map of our areas and the Yorta Yorta and Taungurung boundaries.

Goulburn Murray Prosperity Plan not just Shepparton!

Typo on our email at end of document.

Further work in coming months will include;

- Seeking appropriate artwork for logo design and in library installations.
- Draft signage for each library recognising first nations.
- Cultural awareness training for Board and staff

The Draft RAP will return to the Board for approval before submission to Reconciliation Australia for review.

Motion : Derek Poulton

Seconded : Reg Dickinson

That the Board notes the Draft Reconciliation Action Plan.

Carried

14.0 OHS Policy Statement

The OHS Policy Statement is a key instrument that guides our organisational OHS management and sets the tone from the Board.

The Policy Statement is reviewed regularly and signed by the Chairperson.

The Board reviewed the Policy Statement and noted that workplace Health and Safety is focussing more and more on mental as well as physical health and our commitment to this should be reflected in the statement.

An amendment to the first dot point was proposed to include “..... to prevent physical and mental injury and illness”.

Moved : Kym Bailey

Seconded : Derek Poulton

That the Board adopts the revised OHS Policy Statement and authorises the Chairperson to sign.

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 16 June 2022 commencing at 2pm.

It was agreed that a Special Meeting will be held on 19 May 2pm-3pm to approve a draft Library Plan for public review.

Board Meeting Planner

Date	Meeting	Agenda Items
19 May 2022	Board - special	Draft Library Plan 2022-26
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 3:30pm

Kevin Preece

Chief Executive Officer