

## MINUTES

### ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 29 September 2022  
79 Benalla Road Shepparton and via Zoom  
Commenced at 2:03pm  
Finished 4:08pm

#### **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

Chief Executive Officer – Kevin Preece

#### ***Vision***

*We connect, empower and inspire our communities.*

## Meeting opened at 2:03pm

All except Derek Poulton and Kevin Preece attended remotely via Zoom.

Reg Dickinson was delayed and attended intermittently by phone and Zoom due to connectivity issues.

Julie welcomed Dawn Bray and Matt Jarvis to their first 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

Jess Bonaddio and Greg James submitted an apology prior to the meeting.

## 3.0 Confirmation of Minutes

**Moved : Derek Poulton**

**Seconded : Louise Mitchell**

That the Draft Minutes of the ordinary Board Meeting held on 23 June 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
2	April 2022	Develop a process and timelines for CEO recruitment for review at the next Board meeting	CEO	Completed
3	Sept 2022	Review CCTV Policy.	CEO	November 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.

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.

The CEO advised that he has received invitations to brief Greater Shepparton and Moira Shire.

A subsequent invitation has been received for 6 December by Strathbogie Shire.

## 7.0 Board membership

### 7.1 Board membership

Strathbogie Shire Council has nominated Dawn Bray as their senior officer representative to replace David Roff who has retired.

Moria Shire has nominated Mathew Jarvis as their senior officer representative to replace Sally Rice while she is on leave.

**Moved : Derek Poulton**

That the Board accept the nomination of Ms Dawn Bray as Strathbogie Shire senior officer representative and that the Board accept the nomination of Mathew Jarvis as Moira Shire senior officer representative while Sally Rice is on leave.

**Carried**

**Seconded : Kym Bailey**

## 8.0 CEO Performance Review

Kevin Preece discussed the performance review process and a subsequent letter to the Chairperson requesting a 1.5% salary increase, proposing a new Performance Plan and proposing to remain a Casual employee at the end of his contract.

Kevin Preece then 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

**Moved : Dawn Bray**

That the Board approves a salary increase of 2% for the remainder of the CEO contract effective 3rd October 2022.

**Carried**

**Seconded : Kym Bailey**

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

Kevin thanked the Board for the performance review process and the additional consideration and recognition of the pay increase.

Kevin advised that the Board do not need to make any decision at this stage on the request to remain a Casual employee at the end of his contract.

Reg Dickson joined by phone at 2:34pm.

## 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;

- Enterprise Agreement finalisation and submission to Fair Work Australia for approval.
- End of Financial Year reporting and Financial Audit
- Murchison and Avenel projects

My priorities in the next few months will be:

- Finalising Numurkah and Euroa Plans and project commencement
- Avenel and Murchison opening
- Tatura Library 7/11/7 implementation
- Annual Report finalisation

### CEO Recruitment

The Board reviewed a draft Advertising Plan, PD and timeframe for CEO recruitment. The Board suggested that the Key selection Criteria could be tightened to around 6 Criteria, the Advertising description could be tightened up and that references to the Local Government Act 1989 should be changed to reference the LGA 2020.

**Moved : Louise Mitchell**

**Seconded : Matt Jarvis**

That the Board approves the draft CEO PD, Advertising and Recruitment Plan subject to modifications to PD and Advertising as suggested and approval by the CEO Performance Matters Committee.

**Carried**

## 10.0 Financial Report

### 31 August 2022 Financial Statements

The Finance and Audit Committee has met on 14 September 2021. At this meeting the Auditors attended to review the 30 June 2022 Audit.

The Board reviewed the Financial Statements to 31 August 2022 received from our finance contractor, GSCC.

The statements show that with 17% of the year completed we are \$17.1k over YTD in expenses and \$33.9k over in Revenue. Revenue should only be \$16.4 k over as a reporting error has double counted a \$16.4k donation from Euroa Friends for equipment.

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

Materials and Services are \$26k over budget YTD primarily due to insurance and LMS licence fee payments being made ahead of budget.

At this early stage, Capex is over primarily due to early payments for equipment received for Avenel and Murchison projects.

### **Annual Financial Statements 30 June 2022 and Audit**

10The Board reviewed the Annual Financial Statements 30 June 2022.

The CEO spoke to the reports and highlighted the following;

- Year was again characterised by COVID-19 lockdowns and restrictions resulting in reduced employee costs and consumables.
- Receipt of \$212k income from federal Government for Euroa and Numurkah refresh Library projects. Received in 2021/22 but will be expended in 22/23.
- Part expense of the \$120k grant received in 2021/22 from the state government for Avenel and Murchison projects.
- Surplus of \$431.34kk

Matt Jarvis spoke about the discussions with the Auditors who advised of the positive process and cooperation and assistance by our contractors, Greater Shepparton City Council through the Audit. He advised that they were comfortable that the statements reflect the true situation of the Corporation.

The CEO spoke to the Audit Outcomes Report and Management Letter and that all previous actions had been completed and one new recommendation was made in relation to a review of eBook and eAudiobook assets to ensure depreciation rates were appropriate.

**Moved : Dawn Bray**

**Seconded : Matt Jarvis**

That the Board approves the Financial Report.

That the Board approves the 2021/22 Annual Financial Statements and authorises the Chairperson and deputy Chairperson to sign.

**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 increase in programming and events activity we are now seeing as a result of more people moving about post covid and our new energetic Programs Coordinator, Bronwyn Cole.

Matt Jarvis questioned if we have a CCTV policy as we have installed new cameras in the Avenel Library.

CEO responded that we do have a policy but it should be reviewed in light of the new installations at Tatura and Avenel.

**Action : Review the CCTV Policy.**

Louise Mitchell asked if there was any damage as a result of the flooding (toilet tap overflow) at the Mooroopna Library.

The CEO advised that there was no damage. We did have to close the Library for 1.5 days while Greater Shepparton staff dried the carpet. No damage was reported to our assets or stock.

<b>Moved : Derek Poulton</b> That the Board approves the Business Operations Report.. <b>Carried</b>	<b>Seconded : Dawn Bray</b>
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## 12.0 Library Projects

### 12.1 Yarrawonga Library

The CEO reported that Moira Shire appointed contractors are close commencing on site.

The CEO advised that we have yet to receive a formal request from Moira Shire to assist with Community Fundraising and agreeing to risk share in regards to the procurement of the furniture and fitout.

### 12.2 Tatura Library

The CEO advised security works will be completed next week that will enable the “7/11/7 Open Library” in November 2022.

### 12.3 Improving Mobile Library Services to small communities

#### Avenel

The Community Opening is scheduled for **Wednesday 19 October 2022 at 1pm (corrected)** and an official opening will be held when we are advised on the Ministers availability.

#### Murchison

The Library Locker has been delivered, installed and tested.

We are awaiting some landscaping to improve accessibility and meet GSCC requirements. We expect that the site will be ready for operations and a “soft” opening by early October.

### 12.4 Reconciliation Action Plan

The CEO advised that Reconciliation Australia had reviewed and provided valuable feedback on our draft RAP.

Our RAP working group will now reconvene to revise the RAP and hopefully be ready for Board review and approval in November.

<b>Moved : Louise Mitchell</b> That the Board approves the Library Projects Report. <b>Carried</b>	<b>Seconded : Derek Poulton</b>
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## 13.0 New Governance Model

The Board reviewed a report on the new Governance Model that included;

- Background to the changes in the Local Government Act and the requirement to transition to a new model by 30 June 2030.
- Discussions the CEO has held with other Regional Library Corporation CEO's and the status of each RLC in the state. Most are likely to transition to a new Corporate entity, Not for Profit Corporation Limited by Guarantee.
- An update on options available to RLCs.
- A proposed project Timeline to transition that considers the timing of Local Government elections, CEO appointment and Enterprise Bargaining.
- A proposed Board Sub-Committee to oversee and guide the process.

Matt Jarvis queried the role of the Board in decision making.

The CEO advised that the Board can make recommendations to member Councils but that it is ultimately an individual Council decision.

It requires a decision by each Council to continue collaborative arrangements or not, then if appropriate to agree to transition to a new entity or not.

Councils could decide to resume library services themselves if they wished to or seek other arrangements.

The CEO advised that he is booked to brief all Councils before the end of the year and Dawn Bray advised that all Councils should receive the same information.

**Moved : Matt Jarvis**

**Seconded : Derek Poulton**

That the Board notes and adopts the New Governance Model indicative project timelines and process and appoints a Board New Governance Model Sub-Committee with membership comprising Julie Brooks, Louise Mitchell, Dawn Bray and Matt Jarvis.

**Carried**

## 14.0 Information Items

The Board were provided with copies of the results of the Victorian Library Survey and Census and a promotions brochure that highlights the results called "Inside our Public Libraries".

## 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 24 November 2022 commencing at 2pm via Zoom.

A Special meeting has been scheduled for 20 October 2pm – 3pm to discuss the Future Governance Model with a presentation from Leanne Williams.

### Board Meeting Planner

Date	Meeting	Agenda Items
20 October 2022 2pm-3pm	Board	Future Governance Model Approve Annual Operations Report
16 November 2022	Finance & Audit Committee	Review of Procurement Policy and delegations
24 November 2022	Board	Confirmation of chair, deputy, committees Review Code of Conduct
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 3:52pm

Kevin Preece

Chief Executive Officer