

## Draft Minutes

### ORDINARY MEETING

#### GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 20 April 2023  
Commencing at 2pm  
Finished 3pm  
remote Via Teams

#### BOARD MEMBERS

Cr Greg James, Greater Shepparton City Council  
Ms Louise Mitchell, Greater Shepparton City Council  
Mr Ghulam Hussain, Greater Shepparton City Council (NEW)  
Mr John Tanner AM, Moira Shire Council (NEW)  
Mr Mathew Jarvis, Moira Shire Council  
Ms Jessica Bonaddio, Moira Shire Council  
Cr Paul Murray, Strathbogie Shire Council  
Ms Dawn Bray, Strathbogie Shire Council  
Ms Kym Bailey, Strathbogie Shire Council

**1. Acknowledgement**

“We acknowledge the traditional owners of the land where we now meet and pay respect to their elders past and present.”

**2. Apologies/Welcome new members**

Apologies – Matthew Jarvis and Dawn Bray

Kym Bailey arrived at 2.30pm

Absent – Cr Greg James

New Board Members -

Mr Ghulam Hussain, Greater Shepparton City Council

Mr John Tanner AM, Moira Shire Council

**3. Confirmation of Minutes**

**Moved :**

**Seconded :**

That the Draft Minutes of the Ordinary Board Meeting held on 23 February 2023, as circulated, be confirmed. Confirmation sent out by Chair in email. Minutes distributed late.

**Carried**

#### 4. Business arising from the previous meeting Minutes.

##### Board Meeting Action List

A Board action list has been created to record actions arising from the previous meeting. In future meetings this will be distributed with the draft minutes and updated in the Agenda.

No	Meeting	Action	Responsibility	Status
1	Nov 2022	Undertake a Cybersecurity review and report to the Board.	CEO	Review initiated with CIT consultants. June 23
2	Feb 2023	Provide a report on the current and past Mobile Library costs.	CEO	June 2023
3	April 2023	Engaging the community and disseminating information in relation to projects'. Louise and Jessica have volunteered to work with the CEO on this and report back at the June meeting.	CEO Chair Jessica	June 2023

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

### **Meeting Declaration**

The Local Government Act, 1989 and GVRLC Board Code of Conduct set the requirements to declare interests. Members of regional library boards and regional library staff are subject to conflict-of-interest rules in the same way as Councillors and Council staff.

Board members are required to disclose an “interest” in a decision if they would receive or could be reasonably perceived to receive a direct or indirect financial or non-financial benefit or detriment from the decision. In addition, Board members are required to declare, where they may have a conflict of interest, or they could reasonably be perceived to have a conflict of interest.

The CEO advised that as we are operating under the old Local Government Act 1989, all Board members will need to complete an Ordinary Return for the Register of Interest which was sent via email.

### **No conflict of interest declared**

## 6. Correspondence

### Purpose

To report on correspondence directly to and from the Board and / or of relevance to Board governance.

### Correspondence Inwards

Date	From	Item
13 April	GV CEO	Libby – Euroa Friends of the Library member

### 6.3 Correspondence Outwards

Date	To	Item
March	Council CEOs	23/24 revenue requirements

Cr Paul Murray mentioned the letter from Euroa Friends of the Library member asking the CEO about the Euroa refresh. CEO reported that she is in the preliminary stages of the project getting quotes and plans. This project is likely to be postponed until September 2023. Once all the plans are back the CEO will take them to the meeting of the Euroa Friends of the library.

## 7. Board membership/Chair

### Board Chairpersons

Nominations were called for a new GV Libraries Board Chair.

Only one nomination of Louise Mitchell to be the new Chair and the Deputy Chair is still vacant.

Louise Mitchell accepted the nomination.

**Moved : Cr Paul Murray**

**Seconded : Jessica Bonaddio**

**That the nomination of Louise Mitchell as GV Libraries Chair is accepted. Deputy Chair is still vacant.**

**Carried**

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## 8. CEO Report

The new CEO introduced herself and provided the board with a bit of her background, coming from the City of Yarra Library Manager, over 30 years of library experience and various international opportunities to present at conferences. Excited to be here at GV Libraries and there is a lot of potential to build partnerships and attract more members to our libraries.

### Activities and Priorities

CEO talked through the current priorities for the service and since having started has moved quickly to support the following priorities -

- Euroa and Nurmurkah projects
- Draft 2023/24 Budget
- Tatura security – Open Library project
- Yarrawonga Fundraising Committee

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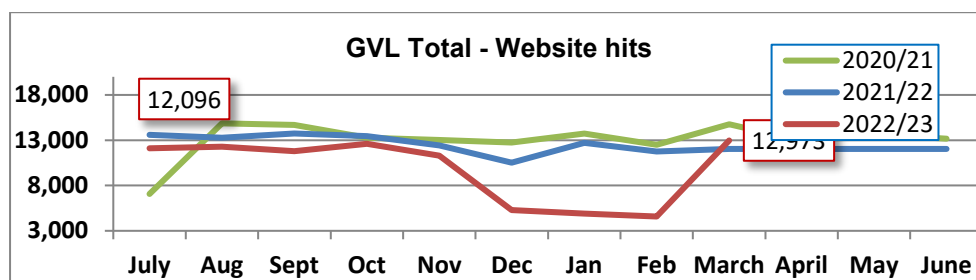
### Significant involvements

The CEO noted some highlights, since she started, were travelling around all the branches getting to know the staff and locations difficult customer training with staff and starting to get quotes and plans for the Numurka and Euroa refresh projects.

She attended a Public Victoria's Executive meeting and a strategy workshop.

Another highlight was attending the Shepparton Community Iftar last Tuesday night and meeting many community groups for potential partnerships.

### Website hits and analytics on Usage – from previous meeting



At the February meeting the question was asked why the website hits had dropped. I followed up and this was a reporting issue which was created from the restructure of Google analytics. Previously data was received from Universal Access (UA). Libraries Victoria gathered this data on the GVL public website/catalogue, as well as the OPAC (in-library catalogue). To ensure that all Libraries are using the same statistics, Libraries Victoria data is now only included from the GVL public website/catalogue. As noted from the March 2023 data, the figures are back to around the same levels as was found before the Google Analytics restructure settings were corrected. We are monitoring the data to watch for any other anomalies.

### Finance and Audit Committee

#### Presentation – RSD Audit – GV Libraries Audit Strategy

The presentation was given by RSD audit. We were guided through the Interim Management Letter actions and the Audit Strategy.

#### 31 March 2023 Financial Reports

The committee reviewed the 31 March 2023 Financial Statements.

The committee asked for a Biannual forecast review – action CEO and Manager Finance and Rates Greater Shepparton will meet to discuss this suggestion moving forward.

The committee also asked about the Avenel Library Refresh regarding the expenditure. The CEO will check that it has all been finalised.

**Moved : Louise Mitchell**

**Seconded : Jessica Bonaddio**

That the CEO Report be accepted.

**Carried**

## 9. Financial Report

The CEO went through the financial report noting the statements show that with 75% of the year completed we have expended 70% of the recurrent expenditure budget.

Employee costs are under \$47k YTD primarily due to reduced WorkCover premium, reduced employee availability and library closures due to floods.

Revenue is favourable \$46k YTD due to increased Interest earnings, gain on sale of Courier Van ahead of budget \$16.5k and receipt of \$16k donation from the Euroa Friends for equipment purchases.

<b>Moved: Cr Paul Murray</b>	<b>Seconded: Louise Mitchell</b>
That the Board approves the Financial Report.	
<b>Carried</b>	



## 10. Draft 2023/24 Budget for public review

The CEO noted that the budget is prudent and noted that the ask from Councils is set at 2%, below the rate cap of 3.5% and this is in accordance with the Library Plan projections.

It was noted in the Finance and Asset Committee meeting that a discussion on the major factors driving our move into deficit in forward years will be on the agenda at the next meeting.

Board reviewed a draft 2023/24 budget for all activities of Goulburn Valley Libraries prepared by the CEO and based on the following assumptions.

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

1. Return to adjusted normal pre COVID-19 operations.
2. Increased revenue requirement from each Municipality of 2.0%.
3. Assumed increase in State Govt grant revenue of 2.5%.
4. Increase in revenue from Bank deposits.+\$17k
5. Donation revenue from Yarrawonga Library Fundraising will be direct in and out through the financial year and so not included in the budget.
6. Increase in Book stock purchase by 2% from \$457k to \$465k
7. Maintain shelf ready purchases to reduce key personnel risk.
8. Employee benefits increase by 2.0% (EBA 2022)
9. New HR and IT support contracts in place.
10. Increase in depreciation expense of 2% due to increased capital purchases for ebook stock and revised depreciation life.
11. Deficit is in line with library plan projections and based on achieving a balanced budget through the four year library plan period.

Bank deposit revenue could be set higher by a further \$15k as the returns being achieved are exceeding previous estimates. This revenue could be added to Consulting costs to support the Future Governance Model project.

Other items that could impact the final adopted budget include.

1. Consulting expenses to investigate the new governance model in excess of budget.

**Moved : Louise Mitchell**

**Seconded : Cr Paul Murray**

That the Board approves the draft 2023/24 Budget for public review

**Carried**

## 11. Business Operations Report

The CEO asked if there were any questions about the operations report and if the members thought the report may be too comprehensive. It was agreed that the report is appreciated in its current format.

It was asked at last meeting that the OH&S Branch incidents/hazards location be listed. The CEO included these below for the minutes.

### OHS Incidents/hazards/issues reported –

Date	Incident	Actions
4/02/2023	Man locked himself in the toilets at the end of the day (Saturday) and would not come out. <b>Mooroopna</b>	Supervisor notified. Police called and attended and were able to get the man out of the library building.
9/02/2023	Cleaners entered library to start cleaning while the library was still open to the public. <b>Shepparton</b>	Staff explained to cleaners why they needed to not clean while still open to the public. Supervisor notified.
10/02/2023	Police called due to concerns from public about a person who was agitated at the closed front doors of the library. <b>Shepparton</b>	Police attended. Staff not notified of outcome. Supervisor notified.
28/02/2023	Parents having a supervised DHS visit with children argued and physically pushed each other around. Police called. <b>Shepparton</b>	Police attended. Staff kept other patrons away from the incident. DHS staff member, parents and children eventually calmed down and left the building. They waited outside for police to attend. Supervisor and CEO notified.
28/02/2023	Parent looking for lost child. Police called. <b>Cobram</b>	Library searched by police. Child found somewhere else and reunited with family. Supervisor notified.

24/03/2023	Storm damage to <b>Shepparton</b> Library	The supervisor and CEO notified during storm. Shire notified. Library closed due to damage inside and out.
5/4/2023	Staff member had knee buckle when taking a step. <b>Shepparton</b>	Previous injury recovery. Was careful with her knee for rest of shift. Supervisor told.

CEO also noted the storm at Shepparton Library and thanked the Greater Shepparton Council for acting very quickly. The library was closed for over a week.

<p><b>Moved : Louise Mitchell</b>                      <b>Seconded : Cr Paul Murray</b> That the Business Operations Report be accepted <b>Carried</b></p>
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#### Draft Reconciliation Action Plan

CEO noted that Strathbogie Shire would like to meet to discuss an MOU that they have with the Taungurung traditional owners to make sure this plan notes this. It was also discussed that the other councils go back and also check that their MOU/Plans are also recognised in this plan.

The Chair also noted it is considered good practice for library corporations to have their own RAPs, however, checks should be undertaken to ensure that the library RAP aligns (and is not in conflict) with Council RAPs.

CEO will follow up with relevant Board Members.

<p><b>Moved : Louise Mitchell</b>                      <b>Seconded: John Tanner AM</b> That the Board would like to check their MOUs/Plans before adopting. This agenda item will be brought back to the June 22, 2023 meeting. <b>Carried</b></p>
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## Board Meeting 20 April 2023

### 13. Library Projects

CEO noted upcoming projects. A board member asked if there was any news on the new Yarrowonga Library project. It was noted that there will be a report going to the council next week and that the consultation and communication process has been improved.

CEO will reengage the fundraising committee.

It was also noted that the CEO is hopeful to finalise the work for Open Library at Tatura Library by early June 2023

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

We are progressing to the final designs to enable procurement of the required materials and contracts.

The plan is to complete Numurkah by the end of the financial year and Euroa by end of September 2023.

It is noted that the CEO will take the plans for both libraries to each of the Friends of the Libraries members.

**Moved : Louise Mitchell**

**Seconded : Jessica Bonaddio**

That the Library Projects Report be accepted

**Carried**

#### **14. Motions on Notice**

No Motions on Notice.

#### **15. Other Business**

- The Chair noted that there may be a need for a community consultation document to be investigated about engaging the community and disseminating information in relation to projects. Louise and Jessica have volunteered to work with the CEO on this and report back at the June meeting.
- It was also noted that the Finance and Audit committee investigate the policy on Hospitality and gift functions for the GV Library Corporation.

#### **16. Next Meeting**

The next ordinary meeting of the Board will be held on 22 June 2023 commencing at 2 pm via Teams unless specified. It was noted that the Board Room at 79 Benalla Road will be available if members would like to meet face-to-face. It can also accommodate a hybrid model for those who cannot travel.

Meeting closed 3pm.

Felicity Macchion  
Chief Executive Officer