

## ORDINARY MEETING Minutes

### GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

To be held on Thursday 27 February 2025

Commencing at 2pm

Finish 4pm

Admin 79 Benalla Road, Shepparton

or remote Via Teams

#### BOARD MEMBERS

Vacant (Chair)

Graeme Emonson, Moira Shire

Scott Williams, Moira Shire

Jessica Bonaddio, Moira Shire

Louise Mitchell, Greater Shepparton City Council

Cr Paul Wickham, Greater Shepparton City Council

Jenna Bishop, Community Member, Greater Shepparton City Council

Cr Gregory Carlson, Strathbogie Shire (Deputy Chair)

Amanda Tingay, Strathbogie Shire

Kym Bailey, Strathbogie Shire

Chief Executive Officer – Felicity Macchion

#### *Vision*

*Connected, empowered and inspired our communities.*

## 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 –

Huge recognition to Suzanna Sheed for her contributions to the GV Libraries Board and her time as the Chair. She will be sadly missed, and we wish her well. – CEO to organise a letter to be sent.

Kym Bailey - apology

## 3. Welcome –

Administrator Graeme Emonson, Moira Shire

## 4. Confirmation of Minutes



Draft Confidential - Draft - GV Libraries  
GV Libraries Board NBoard Minutes and Pa

### Recommendation

That the Draft Minutes of the Ordinary and Confidential Board Meeting held on 5 December 2024, as circulated, be confirmed.

Moved: Cr Paul Wickham  
Seconded: Louise Mitchell  
Carried: Yes

## 5. 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.

No	Meeting	Action	Responsibility	Status
2	Sept 24	Finance and Audit Committee continue to work to on the draft constitution and Draft Library Agreement	CEO	Ongoing
3	Sept 24	Agenda item for 2025 – discussion on the Murchison locker and the possibilities of a different location.	CEO	ongoing

### Recommendation

The Business Arising/Actions from the previous meeting be noted

Moved: Jessica Bonaddio  
Seconded: Graeme Emonson  
Carried: Yes

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

Any declarations noted - NIL

## 7. Correspondence

### 7.1 Purpose

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

### 7.2 Correspondence Inwards

Date	From	Item
2/1/25	<b>Colin McDonald</b> Senior Program Officer, Sector Investment Local Government Victoria	GV Libraries 24-25 Progress Report
5/2/25	<b>Julia Keeble</b> Senior Manager, Sector Investment Local Government Victoria	RLC Transition Meeting for all Corporations

### 7.3 Correspondence Outwards

Date	To	Item
2/1/25	<b>Colin McDonald</b> Senior Program Officer, Sector Investment Local Government Victoria	GV Libraries 24-25 Progress Report

#### Recommendation

The correspondence be noted.

Moved: Jenna Bishop  
Seconded: Graeme Emonson  
Carried: Yes

## 8. Board Office Bearers

Due to the resignation of Suzanna Sheed who was elected Chair in the December meeting, the Chair is vacant.

### 8.1 Office Bearers

The election of office bearers is governed by Clause 4 of the Library Agreement. The Agreement is silent on the matter but Board convention is that;

1. the Chair is held by a Councillor, and
2. the Chair is rotated between Councils, and
3. the Deputy Chair would normally be the next incumbent.

#### 4. PROCEEDINGS OF THE BOARD

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- 4.1 The Board shall hold an ordinary meeting at least once in every three months.
- 4.2 If a special meeting is called, it must be called by the Chief Executive Officer on the request of the Chairperson or any two members of the Board.
- 4.3 The Board shall elect a member to be Chairperson and a member to be Deputy Chairperson of the Board and they shall hold office for twelve months, unless they go out of office earlier in accordance with clause 3.3 of this Agreement.
- 4.4 The election for the Chairperson and Deputy Chairperson of the Board shall be held by the Board at the first meeting after the general election of the Councillors for a Council.
- 4.5 The Chairperson or, in the absence of the Chairperson, the Deputy Chairperson shall preside at a meeting of the Board.
- 4.6 In the absence of the Chairperson and Deputy Chairperson from a Board meeting, the remaining members of the Board may elect one of their number to preside at that meeting.

This convention is predicated on the proposed new Chairperson and Deputy accepting the role. In recent times points 2 & 3 have not been strictly followed due to members' willingness to take the role and the thinking that some experience in the deputy role would benefit a new Chairperson. There is nothing in the Agreement that would prevent a member other than a Councillor being Chairperson or deputy.

The roles over the past years. Year	Chairperson	Deputy Chairperson
2017	Cr Gary Cleveland (Moir)	Cr Seema Abdullah (GSCC)
2018	Cr Seema Abdullah (GSCC)	Cr Gary Cleveland (Moir)
2019	Cr Seema Abdullah (GSCC)	Cr Gary Cleveland (Moir)
2020	Cr Gary Cleveland (Moir)	Cr Bruce Giovanetti (GSCC)
2021	Mr Derek Poulton (GSCC)	Cr Julie Brooks (Moir)
2022	Cr Julie Brooks (Moir)	Mr Derek Poulton (GSCC) / Ms Louise Mitchell
2023/ Feb 2024	Ms Louise Mitchell (GSCC)	Mr Matt Jarvis (Moir)
Feb 2024	Ms Suzanna Sheed (Moir)	Cr Greg James (GSSC)

**Recommendation**

The following members are nominated and elected to the current roles below until the next election in November 2025.

**Chair**

**Nomination: Cr Gregory Carlson**

Moved: Cr Paul Wickham

Seconded: Louise Mitchell

CARRIED: Yes

**Deputy Chair**

**Nomination: Cr Paul Wickham**

Moved: Cr Gregory Carlson

Seconded: Graeme Emonson

CARRIED: Yes

**9. RSD Audit – GV Libraries Audit Strategy Memorandum – See attachment – GV Libraries Audit Strategy Memorandum.**



P.2 Audit Strategy  
Memorandum 30 Jun 2025

CEO went through the Audit Strategy Memorandum and the forward-planned approach for the next audit.

**Recommendation**

That the Audit Strategy Memorandum from RSD Audit be noted.

Moved: Amanda Tingay

Seconded: Jenna Bishop

Carried: Yes

## 10. Financial Report – 31 January 2025 – attached below

### Background

This report provides financial information on all activities of the Goulburn Valley Libraries.

The Financial and Audit Committee is charged with monitoring the financial activity and reporting to the Board.

### Finance and Audit Committee

The Finance and Audit Committee met on 20 February 2025, and reviewed the Financial Statements to 31 January 2025 and recommended approval by the Board.

### Report to 31 January 2025

--YTD Total Revenue is \$103k more than budget mostly due to higher investment returns and the unbudgeted gain on sale of the old mobile library.

-YTD Operating Expense is \$66k less than YTD Adopted Budget, mostly due to Employee Costs being \$41k less than budget.



Goulburn Valley  
Regional Library Cor

CEO went through the financial report –

Questions –

1. Have we budgeted for the fit out of the van? Yes that is all included in the Living Libraries Grant.
2. Is RSD audit tendered for? We use GSCC auditors and follow their process, which is a competitive tender process.

### Recommendation

The Board approve the 31 January 2025 Financial report.

Moved: Cr Paul Wickham  
Seconded: Louise Mitchell  
Carried: Yes

## 11. Mid-Year Review vs Adopted 24/25 Budget

Things to note:

1. Additional contributions to Yarrowonga fundraising = \$20,000
2. Additional Other income - increase in Bank Interest = \$35,000
3. Net Gain on sale of assets - Disposal of old Mobile Library Truck - \$50,000
4. Material and Services (Pay-out of Yarrowonga Fundraising 2023/24 and 2024/25 \$68,000 to be transferred to Moira Shire for the new Yarrowonga Library.



GVRLC - Budget  
Mid Year Review - 24

CEO went through the things to note above.

1. The accounts are very well set out and easy to read, so well done on that – CEO will pass on to GSCC

### **Recommendation**

The 24/25 Mid-Year Budget Review be approved.

Moved: Cr Paul Wickham

Seconded: Louise Mitchell

Carried: Yes

## 12. Draft 2025/26 Budget

### Background

This report provides the Draft 2025/26 budget for all activities of Goulburn Valley Libraries.

A draft of the revenue and expense budget has been prepared.

“updated as requested by the Finance and Audit Committee”

The key influences and assumptions in relation to the Adopted budget 2024/2025 and 2025/2026 draft budget are;

- Revenue has decreased - \$187,184 for the mobile library grant, and \$31,818 for the sale of the Library Truck items being non-recurrent
- Revenue has increased by Rate Capping Rate to Councils/Shires 3% and State Government at zero rise.
- State Government funding for 25/26 is expected to stay the same
- Revenue increase in user fees of \$18,000 – new printing/photocopying
- Revenue increase Other Income \$35,000 – increase in investments
- Expenditure Increase in Depreciation of \$60,529 PA – new assets, new Mobile Library
- Expenditure Increase in Salaries and Wages of \$95,000
  - o Increase of 3% - new EB negotiations (Rate Cap)
  - o Increase in new permanent position for the new Yarrowonga Library budgeted for 6 months due to it not opening until February 2026



GURL Draft Budget  
25-26.pdf

CEO went through the budget as above –

Since the Finance and Audit Committee meeting the CEO has gone back to the budget and reduced the budget further.

### Questions

1. How has the operating budget gone down so much – 68,000 was for the fundraising of the Yarrowonga library which was a one off. Also the extra 30,00 for the transition.
2. The finance and audit had a few questions last week, and the CEO has gone away and addressed our questions. We were keen to see a balanced budget.

3. What is the contribution of the three councils? 3% increase in line with Rate Capping.
4. This is a budget that has a \$14,000 deficit, do we have cash reserves to accommodate this? Yes we have over 1 million invested and unassigned cash reserves.
5. Are the Board willing to approve the deficit budget? Good effort to get it where it is now and opportunities during the year. The \$15,000 in the budget currently for Future Governance costs is a one-off and will come out next year.
6. Board is comfortable with the Draft Budget.

**Recommendation**

The Draft 2025/26 Budget be approved, and Council/Shire contribution letters will be sent to the CEOs

Moved: Cr Paul Wickham  
Seconded: Louise Mitchell  
Carried: Yes

### 13. CEO Report – Attached below

**Report**

This report provides information on the activities of the CEO and any salient items of specific operational and strategic interest that the CEO deems to be relevant and not covered elsewhere in the Agenda. A verbal report will be provided at the meeting.

**Activities and Priorities**

Following the adoption of the Library Plan, this document together with my agreed Performance Plan, now set the agenda for my activities and priorities.

In the period since the last meeting, I have spent significant time with;

- Future Governance – Draft Constitution and Draft Library Agreement
- Updating Policies
- Guest Speaker at various community groups
- Open Library – Projects –
- EB negotiations

My priorities in the next few months will be:

- Open Library project – Launch
- RAP Launch
- Planning for Grant – Nagambie Library
- Library of Things- Launch in July 2025
- EB negotiations starting February 2025



CEO went through the report and highlighted Open Libraries, the new van and Mr Monopoly.

**Recommendation:**

The Board notes the CEO report

Moved: Graeme Emonoson

Seconded: Jenna Bishop

Carried: Yes

## 14. Business Operations Report – Attached below

### Background

This report provides an update on all salient Operational Activities and KPIs of the Goulburn Valley Libraries for the period to date.



Board Business  
Operations Report J



Library KPIs January  
2025.pdf

CEO went through the KPIs and the highlights of the Business Operations Report –

Increase in visits, memberships –

Question – What are you putting the rise in visits to our libraries? Cost of living, longer opening hours, families needing free activities, people coming to use for business.

New Koisks for five of our branches – Euroa, Cobram, Shepparton X2 and Mooroopna

Great events and participation numbers.

### Recommendation

The Board notes the Business Operations Report and KPIs

Moved: Graeme Emonson

Seconded: Cr Paul Wickham

Carried: Yes

## 15. New Future Governance Update

The Finance and Audit Committee are meeting on the 3<sup>rd</sup> March to go through the Draft Constitution and Draft Library Agreement and bring recommendations to the Board.



2024-10-10 Draft  
Constitution (version)



2024-10-10 Draft  
Library Agreement (v

Finance and Audit Committee to work on the Draft Constitution and Draft Agreement next Monday and

Will these go back to the councils? Yes once the board approve the drafts they will go to the councils along with the finance contributions.

Discussion was held regarding the process.

### **Recommendation**

That board notes the New Future Governance Update, Draft Constitution, and Draft Library Agreement.

Moved: Cr Paul Wickham  
Seconded: Scott Williams  
Carried: Yes

## 16. Review of Policies Schedule for 2025

**April** – Review Disciplinary Action Policy/ CEO Employment and Remuneration Policy

**June** - Review Risk Register/Review Delegations Schedule 2025

**September** - Review Business Continuity and Disaster Recovery Plan

**November** - Review of Board Code of Conduct

CEO explained the process of the review of policies

Questions:

1. Do you do the Review Business Continuity and Disaster Recovery Plan? In house without IT and Executive members.
2. Does the Board do a self-assessment? Not at this stage. It is good practice for the board to check in and see how they are going against the Code of Conduct.

**Recommendation:**

The Board approves the policy schedule for 2025

Moved: Graeme Emonson

Seconded: Cr Paul Wickham

Carried: Yes

## 17. Board Meeting Planner



Board Meeting  
Planner 2025.docx

## 18. Information Items – NIL

## 19. Motions on Notice

Any motions received at least 7 days prior to the meeting, accepted by the Chair and circularised to all board members.

## 20. Other Business

Any business not listed on the Agenda but raised at the meeting and accepted by the Chair for discussion.

## 21. Next Meeting

The next ordinary meeting of the Board will be held on 1 May 2025, commencing at 2 pm at 79 Benalla Road, Shepparton.

Felicity Macchion  
Chief Executive Officer