

Draft Minutes

ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

To be held on Thursday 20 June 2024
Commencing at 2pm
Finish 4pm
79 Benalla Road, Shepparton
or remote Via Teams

BOARD MEMBERS

Suzanna Sheed AM, Moira Shire Council (Chair)
Eva Salib, Moira Shire Council - Temporary member
Jessica Bonaddio, Moira Shire Council
Louise Mitchell, Greater Shepparton City Council
Cr Greg James, Greater Shepparton City Council (Deputy Chair)
Jenna Bishop, Community Member, Greater Shepparton City Council
Peter Stephenson, Strathbogie Shire Council
Amanda Tingay, Strathbogie Shire Council
Kym Bailey, Strathbogie Shire Council

Chief Executive Officer – Felicity Macchion

Vision

Connected, empowered and inspire 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

Suzanna Sheed is an apology. Greg James is an apology.

In the absence of a Chair and Deputy Chair Louise Mitchell will Chair today’s meeting.

Matt Jarvis has resigned from his workplace and the GV Libraries Board. Moira is currently reviewing who their Executive Member will be to replace Matt.

We would like to thank Matt for his contribution to the GV Libraries Board and as Chair of the Finance and Audit Committee.

3. Welcome –

Jenna Bishop – new Board Member – Community GSCC

Eva Salib - temporary member from Moira

4. Confirmation of Minutes

Recommendation

The Draft Minutes of the Ordinary Board Meeting held on 2 May 2024, as circulated, be confirmed.

Moved: Peter Stephenson

Seconded: Amanda Tingay

CARRIED: Yes

Action: Add time that Peter and Amanda left the meeting to the minutes. 3:00pm. (complete, Minutes amended)

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
1	May 2024	Obtain a third quote on the future governance model consultancy from Maddocks.	CEO	Complete
2	May 2024	Louise to check internal council processes from Greater Shepparton perspective. Relationship between lawyers, council, and corporation and if there needs to be quality checks in place before agreeing to long term contract.	Louise Mitchell	Complete
3	May 2024	CEO to draft a thank you letter to send to Ghulam Hussain on behalf of the board.	CEO	Complete

Recommendation

The Business Arising/Actions from the previous meeting be noted.

Moved: Kym Bailey

Seconded: Peter Stephenson

CARRIED: Yes

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

Meeting Declaration

The declaration was read with no declarations noted.

7. Correspondence

CEO outlined inward and outward correspondence. Noting that the Living Libraries Infrastructure Program had reached an agreement, however, no announcement has been made.

Correspondence Inwards

Date	From	Item
30/05/24	Melissa Short Program Manager Capital Programs, Local Government Victoria	Living Libraries Infrastructure Program 23/24 – Outreach Mobile Van grant - Milestone activity schedule
12/6/24	Melissa Short Program Manager	Living Libraries Infrastructure Program 23/24 – Outreach Mobile Van grant - Agreement

Correspondence Outwards

Date	To	Item
3/06/24	Melissa Short Program Manager	Living Libraries Infrastructure Program 23/24 – Outreach Mobile Van grant – Milestone activity schedule
13/6/24	Melissa Short Program Manager	Living Libraries Infrastructure Program 23/24 – Outreach Mobile Van grant – Agreement - signed

Recommendation

The Inwards and Outwards Correspondence be noted.

Moved: Louise Mitchell
Seconded: Peter Stephenson

CARRIED: Yes

8. Finance and Audit Committee Election - Chair Position

Background: Due to the resignation of Matthew Jarvis from Moira Shire and the GV Libraries Board this leaves a vacancy for the Chair of the Finance and Audit Committee.

Recommendation

The following Finance and Audit Committee member is nominated and elected to the current role below until November 2024

Chair Finance and Audit Committee

Nomination: Amanda Tingay

Moved: Louise Mitchell
Seconded: Jenna Bishop

CARRIED: Yes

With Amanda stepping into the role of Chair of the Finance and Audit Committee, the deputy position becomes vacant. No nominations were made, and it was suggested that this nomination be held until a Moira representative is appointed in Matt Jarvis' place.

Recommendation

The nomination of a Deputy Chair of the Finance and Audit Committee be held until the September board meeting and a permanent representative from Moira Shire is appointed.

Moved: Louise Mitchell
Seconded: Peter Stephenson

CARRIED: Yes

9. CEO Report

The CEO took the report as read but highlighted some key aspects of the report.

Yarrowonga Library- Slab has been poured. Fundraising continues, a donation of \$25,000 has been received from the Yarrowonga Holiday Park Committee, bringing the total to \$48,000. CEO to meet with the board of the Yarrowonga Golf Club and Mulwala Ski Club to discuss potential funding contributions.

Open Libraries at Tatura and Numurkah- Board members attended the launch of Open Libraries. Currently there are 31 members signed on for Numurkah Library and 36 members at Tatura Library. Great to see uptake of this and to see people using the service. The applications to the Living Libraries program for expansion of the Open Libraries service was successful for Strathbogie, Greater Shepparton and Moira.

New systems to be introduced for printing, photocopying, reserving PCs and rooms, stats management, and POS. This is to support the rollout of Open Library to ensure people can access these services during unstaffed times. This will include training for staff and automated reports and reconciliation. This software and hardware upgrade is included in this year's financial year budget, out of IT budget.

Library of Things, money to come from Programs budget. Done in other libraries across Victoria. Promotes sustainability as people won't need to purchase once off items. These will be housed at the administrative building and loaned out. Louise questioned the driver for this project and asked whether this needs to be a trial to come back to the board for review as it is a different direction to take the service. Procedures need to include safety process, cleaning process, testing and tagging process. Staff are working on draft policies and procedures now; these will come to the finance and audit committee for assessment. Looking to roll this out in August-September this year.

New van decals have been installed. The outreach van now has our branding and logo.

The following table outlines the CEO's significant involvements.

Date	Item
2/5/24	GV Libraries Board Meeting and Launch Open Library at Tatura
3/5/24	Barmah Forest Heritage and Education Centre/ GrainStore Meeting
3/5/24	Open Library Launch – Numurkah Library
7/5/24	Cobram U3A talk
10/5/24	Furphy Writers Competition Judges Lunch
13/5/24	PLV Sustainability Meeting
14/5/24	Meeting CEO Strathbogie Shire
14/5/24	Monitor BM – Printing/IPOS demonstration
17/5/24	IDAHOBIT – GSCC Queens Garden
17/5/24	Wimmera Libraries – Open Library
20/5/24	CEO COVID – 20/22 May 24
23/5/24	Biggest Morning Tea Nathalia
23/5/24	BFHEC Advisory Committee
25/5/24	Yarrowonga Library/Town Hall Precinct meeting
28/5/24	Meeting with Goulburn Valley Library & Monopoly
29/5/24	GVRL Finance Team - Assets
30/5/24	CEO Your Library - Funeral
30/5/24	Yarrowonga Town Hall Future Use Advisory Group
31/5/24	Rushworth Service Centre Opening Invitation
4/6/24	GV U3A – Shepparton guest speaker
5/6/24	Advisory Committee for Public Libraries – State Library Meeting
6/6/24	Yarrowonga Inner Wheel club – guest speaker
6/6/24	Raeco Visit
7/6/24	Nathalia – Things we do for Love – partnership with Grainstore
12/6/24	Yarrowonga Fundraising Committee
13/6/24	Panel Member – SLV and PLV – Online - Open Libraries – over 110 people booked
13/6/24	Finance and Audit Committee Meeting

Recommendation

The Board notes the CEO report.

Moved: Jessica Bonaddio

Seconded: Jenna Bishop

CARRIED: Yes

10. Financial Report – 31 May 2024

CEO read through the financial report noting that the May YTD result is a surplus of \$274.5k, YTD favourable variance of \$382.9K. Other income is over budget by \$7k due to interest received from banks. Salaries and Wages YTD variance is unfavourable by \$34k, mostly due to several positions not being included in the 2023/2024 budgeted salaries and wages. Peter Stephenson questioned whether this had been accounted for moving forward, CEO responded that a new system was in place, replacing the Excel spreadsheet that was in use and responsible for errors.

Revenue YTD favourable variance of \$41.5k, mainly due to increased Monetary Contributions (favourable YTD variance of \$20.4k), other income (favourable YTD variance of \$16.3k, due to increased interest income) and user fees (favourable variance of 7.8k mostly due to Printing and Photocopying).

Library of Things, new printing and POS system are currently in commitments.

The RSD Audit and GSCC Finance team attended the Finance and Audit committee meeting on the 13 April 2024 to present the GV Libraries Interim Management Letter 30 June 2024 (attached to agenda email). There were no findings found in the 23/24 audit.

Eva questioned the Delegations of Authority and where the responsibility of changing staff classifications lies. Currently this sits with CEO as long as the changes do not change the dollar value, new positions go through the board.

Recommendation

The Board approves the 31 May 2024 financial reports.

Moved: Eva Salib

Seconded: Peter Stephenson

CARRIED: Yes

11. 24/25 Budget

This was advertised to the public from May 13 until 10 June 2023 – no submissions were received.

Since then, the budget has been modified to reflect the additional funding from the government of \$187,000 for the outreach van. Additionally, a car was purchased in the 23/24 financial year so this expense was taken out of the 24/25 budget.

Other than these changes the board had already approved the draft budget. The changes have been worked through with GSSC finance team and the Finance and Audit Committee had approved this as well.

Recommendation

The Board endorsed the 2024/25 Goulburn Valley Libraries Budget noting Outreach Van Grant added, and Motor Vehicle expense removed for 2024/25 budget

Moved: Amanda Tingay

Seconded: Louise Mitchell

CARRIED: Yes

12. **Business Operations Report** – (attached to agenda email)

CEO took the report as read but noted some highlights of the report.

The Yarrowonga games club added new Lego to their offerings, this saw attendance increase dramatically to 19 children.

Sydney Writers Festival was streamed into most of our branches, 270 people attended, with lots of positive feedback.

National Simultaneous Storytime was held across our branches successfully. Next year CEO would like board members to get involved and read stories.

Gaming consoles will be introduced into our programming.

KPIs, currently 26,000 members, loans and memberships have increased. The amount of programs have increased, visits have increased. All KPIs are increasing in a positive way.

Amanda asked about Patron issue at Euroa and how staff were doing. CEO responded that they were okay and that the patron had been banned.

Kym questioned if the staff had a safe place to retreat in cases of emergency, CEO responded that most branches do but there are also lanyards.

Eva asked about the 52 week Workcover claim, if a plan had been put in place. CEO responded that this was attempted through EML the insurer.

Recommendation

The Business Operations Report is accepted.

Moved: Peter Stephenson

Seconded: Jessica Bonaddio

CARRIED: Yes

13. New Governance Model – Update from CEO

CEO outlined that three quotes were taken to the Finance and Audit committee at the last meeting, the recommendation being that Sharrock Pitman legal be engaged. This is due to their experience with other library services, as well as their flexibility in allowing CEO to be involved with process. Their quote was also slightly lower than the other two and included the Library Agreement.

Eva Salib felt that it was difficult to compare the quotes and suggested in future using a selection matrix could ease the process. Amanda Tingay noted that a discussion had occurred at the F&A committee as there was a lot of information provided by the three firms and it felt like too much to present to the board, but that in future if the board would like more information, it could be provided.

Recommendation

The Board recommends Sharrock Pitman Legal be engaged for the Goulburn Valley Libraries Future Governance process.

Moved: Louise Mitchell

Seconded: Peter Stephenson

CARRIED: Yes

14. Board Review of Policies for 2024

The CEO outlined the review of policies. The Delegations Schedule and OH&S Policy Statement have been reviewed by the Finance and Audit Committee at a meeting dated 13 June 2024. It was recommended by the committee that they come to the board for final adoption.

It was agreed that the EEO, Discrimination, and Victimization Policy be held off until the next meeting in September. This is due to the need for further investigation, the councils don't have these policies, CEO to look at other organisations policies.

The OH&S policy statement is not a legislative requirement, but it is an included requirement in the OH&S policy. It is a shorter statement signed by CEO and Chair to be displayed in library branches.

Kym questioned if there is a patron behavioural statement to be displayed in branch as well. CEO noted that it is in the conditions of membership.

Eva raised the point that the Delegations Schedule wasn't clear if amount is per transaction or total. Needs to be amended to reflect that it is total and GST exclusive.

Recommendation

The Board approve the reviewed, Delegations Schedule 1 July 2024, subject to some slight amendments and the OH&S Policy Statement

Moved: Kym Bailey

Seconded: Jessica Bonaddio

CARRIED: Yes

15. Board Meeting Planner 2024 –

Date	Meeting	Agenda Items
13 June 2024	Finance & Audit Committee	Delegations Schedule 1 July 2024 OH&S Policy Statement
20 June 2024 at Administration 79 Benalla Road Shepparton	Board	Approve Budget Policy Approval
*22 August 2024	EMAIL – Board	Draft Annual Report for feedback
12 September 2024	Finance & Audit Committee	EEO, Discrimination and Victimisation Policy Public Interest and Disclosure Policy Travel and Expenses Policy End-of-year financial report Performance Review Approval for CEO
19 September 2024 at Cobram Library	Board	End of Year Financial Report Annual report – adoption Policy Approval <i>**CEO and Chair sign the State Government funding agreement and PRC agreement</i>
14 November 2024	Finance & Audit Committee	Policy Review 2025
21 November 2024 79 Benalla Road Admin building	Board	Confirmation of chair, deputy, committees

*Not a meeting – CEO EMAIL

** CEO and Chair sign the State Government Funding Agreement and the Premier’s Reading Challenge agreement

16. Information Items

No motions on notice

17. Motions on Notice

No motions on notice

18. Other Business

WorkSafe attended the site on 12/6/24 as part of WorkSafe Victoria's proactive intervention program to provide guidance and assess and enforce compliance with specific health and safety laws.

Conclusion of the report - Following the discussions here today, and review of the information provided, I have formed the reasonable belief that the employer has adequate systems in place to meet the obligation under the Occupational Health and Safety Act (2004) of an employer to provide, so far as reasonably practicable, a working environment that is safe and without risks to health in regards to OVA.

19. Next Meeting

The next ordinary meeting of the Board will be held on 19 September 2024 at Cobram Library 14 Punt Road Cobram, commencing at 2 pm.

Meeting closed at 3:02

Felicity Macchion

Chief Executive Officer

Action	Responsibility
Amend minutes of May meeting to reflect Peter and Amanda leaving at 3.00pm.	Billie
Draft policies and procedures for Library of Things to be assessed by F&A committee.	CEO
CEO to investigate EEO, Discrimination, and Victimisation Policies of organisations.	CEO
Delegations schedule to be amended to show authority is per transaction and exclusive of GST	CEO