

## Minutes

### ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

To be held on Thursday 2 May 2024  
Commencing at 2pm  
Finish 4pm  
12-16 Casey Street, Tatura  
or remote Via Teams

#### BOARD MEMBERS

Suzanna Sheed AM, Moira Shire Council (Chair)  
Mathew Jarvis, Moira Shire Council  
Jessica Bonaddio, Moira Shire Council  
Louise Mitchell, Greater Shepparton City Council  
Cr Greg James, Greater Shepparton City Council (Deputy Chair)  
VACANT 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 -

Matt Jarvis

Greg James

Note: Peter Stephenson and Amanda Tingay left the meeting at 3:00pm.

## 3. Welcome

Suzanna Sheed welcomed board members and delivered the acknowledgement of Country.

## 4. Confirmation of Minutes

### Recommendation

The Draft Minutes of the Ordinary Board Meeting held on 22 February 2024 and Special Meeting 28 March 2024, as circulated, be confirmed.

Moved: Louise Mitchell

Seconded: Kym Bailey

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. CEO ran through the list of action items.

No. 1 - Circular motion emailed to all board members recommending adoption of the nomination of Suzanna Sheed AM as Chair of the GV Libraries Board. Action item marked as **complete**.

No. 2 – The Open Library Project to be put on hold at Euroa until after the May meeting when feedback from the Numurkah and Tatura trial period is shared. Action item marked as **complete**.

No. 3 – Mobile truck to be sold. CEO to prepare an analysis of a new van as opposed to existing vehicle use and a discussion to be continued about applying for the Living Libraries grant. Mobile truck to be taken to Melbourne for sale. **Action item closed**.

No 4 - Draft Reconciliation Plan - CEO to add two organisations to page four and investigate Ganbina and other organisations that should be listed. Then, when complete, send an email to approve the Draft Reconciliation Action Plan for submission to Reconciliation Australia. To be presented at this meeting. Action item marked as **complete**.

No. 5 - Explore separation of bullying & Harassment and sexual harassment policies. CEO noted item is progressing.

No. 6 - Report on trial of the Open Libraries Project at Numurkah and Tatura Libraries. To be presented in Agenda item 11.

#### **Recommendation**

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

Moved: Peter Stephenson  
Seconded: Jessica Bonaddio  
CARRIED: Yes

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

Meeting Declaration

Any declarations noted – nil declarations noted.

## 7. Correspondence

### Purpose

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

Nil correspondence inwards.

CEO ran through correspondence outwards.

CEO sent letter to Melissa Horne and local members of Parliament, with an urgent appeal for increased funding for Victorian Public Libraries. State Government Living Libraries funding – Outreach Van. Application has been sent and acknowledged.

### Recommendation

The Inwards and Outwards Correspondence be noted.

Moved: Louise Mitchell

Seconded: Jessica Bonaddio

CARRIED: Yes

## 8. CEO Report

CEO Report taken as read but noted highlights.

- Yarrowonga Library fundraising continues. There is movement on the site. Expected opening date is now November 2025. CEO will provide updates and photos in June meeting. A timelapse camera will be available on the Moira Council website to view progress.
- Launch of Open Library at Tatura today (May 2) and Numurkah tomorrow (May 3)
- Furphy Literary Awards. Furphy family, Greater Shepparton and GV Libraries work closely on the Junior awards. There is also an open category that is open to all of Australia. 635 entries in the open category which closed at the end of April.
  - Junior category is funded by Greater Shepparton. Future opportunity for Moira and Strathbogie to provide some funds in the future.
- CEO Cathie Warburton from Australia Library and Information Association (ALIA), joined by Zola Maddison, came to Tatura to connect and visit a regional Victorian Library.

- Orchestra Victoria came to Tatura for a musical Storytime. 208 people attend. Great event, good space to host events. Could host at least 500 kids.
- Kym Bailey notes that great to see all the promotion and events in the Shepparton News.

**Recommendation**

The Board notes the CEO report.

Moved: Peter Stephenson

Seconded: Louise Mitchell

CARRIED: Yes

## 9. Financial Report – 31 March 2024

### Background

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

The Financial and Audit Committee monitors the financial activity and reports to the Board.

### Finance and Audit Committee

The Finance and Audit Committee met on 18 April 24 and reviewed the Financial Statements to 31 March 2024. Signed financial statements for 31 March 2024 have been received from our finance contractor, GSCC.

### Report to March 31, 2024

CEO ran through Financial Report as in the agenda.

Peter Stephenson questioned the Yarrawonga Library amount.

CEO notes that the Yarrawonga project has been marked as income amount of 230k as this is the target fundraising amount but also included as expense of 170k.

Jess noted that Moira will need to pay regardless of whether the fundraising target is met as there cannot be an empty library. CEO agrees and acknowledges that there is somewhat of an unknown amount and is obtaining quotes for shelving and equipment to get sense of actual cost in filling the library.

When CEO visits the community groups she is trying to emphasise the community aspect of the library donations, so that there is community input and involvement. There will be a mix of grassroots and philanthropic donations expected, and the large clubs have been contacted regarding funding support for the project.

Suzanna Sheed raised questions regarding the income statements on the draft 2024/2025 draft budget.

- Under monetary contributions there was a -4.8 figure. This is due to cuts in state grants. Additionally, the Living Library grants were once off for Tatura and Euroa.
- Where does that Yarrowonga spending come into the report. Financial report 23/24 under 'Operations' – Yarrowonga refurbishment is marked as 172k for YTD Budgets, but YTD Actuals is \$0. Can't be spent as we don't have the money yet.
- Consultancy fees reduced due to HR Contract with Moira no longer providing HR services.
- It is not yet known what the State Government will provide in their latest budget, it's estimated not to be positive. Hopeful that funds are cut from the Living Libraries grants and not standard funding.

**Recommendation**

The Finance and Audit Committee have approved the 31 March 2024 financial reports and recommend the Board approves it.

Moved: Peter Stephenson  
Seconded: Louise Mitchell  
CARRIED: Yes

## 10. Draft 24/25 Budget

CEO notes that it is the same as last time. This was discussed at the last meeting.

Suzanna Sheed questions the public review process. It is a part of the constitution, and the public can put forward submissions although this does not typically happen.

**Recommendation**

The Board endorsed the DRAFT 2024/25 Budget and recommends it be sent out for Public Review.

Moved: Kym Bailey  
Seconded: Louise Mitchell  
CARRIED: Yes

## 11. Open Library Outcome of Trial

Report was circulated in Agenda email.

CEO takes the report as read but highlights that the trial was late to start due to some delays with IT, procedures, policies and programs needed to support the trial. As such, the trial started at the end of March and the feedback and figures are valid from March to April.

To date, 17 people have been inducted. 13 at Numurkah with 17 visits and 3 inducted at Tatura, with 2 waiting for induction. The community comments reflect great feedback. Statistics and reports will be provided at future board meetings.

The Euroa Library will be next. Greater Shepparton, Moira, and Strathbogie have applied for grants to facilitate at the other library branches. Hopefully this will be rolled out by June next year.

Suzanna Sheed asked what the major risks of the project are. Security is one but the induction process means that the passionate users are the ones using the library.

Kym Bailey questioned whether it changes insurance requirements. Public Insurance liability still needed so no changes needed. Lanyards available for fall detection or duress alarm.

### **Recommendation**

The Board notes the Open Libraries project trial and authorises additional Goulburn Valley Libraries to implement the Open Libraries Project. The CEO will present updates and statistics on the Open Library Project at Board meetings.

Moved: Jessica Bonaddio

Seconded: Kym Bailey

CARRIED: Yes

## 12. Business Operations Report

Report was circulated in Agenda email.

CEO highlights key points from the report.

- Jessica Anderson is attending ALIA conference and presenting on sustainability in libraries, this is part of the Barret Reid scholarship. A website has been developed which shows initiatives and the SDGs.
- Programs have been busy, lots of people coming to events and programs.
- CEO attended rural women's online project. Great to connect with everyone and how to get women in the community online.
- 635 entries for Furphy Literary awards
- Sent books to Solomon Islands rather than throwing weeded books away.
- Stats and KPIs – 374 new members joined March this year compared to 309 last year in March. This is in part due to no more guests passes for use of computers.
- Programs attendance is up by 200 from last year.
- eResources figures are going up too, reflecting more people using online resources as well.

Louise Mitchell raises Murchison locker.

- 30 returns and 15 pickups.
- Kym Bailey notes that it would be good to note postcodes of open library users, will they use Open Library instead of lockers. Could Murchison use a small library as well. Murchison should have been browsing instead of hold locker.

OHS incidents.

- Do we need to report leg cutting incident to public liability insurance. No not for this incident, it did not require medical attention.
- Other patron banned for 4 weeks from the library. Needs to meet with CEO and put on behavioural plan before returning to the library.
- Amanda Tingay questions the new claim under the OHS report. It was a mental health claim for a staff member.

### **Recommendation**

The Business Operations Report is accepted.

Moved: Louise Mitchell

Seconded: Peter Stephenson

CARRIED: Yes



## 13. New Governance Model - Update

### Background – Future Governance Plan - Updates

CEO provides update on where the Governance Model plans are at. Two quotes have been received.

Russell Kennedy

Sharrock Pitman Legal

Next stage is to meet with the Finance and Audit Committee to go through the quotes. CEO would like to get a constitution and financial way forward by September Council meetings so would need to get these for the board by October meeting.

Suzanna Sheed notes that there is a template available. Questioned whether we need to find another as the price seems high given that Felicity will be doing a lot of the work on this. Noted that Russell Kennedy gives discount for local govt pro bono.

Louise Mitchell notes that comfort with process is key, given the lawyers have had experience, the cost seems worthwhile.

CEO notes that the Finance and Audit Committee needs to assess costs and where they are coming from, what can be done in house. Training is also not included in this cost.

This model has been done twice previously and the quotes have been acquired from firms that have experience with the process.

Suzanna Sheed believes process is fine and to source an additional quote.

### Actions:

- CEO was asked to approach Maddocks for an additional quote.
- 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.

### Recommendation

The update of the new Governance Model noted.

Moved: Louise Mitchell

Seconded: Jessica Bonaddio

CARRIED: Yes

Peter Stephenson and Amanda Tingay both leave the meeting the meeting at 3:00pm.

## 14. Draft Reconciliation Action Plan

Plan attached to the circulated agenda email.

### Background

A draft Review Reconciliation Action Plan was submitted to Reconciliation Australia in July 2022, and feedback was received in October 2022.

This feedback has now been incorporated into a new Draft RAP for review and adoption by the Board prior to resubmission to Reconciliation Australia for review and endorsement.

### Actions - June 2023 meeting

Strathbogie – Note their MOU with the Taungurung Land and Waters Council - Done

Greater Shepparton – Link to plan – Done.

Reach out to the Taungurung Land and Waters Council for feedback – Done.

Last Meeting the CEO was to add two organisations to page four and investigate Ganbina and other - organisations that should be listed - Done.

Need to update spelling to 'Ganbina' in the plan.

No further comments or questions.

### Recommendation

The Board adopts the Draft Reconciliation Action Plan for submission to Reconciliation Australia for approval.

Moved: Jessica Bonaddio

Seconded: Louise Mitchell

CARRIED: Yes

## 15. Board Review of Policies for 2024

The Child Safe and Wellbeing Policy, Media Policy and Procurement Policy have been reviewed by the Finance and Audit Committee at a meeting dated 18 April 2024. It was recommended by the committee that they come to the board for final adoption.

### Feb-April

Child Safe and Wellbeing Policy

Media Policy

Procurement Policy

Policies attached in agenda email.

All 3 policies have been reviewed by audit and finance committee. CEO notes they have all been through the review process and that there were changes made and adopted.

Kym Bailey questions whether the National Quality Standards within the National Quality Framework need to be referenced more explicitly in the standard 7 on pg. 6. Also, questions how this policy is audited, established it is self-regulation. Is there an internal process to ensure it is being followed and org is compliant to policy.

Suzanna Sheed notes that this revised policy adopts the changes to the National Quality Standards.

External auditors ensure that the policies exist, are stated in PDs, that they are handed out and that checks are followed up on. The policies are in place for issues that may arise.

Kym Bailey also notes that the policies is quite general in nature. CEO notes that there are procedures included in policy.

In relation to the Media policy Kym Bailey notes there is a duplication of CEO having responsibility for making significant statements. Doubled on page 2 and 3. If a statement is needed the CEO and Chair shouldn't be limited to waiting for one another. Kym notes that operationally this relationship works but perhaps the policy does not match. Outcome is that no changes are necessary.

#### **Recommendation**

The Board approve the reviewed Child Safe and Wellbeing Policy, Media Policy and Procurement Policy.

Moved: Kym Bailey

Seconded: Jessica Bonaddio

Carried: Yes

## 16. Board Meeting Planner 2024 –

Date	Meeting	Agenda Items
15 February 2024	Finance & Audit Committee	Preliminary Draft Budget, Policy Register Review
22 February 2024 at Euroa Library	Board	Chair Election Mobile Library Review Future Governance Update
18 April 2024	Finance & Audit Committee	Draft Budget  Policy updates - Child Safe Policy Procurement Policy Media Relations Policy
2 May 2024 at Tatura Library	Board	Approve Budget for public review. Policy Approval
13 June 2024	Finance & Audit Committee	EEO, Discrimination and Victimisation Policy  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	End-of-year financial report. Performance Review Approval for CEO Public Interest and Disclosure Policy  Travel and Expenses Policy
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

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.

Note the meeting on the 2 May as 25 April is a public holiday.

\*Not a meeting – CEO EMAIL

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

**17. Information Items - Nil**

**18. Motions on Notice - Nil**

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

**19. Other Business**

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

- Suzanna Sheed notes that considering the gender-based violence national crisis there may be a need for GVL to make comment.

We are employer and provide services. Should we put out a contained message. Note staff are majority female and we have many female users.

Jessica Bonaddio raised two points, if the councils share a message GVL could share that message. Additionally, can we add signs in bathroom with helpline numbers to call, such as the 1800 Respect number.

Lousie Mitchell shared the Greater Shepparton social post put out this week, noting action was simple.

Suzanna Sheed recommends that we hold until the councils have responded but perhaps GVL can share the events that are happening supported by councils on social media.

- Louise Mitchell notes that the Ghulam Hussain has finished their term as Community Representative and a letter of thank will be written for him on behalf of the board. The position has been advertised and Louise and Greg have interviewed a very strong candidate and reference checks are being undertaken.

**Action:**

CEO to draft a thank you letter to send to Ghulam Hussain on behalf of the board.

**20. Next Meeting**

The next ordinary meeting of the Board will be held on 20 June 2024 at Administration Building, 79 Benalla Road, commencing at 2 pm.

Meeting closed at 3.28pm.

Felicity Macchion  
Chief Executive Officer

Actions for next meeting

No.	Meeting	Action	Responsibility	Status
1	May 2024	Obtain a third quote on the future governance model consultancy from Maddocks.	CEO	
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	
3	May 2024	CEO to draft a thank you letter to send to Ghulam Hussain on behalf of the board.	CEO	