

DRAFT MINUTES

ORDINARY MEETING GOULBURN VALLEY REGIONAL LIBRARY CORPORATION

Held on Thursday 22 February 2024
Commencing at 2pm
Finish 4pm
62 Binney Street, Euroa
or remote Via Zoom

BOARD MEMBERS

Ms Louise Mitchell, Greater Shepparton City Council (Chair)
Cr Greg James, Greater Shepparton City Council
Mr Ghulam Hussain, Greater Shepparton City Council
Mr John Tanner AM, Moira Shire Council
Mr Mathew Jarvis, Moira Shire Council
Ms Jessica Bonaddio, Moira Shire Council
Mr Peter Stephenson, Strathbogie Shire Council
Ms Amanda Tingay, Strathbogie Shire Council
Ms 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.”

Delivered by Louise Mitchell

2. Apologies

No apologies

3. Welcome

Louise Mitchell welcomed Suzanna Sheed as an observer to the meeting and introduced Peter Stephenson from Strathbogie Shire. Suzanna Sheed AM is an administrator at Moira Shire, and Peter Stephenson is Interim Administrator at Strathbogie Shire Council.

A round table introduction was undertaken to note board members.

Louise Mitchell noted that Ghulam Hussain will be moving on from his role in Greater Shepparton Council which will open a vacancy for the community representative in Greater Shepparton.

4. Confirmation of Minutes

Recommendation

The Draft Minutes of the Ordinary Board Meeting held on 23 November 2023, as circulated, be confirmed.

Moved: Matt Jarvis

Seconded: John Tanner AM

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. Louise Mitchell went through this action list –

No. 1 – The CEO to bring a report to the September meeting on options, including the “no option” scenario for the Mobile Library. To be presented in Agenda item 11.

No. 2 – The Draft Reconciliation Action Plan was shared with the Taungurung Land and Waters Council follow was complete. CEO received an email the previous evening with feedback. Action item marked as complete.

No. 3 - CEO to follow up with GSCC finance team to include an operating expense for eBook purchases line on the GVRLC Financial Reporting page. Action item marked as complete.

No. 4 - CEO to follow up with GSCC to include Yarrawonga's \$230,000 fundraising income and expense line on the GVRLC Financial Reporting page. Action item marked as complete.

Recommendation

The Business Arising/Actions from the previous meeting be noted

Moved: John Tanner AM

Seconded: Kym Bailey

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.

Louise raised topic noting that the correspondence is heavily focused on funding.

CEO elaborated on correspondence items relating to funding. Noted that State Government funding which was received in December is normally received in late August. This was late to come in and previously had seen an increase of 2%, however, there was no increase in the received amount so is considered a loss.

This year Public Libraries Victoria will be lobbying for further funding, the CEO will send correspondence to board members to support this lobbying to increase funding. The Living Libraries grant is also \$2.5 million down on last year, meaning that the maximum grant amount for library improvement and buildings is \$200,000 where it used to be \$1,000,000.

Louise Mitchell noted that this is trend across Victorian Government at the moment and public sector budgets are being cut.

Recommendation

The Inwards and Outwards Correspondence be noted.

Moved: Peter Stephenson

Seconded: Cr Greg James

CARRIED: Yes

8. Board Office Bearers

7.1 Office Bearers

Louise Mitchell called for nominations for the chair position for the next 12 months. Louise Mitchell also noted that the Chair and Deputy Chair positions for the Finance and Risk committee were nominated in November 2023.

John Tanner AM noted he will be stepping down from his position on the board to be replaced by Suzanna Sheed AM as of next Wednesday the 28th of February this had to be confirmed at Moira Shire next meeting. He would like to nominate in a foreshadowed motion Suzanna Sheed AM as Chair of the board. This would be conditional on Moira Council accepting Suzanna Sheed AM. A circulating motion would then be made to confirm following the decision made and Suzanna Sheed AM could be appointed immediately as Chair.

Louise Mitchell called for nominations for deputy chair. Greg James nominated himself to take on role of Deputy Chair.

Recommendation

The following members are nominated and elected to the current roles below until next election on 21 November 2024. Chair pending Moira Shire meeting and Circular Resolution.

Chair

Nomination: Suzanna Sheed AM – pending Circular Resolution

Moved: Greg James

Seconded: Louis Mitchell

CARRIED: Yes

Deputy Chair

Nomination: Greg James

Moved: Greg James

Seconded: Matt Jarvis

CARRIED: Yes

9. CEO Report

The CEO read through the report.

- Euroa Library has been refreshed, including new lighting, shelving, and paint ready for the Open Library project. This will see the library open between 8am and 8pm, providing outside hours access to the library, which is great for the community and will allow community groups to use the library out of hours. This also sees security installed where it had not previously been. This is planned to be operational just before Easter.
- A trial of Open library has been conducted at Tatura and Numurkah, the CEO went to Tatura to test and see the procedure in operation. This led to a discussion on Open Library and the trial period.
 - Peter Stephenson questioned if there would be a failsafe exit in case of power outages. The CEO responded that yes, there is an emergency exit button.
 - Greg James noted that there is an induction process. To which the CEO noted that there is a 45-minute induction and that there are security lanyards available which has 24-hour monitoring.
 - Suzanna Sheed questioned who this service would benefit. CEO noted that it would be great for community groups, students, and people who could not access the Library during regular hours.
 - Matt Jarvis noted that there had not been a trial period noted in Euroa as there had been in Tatura and Numurkah.
 - Amanda Tingay noted that the trial period feedback would not be received until after the planned operational date for Euroa.
 - Louise Mitchell suggested that we hold off on Euroa open until feedback from the trial received in May meeting.
 - Matt Jarvis noted that the trial is also important to assist council in their internal operations and allow them to understand operational needs.
 - Louise Mitchell questioned Amanda and Peter on asset front. Peter responded that it would make sense to hold off on the Euroa Open Library until the feedback from the trial period is received.
- The CEO met with Berrigan Shire regarding our governance model. Berrigan shire is gathering information on what they can do with their four library branches. The CEO visited the four libraries and noted that their systems are behind in technology and would take some work to incorporate into our organisation if that was to happen.
 - Louise Mitchell noted that there is scope to incorporate new councils into Goulburn Valley Libraries under the future governance structure. However, Berrigan have a smaller funding base and there would be no great upside for the corporation.
 - John Tanner noted that there may be opportunity to incorporate border communities.
 - Matt Jarvis noted that the Barooga Library could be incorporated due to the distance between Cobram and Barooga Libraries.
- The CEO outlined the list of recent external involvements.

Outcomes arising from the CEO report.

Action: The Open Library Project will be put on hold at the Euroa Library until after the May board meeting, when feedback from the trial period for Numurkah and Tatura will be presented and discussed

Recommendation

The Board notes the CEO report

Moved: Peter Stephenson

Seconded: Matt Jarvis

Carried: Yes

10. Financial Report – 31 January 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 14 February 24 and reviewed the Financial Statements to 31 January 2024. We were joined in this meeting by RSD Audit and GSCC Finance Team to go through the – GV Libraries Audit Strategy Memorandum
See attachment in email – GV Libraries Audit Strategy Memorandum.

Report to 31 January 2024

The CEO outlines YTD position as below.

- The YTD Operating position is a surplus of \$767k, the YTD budget surplus is \$537k, resulting in a YTD favourable variance of \$230k.
- Materials and services under budget year-to-date (YTD) by \$242k - mainly in consultants and contractors across several work orders with the largest being Yarrowonga contractor's \$115k YTD, which is the offset of the \$230,000 in income for the fundraising.
- Depreciation YTD expense is under budget by \$11k based on the revised budget.
- Monetary Contributions are over budget YTD by \$21k due to the contributions for the Yarrowonga redevelopment unbudgeted receipts.
- Other income is over budget by \$6k, due to interest received from banks (\$7k over budget).

The CEO noted that there are changes in the statements, including the adding of Yarrowonga fundraising and eResources added as requested by Finance and Audit Committee.

Matt Jarvis noted that Finance and Audit committee meet one week prior to board meeting to discuss financial reports alongside the CEO. It is important to separate corporate costs and eResources as there was a change adopted last year by the board in depreciation recording.

Louise Mitchell noted that draft budget is being reviewed in Finance and Audit Committee. The issue noted by Matt was having adverse effects on future budgets and pushing it into deficit. The committee has requested the draft budget be reviewed with some further savings found to get a sustainable surplus, this will be brought to the May meeting.

Recommendation

The Board approve the 31 January 2024 Financial report.

Moved: Matt Jarvis

Seconded: Greg James

Carried: Yes

11. Mobile Library Review – (attached to agenda email)

Louise Mitchell asked the CEO to run through the Mobile Library Review.

CEO noted that the Mobile Library was currently not on the road after mechanical issues. \$15,000 was spent on it, however, a further \$15,000 would need to be spent to fully repair. A halt was placed on that and since then the mobile service has operated with a library car. Over the past six weeks, patrons had been surveyed on their use of the Mobile Library Service. Three options are outlined in the Mobile Library Review Report.

Option 1- delivery postage service. Just for mobile customers to access services still.

Option 2- using van and SUV to go to stops and utilise community centres and town venues. Staff will load. Survey found that users browse and collect holds. Need to continue this model.

Option 3- combining option 1 and option 2. Branch run driver will be able to deliver too in this model. Includes Australia Post delivery and Physical Mobile Library stops. This would limit it to Monday, Wednesday, and Friday. This is the option recommended by the CEO.

The CEO outlines the budget. At the moment the 23/24 fuel costs are \$16,000, machinery and parts are \$20,000, and registration fees \$2,500. Staffing costs will be reduced in the trial due to the restricted hours so there could be an extra \$17,000 to incorporate into the branch run delivery option. The total cost that could be saved is \$38,000 in 24/25 budget.

The CEO calls for a decision on which option to move forward with for a trial between April to August this year. The CEO noted that there is an option to apply for the Living Libraries Grant with the intent of purchasing and fitting out a van to use as a Mobile Library.

A discussion was had by the board about the viability and importance of the service. It was agreed that there is a need for a mobile service in smaller and remote towns. Jessica Bonaddio and Louise Mitchell raised concerns with Australia Post delivery being an unsustainable option due to cost and unrealistic expectations from patrons outside of the existing service. It was agreed that the truck is not cost-effective and is no longer viable. It was suggested that it is time to sell the truck and receive what money we can for it.

Action: 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.

Outcome

The Mobile Library service will continue with a trial of Option 2 as presented in the review. That the truck 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.

Moved: Louise Mitchell

Seconded: John Tanner AM

CARRIED: Yes

12. Business Operations Report –

CEO went through highlights of the business operations report, including:

- Staffing update
- Jessica Anderson, branch manager at Cobram library, was awarded the PLV Barrett Reid scholarship.
- Digital literacy program was successful throughout November and December.
- Comedian, Stig visited Cobram primary school and promoted the state summer reading program.
- Implementation of red-hot reads to encourage faster reading and returning of popular and new titles.
- Programs have seen an increase in event attendance, particularly through January.
- Murchison Lockers have seen an increase in use.
- eMagazines use has increased by almost 1,000 loans in January.
- Overall loans are steady, and visits are up.

- 1,000 new members. Guest passes have been removed and people must become an online member to use library computers to track stats and usage.

Matt Jarvis notes that the operations report talks about weeding, see collection size dropping. In the KPIs attachment, collection has increased. Reflects that physical collection has dropped and total eResources has increased. Does the percentage growth increase match council area population growth. Should we be looking to maintain rather than grow.

CEO responded that the collection should be within a 5-year limit. So, we should be reducing old books and increasing new resources. eResources are budget based not item based.

Louise Mitchell noted that indicators are moving in the right direction and that the figures are encouraging.

Recommendation

The Business Operations Report is accepted.

Moved: Cr Greg James

Seconded: Peter Stephenson

CARRIED: Yes

13. New Governance Model

Background – Future Governance Plan - Updates

CEO met with Your Library (formally Eastern Region Library) and discussed their experience with new governance structure. Next step is to engage lawyers and CEO is currently obtaining quotes. They need to develop a draft constitution, draft library agreement, and establish council costing. Preliminary discussions were had through Finance and Audit Committee to discuss what Felicity Macchion can do herself to cut lawyer costs.

Louise Mitchell noted that it was decided the Finance and Audit Committee was to conduct most of the work. Suzanna Sheed AM may be able to sit in that discussion and utilise her experience. All member councils in agreement that this path is the one to go down, keeping the three existing councils in the structure, but not restricting to only three councils.

Recommendation

That the updates be noted.

Moved: Kym Bailey

Seconded: Peter Stephenson

CARRIED: Yes

14. **Draft Reconciliation Action Plan** (attached to agenda email)

Louise Mitchell noted we are looking to submit the draft RAP to Reconciliation Australia.

CEO noted that at the June 2023 meeting, feedback was that Strathbogie wanted their MOU noted in the document, and Greater Shepparton wanted it linked to their plan. Both actions are complete. CEO reached out to the Taungarung Land and Waters Council for feedback. Matthew Boones, the CEO, replied last night (21st February 24). Needed to list the two First Nations Organisations within the region on Page 4 of the document. Yorta Yorta and Taungarung. Listed on Page 2 but recommended be added to page 4.

Greg James noted that it is encouraging and exciting to see a RAP developed from an important community organisation and that we are seeing positive change in this space. Noted that elders feel that Libraries are a culturally safe space for First Nations people, need to continue moving in this way. I am very proud to have Julie Best as a staff member of the GV Libraries.

Kym Bailey questioned whether we need to include other organisation in RAP such as Gambina. The CEO will follow up on this and add if needed.

Action: CEO to add two organisations to page four and investigate Gambina and other organisations that should be listed.

Recommendation

The action is taken offline based on suggestions arising from the discussion. To add two organisations to page four, investigate whether we need to include other organisations. Then, when complete, send an email to approve the Draft Reconciliation Action Plan for submission to Reconciliation Australia.

Moved: Amanda Tingay

Seconded: Cr Greg James

CARRIED: Yes

15. Board Review of Policies for 2024

Louise noted that policies' review will be taken on by finance and audit committee.

Kym suggested that separated bullying & harassment and sexual harassment policies.

The CEO has reviewed all the policies the board needs to approve. The CEO suggests that we break them up in stages. These are the following -

Feb-April

Child Safe Policy

Media Relations Policy

Procurement Policy

April-June

EEO, Discrimination and Victimisation Policy

OH&S Policy Statement

Delegations Schedule 1 July 2024

June-September

Public Interest and Disclosure Policy

Travel and Expenses Policy

Action item

Explore separation of bullying & Harassment and sexual harassment policies.

Recommendation

The Board approve the Policy Review Schedule for 2024.

Moved: Matt Jarvis

Seconded: Louise Mitchell

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

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

nil

19. Other Business

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

nil

20. Next Meeting

The next ordinary meeting of the Board will be held on 2 May 2024, at Tatura Library commencing at 2 pm.

Meeting closed at 3:40

Felicity Macchion
Chief Executive Officer

Actions for next meeting May 2

No.	Meeting	Action	Responsibility	Status
1	Feb 2024	Circular Motion be sent to all Board Members – Recommendation - The Board adopt the nomination of Chairperson for the Goulburn Valley Libraries of Suzanna Sheed AM – Administrator Moira Shire for the 2024 term.	CEO	
2	Feb 2024	The Open Library Project will be put on hold at the Euroa Library until after the May board meeting, when feedback from the trial period for Numurkah and Tatura will be presented and discussed.	CEO	
3	Feb 2024	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.	CEO	
4		Draft Reconciliation Plan - CEO to add two organisations to page four, and investigate Gambina 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.	CEO	
5	Feb 2024	Explore separation of bullying & Harassment and sexual harassment policies.	CEO	
6	Feb 2024	Report on trial of the Open Libraries Project at Numurkah and Tatura Libraries	CEO	