



Libraries Board Meeting Minutes

State Library of South Australia

14 March, 2023 at 3:00 PM ACDT

@ Bronwyn Halliday Learning Studio, State Library North Terrace

Minutes No. 878

Attendance

Present:

Members: Bruce Linn, Megan Berghuis, Joanne Cys, Janet Finlay, Joost den Hartog, Hedy Hashemi, Scott Hicks, Amanda Nettelbeck

In attendance:

Geoff Stempel, Jo Bayly, Hanlie Erasmus, Luba Cvetanovic, Veronica Mathews

1. * WELCOME (Presenters: Bruce Linn)

1.1. Present / Apologies

1.2. Acknowledgement of Country

The Chair made an acknowledgement of Country, using the official state government acknowledgement.

1.3. Conflict of Interest

It was noted that the matter relating to Joost den Hartog in the previous minutes has now been resolved.

2. * STARRING OF AGENDA ITEMS

All non-starred items be received, and all recommendations contained therein are adopted and carried.

Motion:

3. * MINUTES (Presenters: Bruce Linn)

3.1. Minutes of previous meeting

Motion:

That the minutes of the Libraries Board meeting held on 13 February 2023 be confirmed.

3.2. Action Items

There were no more actions.

3.3. Matters dealt with out of session

No matters were dealt with out of session.

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4. * STRATEGIC MATTERS (Presentation, Key Strategy Updates)

4.1. Thriving Libraries - OneCard 2.0 (Presenters: Geoff Strempel)

The Director spoke to report.

It was noted that the Chair, Director and Associate Director met with the Local Government Association CEO on 8 March 2023 and the Chair and Director will be meeting with the Minister for Arts on 20 March 2023.

The Board members discussed the report, including the risk strategy activities listed.

Motion:

The Libraries Board approved the proposed approach to undertaking significant library network reform in partnership with the Local Government Association, the Department for Education, the state's Local Councils and other relevant stakeholders.

5. * FINANCE AND RISK COMMITTEE

5.1. Summary Report of Finance and Risk Committee Meeting – 22 February 2023 (Presenters: Janet Finlay)

Janet Finlay, as Chair Finance and Risk Committee spoke to the summary report from meeting on 22 February 2023.

- **Libraries Board Financial Performance Summary as at 31 December 2022**
Resolution: The Libraries Board noted the financial performance summary reports, including notes and explanations for major variations.
- **Libraries Board Investment Update**
Resolution: The Libraries Board noted that the investment portfolio is currently outside tolerable ranges specified in the Investment Policy and that the Committee will consider Macquarie recommendations out of session to rebalance the portfolio once a new bank account has been established.
- **Capital Budget Requirements 2022-2023 revised template**
Resolution: The Libraries Board noted the revised template for Capital Budget Requirements 2022-23.
- **Finance and Risk Committee Terms of Reference**
Resolution: The Libraries Board approved the Financial Management Compliance Program for 2022-23.
- **Libraries Board Investment Policy**
Resolution: The Libraries Board approved the update to the Investment Policy to reflect the new Bequest and Donated Funds Policy.
- **Internal Procurement Framework – Continuous Improvement Plan Progress**
Resolution: The Libraries Board approved the revised Internal Procurement and Contract Framework, Capability Development Plan and Procedure.
- **Bequests and Donated Funds Policy Review**
Resolution: The Libraries Board approved the new Bequest and Donated Funds Policy, subject to the inclusion of the further updates above.
- **Purchase Card Policy**
Resolution: The Libraries Board approved the new LBSA Purchase Card Policy and that the Policy be reviewed bi-annually.
- **Libraries Board of SA Budget Framework**
Resolution: The Libraries Board approved the Budget Framework, including an update to reflect the new Bequest and Donated Funds Policy.

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- **Implementation of 15 Day Payment Performance Reporting**
Resolution: The Libraries Board noted the new 15 day payment reporting requirements.
- **SA Procurement Framework Update – Election Commitments**
Resolution: The Libraries Board noted the changes to Treasurer’s Instruction 18.
- **Risk matters**
Resolution: The Libraries Board noted the work that will be undertaken in relation to risk.

Motion:

The Libraries Board noted the summary report of the Wednesday 22 February 2023 Finance and Risk Committee meeting and approves and notes the resolutions recommended by the Finance and Risk Committee.

6. * PUBLIC LIBRARIES COMMITTEE

6.1. Summary Report of Public Libraries Committee Meeting – 28 February 2023 (Presenters: Megan Berghuis)

Megan Berghuis, as Chair Public Libraries Committee, spoke to the summary report from meeting on 28 February 2023.

- **Public Library Services Financial Performance Summary as at 31 December 2022**
Resolution: The Libraries Board noted the attached Financial Performance Summary for the period ending 31 December 2022, including notes and explanations for major variations.
- **Public Library Acquisition Model Review**
Resolution: The Libraries Board noted this report and the commencement of the project.
- **Being Digital Program Progress Update**
Resolution: The Libraries Board noted the progress update on the ‘being digital’ program.
- **South Australian Public Library Network Indigenous Projects - update**
Resolution: The Libraries Board:
 - Noted the progress on initiatives underway for Indigenous engagement as outlined in section 5 of this report and,
 - Endorsed the planned Community Engagement and Co-Designed Library Programs – pilot for Port Augusta City Council and the City of Playford
- **School Community Library Funding Review – Stakeholder Engagement**
Resolution: The Libraries Board:
 1. Noted the contents of this report regarding the School Community Library Funding Review project
 2. Approved the pending release of the SCL Funding Options Paper for the purpose of consultation with key stakeholders
 3. Approved the proposed consultation process to obtain feedback on the proposed funding options
 4. Noted that following approval from all three funding partners, and prior to consultation commencing, a briefing will be prepared for the Minister for Education and the Minister for Arts, to update them on the progress of the project and engagement process

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Motion:

The Libraries Board noted the Summary Report of the 28 February 2023 Public Libraries Committee meeting and approves/endorse the resolutions recommended by the Public Libraries Committee.

7. PHILANTHROPIC STEERING COMMITTEE

No update.

8. * DIRECTOR’S REPORT (Presenters: Geoff Strempel)

The Director, Geoff Strempel, provided a verbal update to the Libraries Board, which included the following:

- The Hub and Gallery will be closed from 3 April for building works to commence.
- New opening hours will come into effect from 3 April.
- New Services and Collection Maintenance structure was announced to State Library staff.
- The Director and Chair attended a face to face meeting with all State Library staff on 21 February.

Motion:

The Libraries Board noted the verbal report provided.

8.1. Any ‘For Decision’ items that may arise from Director’s Report

No matters.

9. ADDITIONAL ITEMS FOR DECISION

No matters.

10. ADDITIONAL ITEMS FOR NOTING

10.1. Donations - Kay Leverett and Antony Simpson

11. * ANY OTHER BUSINESS

The Chair mentioned the imminent end of Scott Hicks' term in May, he and the Director acknowledged and thanked Scott Hicks for his contribution as a member of the Libraries Board.

12. * DATE OF NEXT MEETING

The next Libraries Board meeting is scheduled for Monday 8 May 2023. The meeting will be held in the Bronwyn Halliday Learning Studio, State Library of South Australia.

The meeting closed at 4.34pm.

Chair:

Date: