

LIBRARIES BOARD OF SOUTH AUSTRALIA

MEETING OF THE LIBRARIES BOARD OF SOUTH AUSTRALIA

Monday, 19 February 2018

Minutes No. 817

The meeting was held in the Morgan Thomas Boardroom, Institute Building and started at 12.00 noon.

Agenda Items for Discussion: Unstarred agenda items were approved.

1 Present:

Mr James Bruce (Chairman), Ms Vini Ciccarello, Mrs Janet Finlay, Mr Scott Hicks, Mr Andrew Luckhurst-Smith, Ms Lynn Spurling, Ms Jillian Whittaker and Dr Jan-Claire Wisdom.

In Attendance:

Mr Geoff Stempel (Acting Director, State Library of South Australia)
Mr Shane Cathcart (Associate Director, State Library Services)
Ms Jo Bayly (Acting Associate Director, Public Library Services)
Ms Athina Provas (Finance & Directorate Manager, State Library of South Australia)
Ms Sue Scadding (Executive Secretary, State Library of South Australia – Minutes)

The Chairman welcomed back Jo Bayly as Acting Associate Director, PLS, whilst Geoff Stempel is Acting Director, State Library. He offered the Board's congratulations to the Director and his partner on their recent wedding and wished them every success and happiness in life. He informed the Board that it has a challenging 12 – 18 months ahead.

2 Apologies: Mr Alan Smith (Director, State Library of South Australia).

3 Conflict of Interest

There were no declarations of conflict of interest.

4 Minutes

The minutes of the Board meeting of 11 December 2017 were confirmed.

Moved: Vini Ciccarello Seconded: Jillian Whittaker

5 Business Arising from the Minutes

Mr Luckhurst-Smith referred to the recent letter from the City of Adelaide asking if there would be a response to this. The Acting Director advised that it was decided that a response would not be sent.

6 Workplace Health & Safety

6.1 Workplace Health and Safety Report – December 2017 – February 2018

Ms Ciccarello asked about the Working from Home agreement on catastrophic bushfire days. The Acting Director responded that there is the option for staff to choose to work at the library or in another safe area.

The Libraries Board noted the Work Health and Safety Report for December 2017 – February 2018 and the actions taken and initiatives implemented.

7.1 State Library Financial Performance Summary as at 31 January 2018

Unstarred Item. The Libraries Board noted the Financial Performance Reports for the State Library for the period ending 31 January 2018, including notes and explanations for major variations.

7.2 Trust Funds Quarterly Investment Report – January 2018

Mr Luckhurst-Smith reported that the investments are tracking well.

The Finance Sub-Committee recommended that the Libraries Board sells the entire BHP investment and awaits recommendations for re-investment from our investment manager in May 2018.

The Libraries Board:

- **received and noted the Trust Funds Investment Report as at 31 January 2018;**
- **approved the sale of the entire BHP investment with proceeds placed in SAFA; and**
- **will await provision of recommendations for re-investment from the investment manager in May 2018.**

Moved: Andrew Luckhurst-Smith Seconded: Scott Hicks

7.3 State Library Bequest Funds Report – January 2018

Mr Luckhurst-Smith reported that the Finance Sub-Committee requested the table in the attachment to the report be amended to include columns for the approved and anticipated project completion dates. The Acting Director advised that there will be a report on expenditure of Bequest Fund projects at the next Finance Sub-Committee meeting.

Unstarred Item. The Libraries Board received and noted the Bequest Funds report as at 31 January 2018.

7.4 Libraries Board Investment Policy

Mr Luckhurst-Smith reported that the Finance Sub-Committee had reviewed the draft Investment Policy and recommended changes. All recommended changes were approved.

The Libraries Board approved the Libraries Board Investment Policy with the following amendments:

- **5.1 – second dot point: replace *funds* with *investment*; and**
- **Deletion of paragraph following the second dot point under 5.1.**

Moved: Andrew Luckhurst-Smith Seconded: Janet Finlay

7.5 State Library and Public Library Services – Non-Basware Payments Validation – July to December 2017

Mr Luckhurst-Smith reported that the Finance Sub-Committee had reviewed the report.

The Libraries Board validated the Non-Basware Payments for the period July 2017 – December 2017.

Moved: Andrew Luckhurst-Smith Seconded: Scott Hicks

7.6 PLS Financial Performance Summary October to December 2017

Unstarred Item. The Libraries Board noted the Financial Performance Report for Public Library Services for the period 1 October to 31 December 2017 including notes and explanations of major variations.

8 Public Libraries

8.1 Public Library Services Report for the October – December 2017 Quarter

Unstarred Item. The Libraries Board noted the report.

8.2 SA Public Library Network Workforce Strategy

Unstarred Item. The Libraries Board noted the progress of the Workforce Development strategy.

9 Strategic Issues

10 State Library

10.1 Mortlock Works Update – Impact of Delayed Completion of Site Clearance on Aroma Cafe

The Acting Director reported that this was a goodwill gesture to the Café. The area was not finally clear until the end of last week.

The Libraries Board approved the waiving of the February monthly licence fee of \$2,444.91 to help offset the impact on the Aroma Café, while the Mortlock works site is cleared and allowing for the gradual return of pedestrian traffic in the area.

Moved: Jan-Claire Wisdom Seconded: Lynn Spurling

10.2 New Tenancies at the State Library

Unstarred Item. The Libraries Board noted the information provided about the two new tenancies at the State Library and the proposal to mitigate risk associated with re-assignment to an acceptable level by tightly defining Permitted Use.

10.3 Exhibition Report: *From Outback to Outer Space: Woomera 1955 – 1980*

Unstarred Item. The Libraries Board noted the Exhibition Report: *From Outback to Outer Space: Woomera 1955 – 1980*.

11 Chairman's Report

The Chairman reported:

- Met with the Director and Associate Directors of SLSA and PLS the day after the December 2017 Board meeting;
- The Director is now on Long Service Leave;
- Following that meeting, he then met with senior managers of SLSA and spoke on the status of SLSA's strategic plan;
- Sent a letter to the Minister for the Arts regarding SLSA's budget. A response was received;
- Three subsequent meetings occurred with the Associate Directors, SLSA and PLS and Acting Group Manager, Collections to start addressing the issues. We will start having discussions up until the start of preparation of the 2018-19 budget.

12 Director's Report

No report.

13 Any Other Business

13.1 The Acting Director tabled a letter sent from the PSA Union to the Chief Executive, DSD in December 2017.

The Acting Director tabled Late Papers 1, 2 & 3 and thanked the Finance and Directorate Manager for putting together all the information contained in these.

Late Paper 1 – Early Advice regarding the Financial Position of the State Library for 2018-2019

The Libraries Board noted the preliminary advice regarding the State Library's budget position for the 2018-19 year which indicates a worst case scenario of a shortfall of up to \$800,000.

Late Paper 2 – The History of the State Library's Budget 2012-13 to 2017-18

The Libraries Board noted the history of the State Library's budget over the last six years that has now led to the Library's current financial position.

Late Paper 3 – Dealing with the Budget Shortfall

The Acting Director reported on the options listed in the paper.

A preliminary report outlining a plan to deal with the likely budget shortfall will be brought back to the Board. The Acting Director will give the Board a draft paper in early April which will allow feedback before a final position is reached. The Board considered the need for another meeting to discuss this and agreed to hold an Extraordinary Board meeting on Monday, 16 April 2018 at 12.00 noon to discuss the Budget shortfall.

The Libraries Board:

- approved the Acting Director approaching Mark Priadko to review and update the recommendation in his original report on the State Library's financial sustainability.
- will work with the Acting Director, State Library to develop a strategy that will address the Library's current budget issue and chart a pathway to sustainability in the medium term.

Moved: Andrew Luckhurst-Smith **Seconded:** Lynn Spurling

13.2 Ms Ciccarello has had an approach from SLSA Friends about the possibility of taking over the vacant Copy Centre space.

14 For Information

14.1 Correspondence

14.1.1 Chairman, Libraries Board to Minister Weatherill re: Auditor-General's 2016-17 annual report and outstanding matters, 5 December 2017

14.1.2 Mark Goldstone, CEO, City of Adelaide to Chairman, Libraries Board re: the Board's decision to reduce Capital City subsidy for City of Adelaide Library Service, 6 December 2017

14.1.3 Chairman, Libraries Board to Minister Weatherill re: SLSA's 2017-18 budget, 13 December 2017

14.1.4 Minister Weatherill to Chairman, Libraries Board re: approval of SLSA's 2017-18 budget, 6 January 2018

14.2 For Information

14.2.1 Metropolitan Board Tour Schedule – March 2018

15 Date of Next Meeting

The next Libraries Board meeting is on **Monday, 19 March 2018 at 1.00 pm**. The meeting will be held at **Stirling Library**, as part of the **Board's Metropolitan Tour**.

The meeting closed at 2.10 pm.

Chairman:

Date: