

LIBRARIES BOARD OF SOUTH AUSTRALIA

MEETING OF THE LIBRARIES BOARD OF SOUTH AUSTRALIA

Monday, 21 May 2018

Minutes No. 819

The meeting was held in the Morgan Thomas Boardroom, Institute Building and started at 12.10 pm.

Agenda Items for Discussion: 8.1 was starred. 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 and Dr Jan-Claire Wisdom.

In Attendance:

Mr Geoff Stempel (Acting Director, State Library of South Australia)
Ms Lesley Sharp (Acting Associate Director, State Library Services, State Library of South Australia)
Ms Jo Bayly (Acting Associate Director, Public Library Services)
Ms Sue Scadding (Executive Secretary, State Library of South Australia – Minutes)

- 2 Apologies:** Ms Jillian Whittaker, Mr Alan Smith (Director, State Library of South Australia), Mr Shane Cathcart (Associate Director, State Library Services, 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 19 March 2018 were confirmed.

Moved: Lynn Spurling Seconded: Jan-Claire Wisdom

5 Business Arising from the Minutes

- 5.1** Flying Minute to Board seeking approval to engage Mark Priadko to review and update recommendation in original report (*emailed to and approved by the Board 3 April 2018*).

6 Workplace Health & Safety

- 6.1 Workplace Health and Safety Report – March to May 2018**

The Libraries Board noted the Work Health and Safety Report for March to May 2018 and the activities and initiatives in the summary.

7 Finance Reports

7.1 State Library Financial Performance Summary as at 30 April 2018

Mr Luckhurst-Smith reported on discussion at the Finance Sub-Committee meeting regarding some embedded assumptions about certain funding ie; insurance, leave paid on termination, and facilities and building works which are based on past practice. The Board will seek confirmation from Arts South Australia that this funding will be applied in accordance with past practice. To assist in more closely tracking the Library's financial position a cash flow report will be added to the suite of reports provided to the next Finance Sub-Committee.

Unstarred Item. The Libraries Board noted the Financial Performance Reports for the State Library for the period ending 30 April 2018, including notes and explanations for major variations.

7.2 Trust Funds Quarterly Investment Report – April 2018

Mr Luckhurst-Smith reported that following the sale of BHP shares, Macquarie Private Wealth provided five recommendations for re-investment. The Finance Sub-Committee recommended that the Board re-invests \$500,000 by purchasing \$250,000 of Ramsay Health shares and topping up the Milton investment by \$250,000. The Finance Sub-Committee's recommendation as outlined was adopted by the Board.

The Libraries Board:

- **received and noted the Trust Funds Investment Report as at 30 April 2018;**
- **noted the sale of BHP shares sold on 21 February 2018; and**
- **approved the purchase of \$250,000 of Ramsay Health shares and a \$250,000 increase in Milton Corporation.**

Moved: Andrew Luckhurst-Smith Seconded: Vini Ciccarello

7.3 State Library Bequest Funds Report – April 2018

The Chairman reported that a report will be provided to the Board next month itemising Bequest project funds and the reasons for those which have not been spent.

Unstarred Item. The Libraries Board received and noted the Bequest Funds report as at 30 April 2018.

7.4 PLS Financial Performance Summary January to March 2018

Unstarred Item. The Libraries Board noted the Financial Performance Report for Public Library Services for the period 1 January to 31 March 2018 including notes and explanations of major variations.

7.5 State Library Financial Management Compliance Program

Mr Luckhurst-Smith reported. The Finance Sub-Committee recommended that Control Effective items (risks) appearing in the Financial Management Compliance Program which are rated at levels lower than 4 (ie; 1, 2 or 3) should be included in a risk management report to the Board on an annual basis.

The Libraries Board approved the Financial Management Compliance Program for the State Library and noted that Action Plans are to be addressed by the Finance and Directorate Manager where risks are assessed as 1, 2 or 3.

Moved: Andrew Luckhurst-Smith Seconded: Lynn Spurling

7.6 PLS Finance Management Compliance Program 2017-18

The Libraries Board approved the Financial Management Compliance Program for Public Library Services.

**7.7 Moved: Andrew Luckhurst-Smith Seconded: Lynn Spurling
Acquittal of Adam Jamrozik Bequest Funds**

Mr Luckhurst-Smith reported that the Bequest funds have been used for the purpose of the bequest and management work has been done correctly.

With the completion of the archival management of the personal writings of Adam Jamrozik and his brother Konrad, which was funded from the Library's operational funds at a cost at least equal to the Bequest funds available, the Libraries Board approved the transfer of the balance of the Adam Jamrozik Bequest funds to the State Library's operating cost centre.

Moved: Andrew Luckhurst-Smith Seconded: Janet Finlay

7.8 Rod East Memorial Fellowship

Mrs Spurling reported that this change is recommended to make the Fellowship more current and appealing to possible applicants. The structure of the award has been amended to allow people to use it for attending and presenting at conferences. It will be reviewed after the next two awards.

The Libraries Board approved the increase of the Rod East Fellowship Grant from \$5,000 to \$7,000 for 2018 and 2020.

Moved: Lynn Spurling Seconded: Scott Hicks

7.9 Chairman, Finance Sub-Committee's Report on Auditor General Presentation – 11 May 2018

Mr Luckhurst-Smith reported that in his capacity as Chairman of the Finance Sub-Committee, he was invited to attend the Auditor-General's Chairmen of Audit Committees' meeting earlier this month.

There is a new Accounting Standard which was discussed with the Finance and Directorate Manager at today's Finance Sub-Committee meeting. This will need to be kept on the agenda. The acting Director reported that the Finance and Directorate Manager has attended a session regarding the technical aspects of its implementation.

8 Public Libraries

8.1 Public Library Services Report for the January – March 2018 Quarter

The acting Director referred to the first page of the report regarding Digital Content. He advised that over the first quarter the public have borrowed 240,000 e-content items which could be extrapolated to equating to 1M loans over a year. PLS is working on the development of an App which will make accessing digital content even easier. When this is in place an awareness campaign will occur to publicise e-content more widely. Grants that are given to Councils will need to shift to the e-content area.

A query was raised about the Ancestry statistics. It was explained that Ancestry is only available when customers are physically in a library. A private subscription service is available and can be accessed anywhere. It appears more people are now subscribing to Ancestry at home or use a subscription for short-term purposes only. The Acting Associate Director, PLS reported that PLS will look closely to identify trends and will report these in the new financial year.

Unstarred Item. The Libraries Board noted the report.

8.2 Microsoft Skills Program

Unstarred Item. The Libraries Board noted the report on the Microsoft Skills Program established by the City of Salisbury.

Ms Sharp and Ms Bayly departed the meeting at 12.40 pm.

9 Strategic Issues

The Board discussed a suitable farewell gift for the retiring Director.

10 State Library

10.1 Aroma Café

The acting Director reported that the franchisee and master franchisor are prepared to break the contract a year early.

1) The Libraries Board approved:

- **breaking the Aroma Café contract 12 months early and going out to market early with the written agreement of the franchisee and master franchisee;**
- **using specialist commercial advice in the procurement process to contract a supplier to run the café.**

2) The Libraries Board approved waiving of rental for the remainder of the term of the current franchisee operation, expected to be between November 2018 and February 2018, subject to:

- **the franchisee paying existing outstanding monies;**
- **the franchisee continues to pay building outgoings for the remainder of the term of operations;**
- **the franchisee, or master franchisee operates the café in accordance with the contractual requirements of the licence agreement until the conclusion of the 'early to market' procurement process.**

Moved: Lynn Spurling

Seconded: Vini Ciccarello

11 Chairman's Report

The Chairman reported:

- Met with Chairs of Boards – Elizabeth Ho OAM, History SA, Tracey Whiting, Art Gallery of SA, Jane Lomax-Smith, SA Museum to discuss common goals and problems;
- Met with the Executive Director, Arts South Australia. Meeting again this Friday and on a weekly basis in the future;
- Met with Greg Mackie, History SA regarding an Arts function sponsored by CEDA next week;

- Attended a Government House Reception for RGSSA Awards night. Meeting with RGSSA representatives and the acting Director this week and will report back next month;
- Meeting with the acting Chief Executive, DPC;
- Scott Hicks, film producer, has formally offered his collection to the Library.

12 Director's Report

The acting Director reported:

- The Library's Strategic Plan has been signed off by the former Minister for the Arts in January 2018. The Strategic Plan is now on the Library's website;
- Shandong Exhibition – developing fairly slowly. Our sponsorship targets are not being met due to a lack of firm details regarding dates, events and attendees from China. It is difficult to get sponsorship without this information. A translated agreement was sent to China last Monday. It is expected that the materials will arrive in Adelaide 15 – 16 July 2018. Ms Ciccarello asked what funding has actually been raised. The acting Director advised that some funds have been raised, with more in the pipeline. The contracted fundraiser has also been supporting the marketing functions required for this exhibition and other events and programs;
- The Finance and Directorate Manager attended a finance meeting with Arts South Australia. It has been advised that the budget cut is likely to be as high as \$1.2M. Formal advice regarding this will be included in the budget letter which will not be received until September;
- Tabled the Government's pre-election Arts Policy entitled *Investing in the Arts* and referred to Page 3 in reference to digital access plan and other highlighted areas of the paper;
- Next year will be the centenary year of the flight of Sir Ross & Keith Smith. We are working on holding an exhibition together with History SA. Ms Lainie Anderson, Sunday Mail, has won a Churchill Fellowship regarding the Smiths, and is one of many people from a range of organisations collaborating with History SA on a suite of activities throughout the year;
- There will also be a joint exhibition with History SA on the 125th Women's Suffrage;
- Has spoken with Chris Halbert, SAFNL museum coordinator, regarding the possibility of another football exhibition being held, possibly as a five yearly event.

13 Any Other Business

13.1 Dr Wisdom reported that she has been appointed to the LGA State Board and the tourism sector's Advisory Board.

13.2 Ms Ciccarello reported that the SLSA Friends are seeking more space. The recently appointed Executive Officer is doing a wonderful job. The acting Director reported that he will be meeting with the President to discuss opportunities.

14 For Information

14.1 Correspondence

14.1.1 Andrew Richardson, Auditor-General to Andrew Luckhurst-Smith, Chairman, Finance Sub-Committee re: invitation to attend a briefing of Audit Committee Chairs, 9 April 2018

14.2 For Information

15 Date of Next Meeting

The next Libraries Board meeting is on **Monday, 18 June 2018** at **12.00 noon**. The meeting will be held in the **Morgan Thomas Boardroom**, Institute Building.

The meeting closed at 1.40 pm.

Chairman:

Date: