

LIBRARIES BOARD OF SOUTH AUSTRALIA

MEETING OF THE LIBRARIES BOARD OF SOUTH AUSTRALIA

Monday, 16 July 2018

Minutes No. 821

The meeting was held in the Morgan Thomas Boardroom, Institute Building and started at 12.07 pm.

Agenda Items for Discussion: 9.1 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, Ms Jillian Whittaker **and** Dr Jan-Claire Wisdom.

In Attendance:

Mr Geoff Stempel (Acting Director, 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: Mr Shane Cathcart (Associate Director, State Library Services).

3 Conflict of Interest

There were no declarations of conflict of interest.

4 Minutes

The minutes of the Board meeting of 18 June 2018 were confirmed.

Moved: Scott Hicks Seconded: Vini Ciccarello

5 Business Arising from the Minutes

6 Workplace Health & Safety

6.1 Workplace Health and Safety Report – July 2018

The Chairman requested that arrangements be made for him to attend a WHS Committee meeting in August 2018.

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

7 Finance Reports

7.1 State Library – Amendments to Financial Authorisations 2018-19

The Acting Director reported that the amendments have been made as a result of staff moving around / leaving and some other irregularities to ensure consistency.

The Libraries Board approved the proposed amendments to the State Library's Financial Authorisations for 2018-19 (Attachment 1 and Attachment 2).

Moved: Lynn Spurling Seconded: Jillian Whittaker

7.2 Amendments to *Treasurer's Instruction* 11 and the Late Payment of Government Debts (Interest Act) 2013

Unstarred Item. The Libraries Board noted the amendments to *Treasurer's Instruction 11* and the Late Payment of Government Debts (Interest Act) 2013.

7.3 Libraries Board 2017-18 Interim Audit

Dr Wisdom referred to the Auditor-General's Interim Audit finding regarding the Collection Development Policy having not been reviewed for quite some time and asked about what strategies had been undertaken since then, and if there had there been any impact on Collection Development because of this. The Acting Director advised that legal advice had been sought about legal deposit for "e" publications and recent work has been undertaken on the Policy. Dr Wisdom asked that a review date be included in the Policy.

Mrs Finlay noted the Library's response to the Auditor-General was very good and said that it will need Board input regarding risk management. The Acting Director advised that the risk management plan will be presented to the Board for its input and approval.

Unstarred Item. The Libraries Board noted the Auditor-General's 2017-18 Interim Audit Report (Attachment 1) and the response from the Acting Director (Attachment 2)

7.4 Status Update of Libraries Board Funded Projects

Discussion regard the report occurred. The Board is concerned at the number of projects that appear not to have progressed or have progressed more slowly than originally projected. It was agreed that further information was required about the status and available funds for a number of projects. Additional information about two specific higher priority projects was requested and will be the subject of a further report.

The Libraries Board noted:

- 1. The update on a number of projects that have been agreed to and funded using Libraries Board controlled funds;**
- 2. That the Acting Director will provide greater details regarding the Archival Management System and Online Shop projects for the 2018 – 2020 financial years at a future Board meeting.**

Moved: Andrew Luckhurst-Smith Seconded: Janet Finlay

8 Public Libraries

8.1 Kaltjiti – Fregon – APY Lands – Library Service Delivery

PLS will provide regular updates as the project moves forward.

The Libraries Board approved Public Library Services committing \$30,000 from the Outback Areas Fund to support the investigation and implementation of a Community Book Swap for the Kaltjiti Community.

Moved: Jan-Claire Wisdom Seconded: Vini Ciccarello

8.2 Branding and Web Address for Libraries SA

The Libraries Board approved the proposal for:

1. The hybrid logo with “Libraries SA” wording;
2. Continued use of www.libraries.sa.gov.au as the principal web address to be published in Libraries SA communication/promotional materials for customers and the general public.

Moved: Janet Finlay Seconded: Lynn Spurling

8.3 Libraries Board Regional Tour – 18 and 19 October 2018

Unstarred Item. The Libraries Board noted the itinerary for its October 2018 Regional Tour of Riverland Libraries.

8.4 Public Library Services Library Content Provision

The Acting Associate Director, PLS reported that the contract needs to be executed by June 2019. This is the first time the public library network will approach the supply market with a combined procurement process for physical, digital and community language content.

The Libraries Board endorsed the procurement process for provision of public library content which includes:

1. The PLS Standing Committee is the Steering Committee for the project;
2. A proposed contract term of two years with three x 12 month extensions.

Moved: Scott Hicks Seconded: Janet Finlay

8.5 Public Library Services RFID Tag Contract

The Libraries Board approved the selection of FE Technologies for the supply of RFID goods and services and nominated Janet Finlay and Jan-Claire Wisdom to execute the contract with FE Technologies.

Moved: Janet Finlay Seconded: Vini Ciccarello

9 Strategic Issues

9.1 Chronology of State Library Restructuring 2014-2018

It was agreed that the Board should have greater exposure to some of the staff operations and projects of the State Library. Various options were canvassed, and will be the subject of future discussion.

The Libraries Board noted the chronology of the change processes in the Library from 2014 to 2018, and noted the processes that will now be deployed to undertake functional and structural changes.

10 State Library

10.1 Shandong Exhibition

The Acting Director reported that it is planned for Shandong Provincial Library staff to travel to Adelaide for the move-in of exhibition materials and to attend the opening ceremony, tentatively proposed for 7 September 2018. The exhibition will be held in the former Flinders University Gallery space, the Treasures Wall and half of The Hub.

The Libraries Board:

1. Noted the progress of the *One Mount, One River, One Sage* Chinese exhibition;
2. Provided funding of up to \$60,000 to supplement the Library's funding and sponsorship funds to ensure the exhibition is a success.

Moved: Andrew Luckhurst-Smith Seconded: Vini Ciccarello

10.2 Making the Papers of Sir Keith and Sir Ross Smith Available in the Centenary Year of their Flight from the UK to Adelaide

The Libraries Board approved the use of up to \$13,000 from the Mignon Rosina Vyse bequest to provide further archival processing and description of the papers of Sir Ross and Sir Keith Smith, pioneer aviators.

Moved: Andrew Luckhurst-Smith Seconded: Jan-Claire Wisdom

11 Chairman's Report

The Chairman reported:

- The vacant Director's position has been advertised. He has been invited to be on the selection panel and a second Board member is also invited to be on the panel. Dr Wisdom volunteered to be on the panel which the Board supported;
- Met with staff Union delegates;
- Received letter inviting him to attend a meeting on Friday, 20 July 2018 to meet with Ernst & Young representatives who have been engaged to undertake a high level organisational review of DPC. The letter will be circulated to Board members;
- The Chairman received a letter from Peter Louca, Executive Director, Arts South Australia requesting to attend a Board meeting. The Chairman has invited Mr Louca to attend the Board meeting on 20 August 2018, as well as the Finance Sub-Committee.

12 Director's Report

The Acting Director reported on and tabled a report about his activities. It was noted that he will be absent on leave at the time of the August meeting.

13 Any Other Business

13.1 Discussion occurred regarding recent media reporting regarding the library and the interviewing of the Chair. It was agreed that some form of media monitoring and advice to the Board would be established.

13.2 Discussion occurred regarding the project methodologies used by the Library. It was agreed that greater attention to project timelines was required to successfully complete projects, particularly those that had attracted Board funding.

14 For Information

14.1 Correspondence

14.1.1 Auditor-General to Acting Director re: Annual Reporting for 2017-18 – Provision of financial statements and relevant information Libraries Board of SA, 18 June 2018

14.1.2 Leigh Radford, President, RGSSA to Chairman, Libraries Board re: sale of part of RGSSA collection to sustain longer future term, 19 June 2018

14.1.3 Chairman, Libraries Board to Premier Marshall re: reduction to SLSA budget, 20 June 2018

14.1.4 Rachel Sargeant-Jenkins, Associate Dean, University Library, University of Saskatchewan to Chairman, Libraries Board re: research project on joint use libraries, 21 June 2018

14.1.5 Premier Marshall to Chairman, Libraries Board re: consent to incur expenditure in normal course of business from 1 July 2018, 27 June 2018

14.2 For Information

15 Date of Next Meeting

The next Libraries Board meeting is on **Monday, 20 August 2018 at 12.00 noon**. The meeting will be held in the **Morgan Thomas Boardroom**, Institute Building.

The meeting closed at 2.05 pm.

Chairman:

Date: