

LIBRARIES BOARD OF SOUTH AUSTRALIA

MEETING OF THE LIBRARIES BOARD OF SOUTH AUSTRALIA

Monday, 20 August 2018

Minutes No. 822

The meeting was held in the Morgan Thomas Boardroom, Institute Building and started at 12.05 pm.

Agenda Items for Discussion: Unstarred agenda items were approved.

1 Present:

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

In Attendance:

Ms Jo Bayly (Acting Director, State Library of South Australia)
Ms Lina Azzam (Finance & Directorate Manager, State Library of South Australia)
Ms Marissa King (Acting Associate Director, Public Library Services)
Ms Sue Scadding (Executive Secretary, State Library of South Australia – Minutes)

2 Apologies: Mr Andrew Luckhurst-Smith, Mr Geoff Stempel (Acting 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 16 July 2018 were confirmed, with an amendment to the first sentence in Item 9.1 – operations to read *staff* operations.

Moved: Jan-Claire Wisdom Seconded: Janet Finlay

5 Business Arising from the Minutes

6 Workplace Health & Safety

6.1 Workplace Health and Safety Report – Deferred to September 2018

This month's report has been deferred to September 2018. The Chairman will attend the WHS Committee meeting on 4 September 2018

7 Finance Reports

7.1 State Library Financial Performance Summary as at 30 June 2018

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

7.2 Trust Funds Quarterly Investment Report – June 2018

Mr Hicks reported.

Mr Burgess of Macquarie attended today's Finance Sub-Committee meeting and recommended the Board considers investing in Vanguard MSCI International Shares Index

and vacating Templeton Global Growth Fund. There is no urgency with this recommendation so it has been deferred to the next Finance Sub-Committee meeting, subject to the endorsement of the Finance Sub-Committee's Chairman. The Chairman to talk to the Finance Sub-Committee's Chairman out of session for his view. If the Finance Sub-Committee Chairman wishes to pursue this recommendation sooner, there will be a flying minute circulated to the Board to approve this transaction. The market is now pre-GFC levels and Board investments are performing quite well.

The Libraries Board:

- 1) received and noted the Trust Funds Investment Report as at 30 June 2018;
- 2) noted the purchase of 4,000 shares in Ramsay Health Care Limited on 25 May 2018;
- 3) noted the purchase of 54,965 shares in Milton Corporation Limited on 25 May 2018;
- 4) will approach the Chairman, Finance Sub-Committee out of session for his view on the possible investment in Vanguard MSCI International Shares Index and a flying minute may need to be circulated seeking Board approval for the sale of Templeton Global Growth Fund.

Moved: Lynn Spurling **Seconded:** Janet Finlay

7.3 State Library Bequest Funds Report – June 2018

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

7.4 Draft Unaudited Financial Statements 2017-18

Unstarred Item. The Libraries Board noted the Draft Unaudited Financial Statements 2017-18.

7.5 State Library and Public Library Services – Non-Basware Payments Validation – January to June 2018

Mrs Finlay reported a query raised by the Finance Sub-Committee regarding an urgent manual payment appearing in the March 2018 spreadsheet which may exceed the approved delegation level of the authorising officer. This will be followed up by staff and a flying minute may need to be circulated to the Board for approval of the recommendation.

NOTE: Following the meeting it was determined that the correct authorised officer with the relevant delegation level did approve the payment, however another name was accidentally added into the spreadsheet instead. A flying minute was subsequently circulated to the Board on 21 August 2018 and the recommendation was approved on 22 August 2018.

The Libraries Board validated the Non-Basware Payments for the period January 2018 to June 2018.

Moved: Lynn Spurling **Seconded:** Janet Finlay

7.6 PLS Preliminary Financial Performance Summary April to June 2018

Unstarred Item. The Libraries Board noted the Preliminary Financial Performance Report for Public Library Services for the period 1 April to 30 June 2018 including notes and explanations of major variations.

8 Public Libraries

8.1 Public Library Services Report for the April to June 2018 Quarter

Unstarred Item. The Libraries Board noted the report.

8.2 Library Management System Contract Review

The Acting Director reported on the process being followed which involves writing to all Councils on behalf of the Board. The contract was novated across to the Board in 2017 with Service Level Agreements re-executed with Councils. It is a seven year contract with an option to renew for three years. There does not appear to be any major changes in the market. The PLS team is doing a formal contract review assessment and has until February 2019 to notify SirsiDynix if the Board wishes to renew the contract. PLS will inform the LMS User Group. The Service Level Agreement includes a provision for Councils to opt-out of the consortium with 12 months' notice. To date no councils have exercised this right. PLS will write to update Councils advising that it has completed an assessment with an intention to review and provide the opportunity for comment. A final recommendation will be provided for the November meeting.

Mr Hicks queried whether he may have a conflict of interest with this matter. SirsiDynix made contact with his private company to seek a quote for hosting services. He has not engaged with them directly. The Acting Director confirmed that this is likely to relate to SirsiDynix's disaster recovery plans for the library management system. The Chairman recommended that Mr Hicks write to the Acting Director about this to ensure it is on file.

The Libraries Board approved the process to review the SirsiDynix agreement for the shared library management system.

Moved: Vini Ciccarello Seconded: Jan-Claire Wisdom

8.3 Delivery and Sortation Services Procurement Project

Unstarred Item. The Libraries Board noted the status of the library materials delivery and sortation services procurement project.

9 Strategic Issues

9.1 Executive Director, Arts South Australia - Presentation

Mr Peter Louca, Executive Director, Arts South Australia arrived at 12.15 pm.

The Chairman welcomed Mr Louca to the meeting. Mr Louca tabled a paper outlining the Arts South Australia 2017-18 Budget by Major Components (as at 2017-18 Mid-Year Budget Review) for the Board's information.

He spoke on a range of issues including:

- Future communication between Arts South Australia and the Libraries Board;
- An Arts Plan for South Australia;
- The role that Arts South Australia has as a central agency;
- Arts portfolio success as the centre of cultural of excellence in SA;
- The DPC organisational efficiency review;
- Budget issues within the Arts South Australia portfolio;
- The need to refresh the Priadko budget report to address ongoing underfunding issues within cultural institutions;
- Heritage collections storage issues for Library, Museum, Art Gallery at Netley;
- SLSA strategic plan and future branding.

Mr Louca is happy to make himself available to attend Board meetings in the future. The Chairman thanked Mr Louca for making the time to come and speak to the Board.

Mr Louca departed the meeting at 1.26 pm.

10 State Library

10.1 Client Authorisation for the Crown Solicitor's Office to act on behalf of Statutory Authorities for transactions relating to the *Real Property (Electronic Conveyancing) Amendment Act, 2016*

The Acting Director reported that this requirement is undertaken every two years. The Board nominated the Chairman and Deputy Chair to sign the Client Authorisation form.

The Libraries Board:

- 1. noted the information provided about the requirements under the *Real Property Amendment Act, 2016 (Act)* for Client Authorisations; and**
- 2. nominated the Chairman and Deputy Chair to complete the Client Authorisation document and the Statutory Authority Verification of Identity Declaration for the *Real Property Act 1886* and provides these (together with the supporting documentary evidence) to the Crown Solicitor's Office.**

11 Chairman's Report

State Library and PLS staff departed at 1.33 pm whilst the Board held an in-camera discussion.

Staff returned to the meeting at 1.38 pm.

The Chairman reported:

- Has not yet been granted an interview with the Premier;
- Met with the Executive Director, Arts South Australia and discussed the document tabled earlier;
- Meeting with the Acting CE, DPC regarding his input on Arts South Australia's performance;
- Private funds into programs. Management and Board need to consider this;
- The Scott Hicks' collection will be valued next week;
- Discussed correspondence from the Premier under 14.1.5.

12 Director's Report

The Acting Director reported:

- Letter of invitation was sent to the Premier to open the Shandong Exhibition on 7 September 2018. He was originally unavailable however is now available to open the exhibition. Exhibition materials have been cleared to leave Shandong and expected to arrive soon. That week will also be the Shandong Cultural Week with Arts South Australia hosting. There will be an Artists' delegation attending for SALA. Three staff from Shandong will come to Adelaide to undertake unpacking and set-up of materials. The Acting Director returns from leave on 6 September 2018. We are working with Arts South Australia and DPC on Running Sheet for the opening event. The Chairman proposed a Chinese student be sought to undertake the MC role and address guests in both Mandarin and English;
- Work occurring on end of financial year activity including the Annual Report. An extension to deadline is being negotiated with Arts South Australia. When the Financial statements become available they will be provided to the Board. The Annual Report may not be available for the September Board meeting, therefore approval may need to be sought out of session;

- Annual Performance Report and information on Parliamentary Estimates have been submitted to Arts South Australia.

13 Any Other Business

14 For Information

14.1 Correspondence

- 14.1.1 Acting Chief Executive, DPC to Chairman, Libraries Board re: invitation to meet with EY representatives concerning high level organisation review within DPC, 11 July 2018
- 14.1.2 Peter Louca, Executive Director, Arts South Australia re: request to attend a Board meeting, 13 July 2018
- 14.1.3 Chairman, Libraries Board to Peter Louca, Executive Director, Arts South Australia re: invitation to attend August 2018 Board meeting, 16 July 2018
- 14.1.4 Chairman, Libraries Board to Premier Marshall re: invitation to attend and open Shandong Exhibition, 3 August 2018
- 14.1.5 Premier Marshall to Chairman, Libraries Board re: response to concerns with SLSA budget, 1 August 2018
- 14.1.6 Chairman, Libraries Board to Premier Marshall re: response regarding SLSA budget, 10 August 2018
- 14.1.7 Chairman, Libraries Board to Minister Ridgway re: invitation to attend and open Shandong Exhibition, 10 August 2018

14.2 For Information

15 Date of Next Meeting

The next Libraries Board meeting is anticipated to be held some time during the period **10 to 12 September 2018** at **12.00 noon – date to be confirmed**. The meeting will be held in the Morgan Thomas Boardroom, Institute Building.

The meeting closed at 1.59 pm.

Chairman:

Date: