

LIBRARIES BOARD OF SOUTH AUSTRALIA

MEETING OF THE LIBRARIES BOARD OF SOUTH AUSTRALIA

Monday, 18 February 2019

Minutes No. 837

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

Agenda Items for Discussion:

1 Present:

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

In Attendance:

Mr Geoff Stempel (Director, State Library of SA)

Ms Jo Bayly (Associate Director, State Library of SA & A/Associate Director, Public Library Services)

Ms Sue Scadding (Executive Secretary, State Library of SA – Minutes)

The Chairman welcomed and congratulated Ms Bayly on her appointment as the new Associate Director, SLSA.

2 Apologies: Dr Jan-Claire Wisdom.

3 Conflict of Interest

There were no declarations of a conflict of interest.

4 Minutes

The minutes of the Board meeting of 10 December 2018 were confirmed.

Moved: Lynn Spurling

Seconded: Vini Ciccarello

5 Business Arising from the Minutes

6 Workplace Health & Safety

6.1 Workplace Health and Safety Report – December 2018 – February 2019

The Libraries Board noted the activities and initiatives during December 2018 to February 2019.

7 Finance Reports

7.1 State Library Financial Performance Summary as at 31 January 2019

Unstarred Item. The Libraries Board noted the Financial Performance Reports for the State Library for the period ending 31 January 2019, including notes and explanations for major variations.

7.2 Trust Funds Quarterly Investment Report – January 2019

Mr Luckhurst-Smith reported that the capital value of investments is holding up well including financial performance.

The Board discussed:

- Macquarie changes in personnel and their attendance at the Finance Sub-Committee meeting;
- its relationship with Macquarie and the services required. There are no recommendations on the portfolio;
- the need for a formal written contract with Macquarie ie; Contract Management Plan for any processes which clarifies objectives, performance measures and a framework for ongoing review. When the document is developed it is to come to the Board.

There is no change to the Investment Policy, however tasks identified are to be better managed. The Board has been well served by Macquarie, however given personnel changes, good corporate governance requires that a review be undertaken.

The Director added that Items 5.1, 5.2 and 6 in the Investment Policy are a framework to measure our investment advisors. The Finance Sub-Committee's direction is that the Board should see information from Macquarie regarding performance on brokerage and how it can be measured. This is important but not urgent.

The Libraries Board:

- received and noted the trust funds investment report as at 31 January 2019;
- noted the sale of Templeton Global Growth Fund, finalised on 11 December 2018;
- noted the purchase of 6,090 units of Vanguard MSCI International, finalised on 12 December 2018;
- noted the redemption of CBA capital notes for \$400,000.

Moved: Andrew Luckhurst-Smith Seconded: Janet Finlay

7.3 State Library Bequest Funds Report – January 2019

The Libraries Board received and noted the Bequest Funds report as at 31 January 2019, and receipt of a donation from Kay Leverett (\$41,050) and Friends of Paul McGuire (\$872), and receipt of a bequest from the Estate of Margaret Walter Sorrell (\$711).

7.4 Libraries Board Investment Policy

The Libraries Board approved the Libraries Board Investment Policy and that further attention is given to the implementation of Items 5.1, 5.2 and 6 in the Policy.

Moved: Andrew Luckhurst-Smith Seconded: Janet Finlay

7.5 List of Authorised Signatories for Macquarie

The Libraries Board approved the removal of the following authorised signatories from the Libraries Board's Macquarie account:

- George Sclauzero
- Alan Smith
- Shane Cathcart

And adds the following signatories to the Libraries Board's Macquarie account:

- Geoff Stempel
- Jo Bayly

Moved: Andrew Luckhurst-Smith Seconded: Scott Hicks

7.6 Update on Changes to Accounting Standards

Unstarred Item. The Libraries Board noted the progress of assessing the impact of changes to Accounting Standards.

7.6.1 The Finance Sub-Committee requested that management provides a greater depth of what we must do regarding changes to Accounting Standards and reports back to the Board.

7.6.2 The Finance Sub-Committee recommended that risk issues be a Standing Item on the Agenda in future and be split into financial and non-financial risks.

Mr Luckhurst-Smith temporarily departed the meeting at 12.40 pm.

7.7 Financial Authorisations Update

Unstarred Item. The Libraries Board noted the update regarding the Financial Authorisation endorsement process and the timing of the 2018-19 State Library and PLS Financial Authorisations submission.

7.8 PLS Financial Performance Summary October to December 2018

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

7.9 State Library and Public Library Services – Non-Basware Payments Validation – July to December 2018

The Directorate and management will review the volume of accounts not being transitioned through Basware, a Comments column to be included in future spreadsheets with transactions grouped.

The Libraries Board validated the Non-Basware Payments for the period July 2018 to December 2018.

Moved: Andrew Luckhurst-Smith Seconded: Vini Ciccarello

Mr Luckhurst-Smith returned to the meeting at 12.50 pm.

7.10 Payment of Creditors within 30 Days

The Finance and Directorate Manager joined the meeting at 1.00 pm and reported on *Treasurer's Instruction 11* (TI11) for Payment of Creditors within 30 days. We have a statutory obligation to pay creditors within 30 days otherwise there are interest penalties. The TI11 changed as of 1 November 2018 and the penalty interest threshold has now been reduced from \$20.00 to \$10.00. SLSA achieved 100% for payment of creditors within 30 days for the last two months. We last reported on creditors' payments in September 2015 when the Board determined that these reports could be taken off the Agenda. In future, quarterly financial reports will include any interest penalties with reasons and actions supplied.

The Finance and Directorate Manager departed the meeting at 1.10 pm.

8 Public Libraries

8.1 Public Library Services Report for the October – December 2018 Quarter

Unstarred Item. The Libraries Board noted the report.

8.2 Public Library Services Standing Committee Terms of Reference

The Director reported that the Standing Committee's Terms of Reference need to be approved by the Premier after consultation with the LGA and asked if the Board wants to be more descriptive with the membership.

After discussion, the Board requested that the Terms of Reference go back to PLS to further identify and clarify the skills and expertise required of its members. This is to be clarified further under Background/Context in the Terms of Reference. PLS to re-write the Terms of Reference using these discussion points.

The Libraries Board did not approve the revised Terms of Reference for the Public Library Services Standing Committee.

8.3 Governance of One Card Consortium

Unstarred Item. The Libraries Board noted the proposed model to govern One Card policy and operations during 2019.

8.4 Delivery Services Contract Update

Unstarred Item. The Libraries Board noted the current status of the Delivery Services and Sortation Contract.

8.5 Confidential: Library Content Procurement Steering Committee Status Update

Unstarred Item. The Libraries Board noted the status report for the Library Content procurement.

8.6 Kaltjiti – Fregon – APY Lands – Library Service Delivery

Unstarred Item. The Libraries Board noted the update to the Kaljiti Community Book Swap project.

9 Strategic Issues

10 State Library

10.1 Libraries Board Membership

The Chairman asked if any Board members did not wish to be put forward for re-nomination. All members are willing to be re-nominated for a further term. Discussion occurred on timing for process and requirements for LGA nominations.

The Libraries Board:

- 1) Noted the status of Board appointments and the process to be undertaken for the possible reappoint of Board members; and**
- 2) Noted that all members whose terms are due to expire during 2019 wished to be recommended for a further term.**

11 Chairman's Report

The Chairman reported:

- met with the Deputy Premier in January;
- recently attended a third meeting of Chairs and Directors of SA Museum and Art Gallery of SA, including Tandanya.

12 Director's Report

The Director reported:

- Arts Plan – recently met with consultants;
- indigenous gallery meetings;
- storage needs – DPC taking this very seriously. There is a need to remove AGSA material out of Workroom 3 ASAP. Will be meeting with the Project Manager;
- Holden archive material;
- exhibition in November 2019 on Sir Keith and Robert Smith's epic air journey. A series of events are being organised by various groups, including a schools event.

Mr Luckhurst-Smith departed meeting at 1.30 pm.

13 Any Other Business

13.1 Mr Hicks reported on his recent visit to the redeveloped Mitcham Library which he was impressed with.

13.2 Mrs Finlay referred to the Priadko report asking if there an interim report. The Director advised there will be an update at the next meeting.

13.3 Mrs Whittaker reported on the successful launch of book *Colonial Settlers on the River Torrens* published by Wakefield Press. A legal deposit copy will be supplied. PLS to arrange for the publication to be added to the selection list.

13.4 Ms Ciccarello reported on Friends of SLSA:

- a substantial bequest received. Will look at using this for scholarships for research and also identify what the Library needs;
- book sale on 1 – 3 March 2019;
- portrait of Valmai Hankel being undertaken with an event to be held.

13.5 The Director reported that Arts wants SLSA to take on running the Arts literature awards. Funding for the direct costs of the awards will be provided, but the Library will bear the salary costs. The Library will assist judges and run the awards. He is also looking into setting up a fellowship in the name of the Board and will provide more information in the future.

14 For Information

14.1 Correspondence

14.1.1 Chairman, Libraries Board to Premier Marshall re: resignation and national Aboriginal art and cultures gallery, 12 December 2018

14.1.2 Geoffrey Moffatt, CEO, District Council of Ceduna to Chairman, Libraries Board re: Ceduna School Community Library, 24 December 2018

14.1.3 Chairman, Libraries Board to Geoffrey Moffatt, CEO, District Council of Ceduna re: Ceduna School Community Library, 11 January 2019

14.2 For Information

14.2.1 Regional Board Tour Schedule – March 2019

15 Date of Next Meeting

The next Libraries Board meeting will be held on **Tuesday, 19 March 2019** at **7.30 am** as part of the **Regional Tour to the Riverland** on **18 and 19 March 2019**. The meeting will be held in the **Private Function Room** at the **Berri Hotel**.

The meeting closed at 1.51 pm.

Chairman:

Date: