

**LIBRARIES BOARD OF SOUTH AUSTRALIA**  
**MEETING OF THE LIBRARIES BOARD OF SOUTH AUSTRALIA**

**Monday, 15 July 2019**

Minutes No. 841

The meeting was held at the Port Adelaide Enfield Library Service – The Parks Library and started at 14.15 pm.

**Agenda Items for Discussion:**

- 1 Present:**  
Ms Lynn Spurling (Acting Chair), Ms Vini Ciccarello, Mrs Janet Finlay, Mr Andrew Luckhurst-Smith, Ms Jillian Whittaker and Dr Jan-Claire Wisdom.  
  
**In Attendance:**  
Mr Geoff Stempel (Director, State Library of SA)  
Ms Hanlie Erasmus (Associate Director, Public Library Services)  
Ms Veronica Mathews (A/Manager, Strategic Projects & Communication, PLS – Minutes)
- 2 Apologies:** Mr Scott Hicks.
- 3 Conflict of Interest**  
There were no declarations of a conflict of interest.
- 4 Minutes**  
**The minutes of the Board meeting of 17 June 2019 were confirmed.**  
  
**Moved: Jillian Whittaker                      Seconded: Vini Ciccarello**
- 5 Business Arising from the Minutes**  
Ms Whittaker asked about the Arts Plan. The Director reported that the Arts Plan went to the Premier on 30 June 2019 and no feedback has been received so far.
- 6 Workplace Health & Safety**  
**6.1 Workplace Health and Safety Report – June / July 2019**  
  
**The Libraries Board noted the activities and initiatives during June and July 2019.**
- 7 Finance Reports**  
**7.1 State Library Draft Recurrent Budget 2019-20**  
  
**The Libraries Board approved the draft 2019-20 State Library Recurrent Budget.**  
  
**Moved: Andrew Luckhurst-Smith                      Seconded: Vini Ciccarello**  
  
The Director reported that the auditor had indicated verbally that as no issues for rectification had been found, no letter would be provided at the end of the audit process.

**7.2 PLS Revised Budget 2019-20**

**The Libraries Board approved the revised public library and community information grants and the Public Library Services budget for 2019-2020**

**Moved: Jillian Whittaker**

**Seconded: Vini Ciccarello**

**8 Risk Management (Financial and Non-Financial)**

**9 Public Libraries**

**9.1 CONFIDENTIAL: Library Content Procurement Steering Committee Update**

**Unstarred Item. The Libraries Board noted the update provided on the Library Content Procurement.**

**10 Strategic Issues**

**11 State Library**

**11.1 2019-2020 Funding – Memorandum of Administrative Arrangement**

**Unstarred Item. The Libraries Board noted the 2019-2020 Funding – Memorandum of Administrative Arrangement with the Department of the Premier and Cabinet.**

**11.2 Staff Culture**

The Director reported the following for the development of staff culture including:

- envisioning a new culture;
- personal responsibility;
- what is appropriate behaviour;
- feeling psychologically safe at work;
- leadership training including succession planning through a program for aspiring and emerging leaders.

It was requested that a new agenda item be added to the Libraries Board meetings – Organisational Change – with discussion to occur around:

- building works;
- training and development;
- staff culture.

The Director led a discussion around the development of a new service delivery model and how this will inform building and service changes.

The Reconciliation Action Plan (RAP) was discussed and the Director explained that this is currently covered by the Department. However the business plan for 2019-20 includes preparing to implement a State Library RAP in the 2020-21 year.

It was suggested that a table be created listing the MOAA and the current status for the next meeting – Action – Director.

**12 Chairman's Report**

No report.

**13 Director's Report**

The Director and Associate Directors of PLS and SLSA, Hanlie Erasmus and Jo Bayly, visited Melbourne on 3 and 4 July 2019 to meet with Australia Post innovation partners, discussing potential strategic futures. This visit also included meetings with the State Library of Victoria and SWIFT public library consortium where discussions were held around areas of mutual interest.

Implementation of Australia Post delivery services has been significantly resolved.

**14 Any Other Business**

- 14.1** Dr Wisdom suggested that it would be beneficial for the Board to visit interstate State Libraries to see libraries that have been recently transformed and the change strategy undertaken by these other jurisdictions.

**15 For Information**

**15.1** Correspondence

- 15.1.1** Jim McDowell, CE, DPC to Chairman, Libraries Board re: 2019-20 State Budget – State Library of South Australia, 18 June 2019
- 15.1.2** Jim McDowell, CE, DPC to Chairman, Libraries Board re: 2019-20 State Budget – Public Library Services, 18 June 2019
- 15.1.3** Steven Woolhouse, Executive Director, Corporate Services, DPC to Chairman, Libraries Board re: 2019-20 Memorandum of Administrative Arrangement, 24 June 2019

**15.2 For Information**

**15.2.1** Board Actions List

**16 Date of Next Meeting**

The next Libraries Board meeting will be held on **Monday, 19 August 2019** at **12.00 noon**. The meeting will be held in the **Morgan Thomas Boardroom**, Institute Building.

The meeting closed at 15.23 pm.

Chairman: .....

Date: .....