

LIBRARIES BOARD OF SOUTH AUSTRALIA

MEETING OF THE LIBRARIES BOARD OF SOUTH AUSTRALIA

Monday, 17 June 2019

Minutes No. 840

The meeting was held in the Morgan Thomas Boardroom, Institute Building at the State Library and started at 12.07 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)
Ms Hanlie Erasmus (Associate Director, Public Library Services)
Ms Sue Scadding (Executive Secretary, State Library of SA – Minutes)

The Chairman welcomed Ms Hanlie Erasmus to her first Board meeting as the new Associate Director, Public Library Services.

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 20 May 2019 were confirmed with the following amendments to Items 7.2 and 7.6:

Item 7.2:

Second para to read: *Ms Ciccarello asked about Macquarie's current view given that the expected change in Government did not occur (and the possible impact on the Board's earnings from franking credits).*

An additional sentence to be added to the end of the third paragraph: *The Director was asked to clarify the current terms of engagement with Macquarie and whether a written agreement exists.*

Item 7.6:

Within the final paragraph of the Recommendation: replace 'Premier' with *Chief Executive, DPC.*

Last paragraph following the Recommendation under Item 7.6 to be deleted.

Moved: Lynn Spurling

Seconded: Vini Ciccarello

5 Business Arising from the Minutes

Mr Luckhurst-Smith asked for an update on the existence of a contract with Macquarie.

The Executive Secretary responded advising that an initial proposal from Macquarie was received in 2008 and accepted by the Board. The Library then wrote to Macquarie accepting this proposal.

Mr Luckhurst-Smith also sought an update on the requirement for the Library to approach the Department of Treasury and Finance (DTF) regarding permission for easing of conditions surrounding the use of a named investment fund manager. The Director responded that he would endeavour to have an answer available by the August 2019 Finance Sub-Committee meeting. Once permission is received from the DTF Macquarie will be informed.

The Libraries Board approved the Library notifying Macquarie that their proposal is not accepted and that the Board is considering its options.

Moved: Andrew Luckhurst-Smith Seconded: Scott Hicks

6 Workplace Health & Safety

6.1 Workplace Health and Safety Report – May/June 2019

As this was his last meeting, the Chairman stated that he was extremely proud of the WHS Committee and its efforts and wished to thank them very much, both on a personal level and on behalf of the Board.

The Libraries Board noted the activities and initiatives during May and June 2019.

7 Finance Reports

7.1 PLS Draft budget 2019-2020

The Director reported on behalf of the new Associate Director, PLS.

This is a standard report and there is nothing out of the ordinary.

Mrs Finlay asked about the grant allocation to Councils and in particular, the reduction to the Adelaide City Council's allocation which was determined a couple of years ago. This reduction is being phased in over several years. Mrs Finlay also asked about the broader methodology and timing of negotiations for the next MOA. The Director advised that negotiations must commence 12 months prior to the expiry of the MOA and the parties to the agreement (the Minister and the LGA) determine the timing for negotiations.

Ms Spurling reported that Public Libraries SA is working with the LGA regarding the MOA.

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

Moved: Lynn Spurling Seconded: Janet Finlay

7.2 Financial Authorisations 2019-2020

The Director reported. This is the first time we are submitting one paper for both SLSA and PLS financial authorisations. There have been some functions running for some time with both parties needing to keep up-to-date with *Treasurer's Instructions* etc and which could be managed as one function instead of two separate ones. We are looking to find savings, efficiencies and quality improvement by trialling a single Finance and Risk Manager overseeing SLSA and PLS functions. The role is funded equally by SLSA & PLS. Other areas where a similar arrangement can be undertaken will be examined in the future.

Mr Hicks departed the meeting temporarily at 12.33 pm and returned at 12.41 pm.

The Libraries Board endorsed the proposed Financial Authorisations for 2019-20 (Attachment 1).

Moved: Jillian Whittaker

Seconded: Vini Ciccarello

7.3 Changes to Accounting Standards – Treatment of Investments

Unstarred Item. The Libraries Board noted the impact of AASB 9 and the Chairman signed the declaration on behalf of the Board.

8 Risk Management (Financial and Non-Financial)

9 Public Libraries

9.1 Kaltjiti – Fregon – APY Lands – Library Service Delivery

Unstarred Item. The Libraries Board noted the progress on the pilot Community Book Swap for the Kaltjiti Community in Fregon.

9.2 2019 Pregnancy, Babies & Children's Expo

Unstarred Item. The Libraries Board noted the outcomes of the Libraries SA booth at the Pregnancy, Babies and Children's Expo 2019.

10 Strategic Issues

11 State Library

12 Chairman's Report

The Chairman reported:

- On his attendance at a meeting with the Minister for Education. Ms Bayly went on to report that the Chairman and she met with the Minister and a senior education advisor on 27 May 2019 to discuss the School Community Libraries (SCL) Program. The meeting was initiated by the Minister after receiving a letter from Mr Bruce outlining the Board's concerns about the sustainability of the program, specifically the current approach to staffing these joint use libraries and a lack of flexibility in the current arrangements.

Actions sought:

1. New minimum funding levels for SCL staffing, with these funds clearly identified over and above the general school staffing formulas;
2. The requirement that schools with SCLs are formally committed to maintain these staffing allocations within the library; and
3. The introduction of a more flexible staffing model that provides scope for principals to employ suitably qualified SSOs in lieu of a qualified Teacher Librarian.

The meeting was cooperative and explored these issues and possible solutions. At its conclusion the Minister's advisor undertook to engage with senior officers of the Department for Education to determine a way forward.

- Thanked management and the broader staff during his time as Chairman. Management, for being incredibly helpful, and staff, who gave him feedback and explained issues. He is leaving this position more cognizant of SLSA's services. He thanked the Board team – which has been fantastic and conveyed his thanks to everyone. He also thanked Mr Luckhurst-Smith for his tireless efforts as Chairman of the Finance Sub-Committee;
- Arts Plan is to be published at the end of June;
- Discussed Board member terms which are expiring shortly and the need for continuity, especially with a change in Chairs.

13 Director's Report

- The Director thanked the Chairman who has galvanised the State Library to be the best it can be. He also thanked the Chairman for giving up his time in attending the Board's metropolitan and country tours which is much appreciated. This builds a lot of goodwill with councils. A more formal event will be arranged to celebrate the Chairman's departure and also the several recent significant donations, which have come about through the Chairman's work;
- Tabled a report and spoke on his recent activities;
- There will be a joint Friends of SLSA and State Library event for the unveiling of Valmai Hankel's (former long term staff member and former Friends' President) portrait on Sunday, 21 July 2019.

14 Any Other Business

- 14.1** Mrs Finlay asked if any response to the Priadko report had been received from the CE, DPC. The Director advised that no response has been received yet.

Mrs Finlay asked if we are on track with the EOFY process. The Director reported that the Manager, Risk and Finance is comfortable with where we are at.

- 14.2** Mr Luckhurst-Smith was concerned that there are two separate matters which he suggested should become standing items on the Board agenda until these are resolved. Mrs Finlay suggested an Actions tracker which is shared with the Board in the meeting papers. The Director advised that an internal list of Actions is already maintained, and a modified version of this will be distributed to the Board in the future.

Mr Luckhurst-Smith circulated a souvenir menu from the 175th gala banquet which was held in 2011 at the Library for the Board's interest and information.

- 14.3** Ms Whittaker acknowledged that it is good we are doing something for the APY Lands regarding library service delivery however was concerned about how sustainable it could be. The Director advised that there has been a growing fund over the last few years that will be the capital funding to establish the service.

- 14.4** Ms Ciccarello reported that the Friends' relationship with the Library continues to improve.

- 14.5** Ms Spurling, as Deputy Chair, conveyed her thanks to the Chairman for his time on the Board steering us through sometimes difficult times, As a regional representative, she appreciated the inclusion of country libraries.

15 For Information

15.1 Correspondence

15.1.1 Auditor-General to Chief Executives, Public Authorities re: Annual Reporting for 2018-19 / Provision of financial statements and relevant information, 15 May 2019

15.1.2 Chairman, Libraries Board to Minister for Education, Hon John Gardner re: School Community Libraries Program briefing for meeting, 23 May 2019

15.1.3 Chairman, Libraries Board to Jim McDowell, Chief Executive, DPC re SLSA's budget & Financial Sustainability Review – 2018/19 Update, 27 May 2019

15.2 For Information

16 Date of Next Meeting

The next Libraries Board meeting will be held on **Monday, 15 July 2019 at 2.00 pm**. The meeting will be held at the **Port Adelaide Enfield Library Service – The Parks Library** as part of the **Metropolitan Tour**.

The meeting closed at 13.14 pm.

Chairman:

Date: