

LIBRARIES BOARD OF SOUTH AUSTRALIA

MEETING OF THE LIBRARIES BOARD OF SOUTH AUSTRALIA

Monday, 16 September 2019

Minutes No. 843

The meeting was held in the Morgan Thomas Boardroom, Institute Building, State Library of SA and started at 11.58 am.

Agenda Items for Discussion:

1 Present:

Mr Bruce Linn (Chair), Ms Megan Berghuis, Mrs Janet Finlay, Mr Scott Hicks, Ms Bronwyn Lewis and Ms Jillian Whittaker.

In Attendance:

Ms Jo Bayly (Acting Director, State Library of SA)
Ms Hanlie Erasmus (Associate Director, Public Library Services)
Ms Kath Button (Acting Associate Director, State Library of SA)
Ms Sue Scadding (Executive Secretary, State Library of SA – Minutes)

Acknowledgement of Country occurred.

The Chair paid tribute to the former Chairman, Mr James Bruce, who leaves the organisation highly respected and acknowledged his leadership. Upon the Director's return, a formal acknowledgement for former Libraries Board members will be undertaken.

The Chair outlined his approach to governance:

1. Prompt resolution of agenda items with extra time spent on matters as needed;
2. A strategic rather than operational focus;
3. Any engagement with SLSA staff to be managed through the Chair or Director.

He advised the Board that, following the meeting, it will move across to the Bronwyn Halliday Studio to meet with the MELD team on the Future Service Model Project.

He will also speak with the Director about the Board's meeting schedule.

2 Apologies: Geoff Stempel

3 Conflict of Interest

There were no declarations of a conflict of interest.

4 Minutes

The minutes of the Board meeting of 19 August 2019 were confirmed.

Moved: Bronwyn Lewis Seconded: Scott Hicks

5 Business Arising from the Minutes

6 Workplace Health & Safety

6.1 Workplace Health and Safety Report – Deferred until October 2019

The Chair asked if there were any WHS matters of importance. Ms Button confirmed that there were no issues to report and a report will be provided in October 2019.

7 Finance Reports

7.1 Final Audited Libraries Board Financial Statements 2018-19

Ms Finlay reported that the Finance Subcommittee received the final audited Libraries Board financial statements for 2018-19, including the summary of changes which outlined differences from the earlier draft statements and this proved to be very helpful. There are no changes to the asset position. There was a change in Total Comprehensive Result of \$1.1M. The Finance Subcommittee endorsed the accounts for approval and certification by the Libraries Board. Good feedback and collaboration had occurred and a lot of work has gone on behind the scenes.

The Libraries Board approved the certification of the final audited Libraries Board financial statements 2018-19.

Moved: Janet Finlay Seconded: Scott Hicks

The Chair conveyed his thanks to the finance team and Finance Subcommittee for due diligent work in this area.

8 Risk Management (Financial and Non-Financial)

9 Public Libraries

10 Organisational Change

11 Strategic Issues

12 State Library

12.1 2018-19 Libraries Board of South Australia Annual Report

Ms Button tabled a replacement for Page 28 in the Annual Report due to some updates to the figures. The annual report has been accepted by DPC as compliant. There are some minor changes relating to grammar to be actioned, but substantially it remains the same. The Annual Report will need to be provided to DPC by 27 September 2019.

Ms Finlay queried Page 15, referring to 80% of *Tomorrow's Libraries* initiatives actioned and asked if there was a way to make this clearer to the reader as it could be misleading. The Acting Director reported that there is a long program of work and 100% of the scheduled work to date has been completed. After discussion a change will be made to the report to clarify that PLS has completed 100% of the work scheduled to date, with an 80% completion of a program to 2030.

Ms Finlay queried the Contractors report on Page 29 and whether the contractor for the Mark Priadko report is included. Ms Button will follow this up to ensure that it is included.

Ms Finlay queried Page 32 Public Complaints and suggested that there should be an outline to the Board of what our complaints process is, type of complaints reported and the feedback. Ms Button reported that this is the first time that there has been a breakdown of complaints.

Following Board discussion, it was decided that the Director will be approached on how to handle this and provide a yearly report for the Board which outlines significant complaints, the processes and the resolutions.

The Libraries Board approved the draft 2018-19 Libraries Board Annual Report.

Moved: Megan Berghuis

Seconded: Bronwyn Lewis

13 **Chairman's Report**
No report.

14 **Director's Report**
No report.

15 **Any Other Business**

16 **For Information**

16.1 **Correspondence**

16.2 **For Information**

17 **Date of Next Meeting**

The next Libraries Board meeting will be held on **Thursday, 17 October 2019 at 3.30 pm as part of the Regional Tour to the Far North.** The meeting will be held in the **Boardroom, Roxby Downs Council Chamber, 6 Richardson Place, Roxby Downs.**

The meeting closed at 12.28 pm and Board members joined the MELD team for a workshop on the Future Service Delivery Project.

Chair:

Date: