

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

Thursday, 17 October 2019

Minutes No. 844

The meeting was held in the Boardroom, Roxby Downs Council Chambers and started at 3.35 pm.

Agenda Items for Discussion:

- 1 Present:**
Mr Bruce Linn (Chair), Mrs Janet Finlay, Mr Scott Hicks, Ms Bronwyn Lewis and Ms Jillian Whittaker (arrived 4.40 pm).

In Attendance:
Mr Geoff Stempel (Director, State Library of SA)
Ms Hanlie Erasmus (Associate Director, Public Library Services – Minutes)
- 2 Apologies:** Ms Megan Berghuis.
- 3 Acknowledgement of Country**
Meeting held on Kokatha Lands.
- 4 Conflict of Interest**
Mr Scott Hicks registered a potential conflict of interest with Item 13.1 – Digital Preservation System.
- 5 Minutes**
The minutes of the Board meeting of 16 September 2019 were confirmed.

Moved: Janet Finlay Seconded: Scott Hicks
- 6 Business Arising from the Minutes**
- 7 Workplace Health & Safety**
7.1 Workplace Health and Safety Report – August to October 2019
The completion rates of the WHS actions in the Quarter 1 Report were queried. The Director indicated WHS actions are sometimes delayed, but are on a rolling schedule and operationally are completed within the quarter or immediately thereafter.

The Libraries Board noted the activities and initiatives in the report.

Moved: Janet Finlay Seconded: Scott Hicks
- 8 Finance Reports**
- 9 Risk Management (Financial and Non-Financial)**

10 Public Libraries

10.1 Update on the Public Library Services Business Plan 2019-20

The Libraries Board noted the status update of the ongoing projects and approved the new projects for implementation in 2019-20 budget year.

Moved: Bronwyn Lewis Seconded: Scott Hicks

10.2 Library Content Procurement Steering Committee Status Report

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

Moved: Scott Hicks Seconded: Janet Finlay

11 Organisational Change

12 Strategic Issues

13 State Library

13.1 Digital Preservation System – Procurement Update

The Board asked to be provided with the Risk Management Plan for this project. Discussion occurred as to whether the storage solution offered was best suited to this type of system. It was agreed that further examination of this issue will occur.

Unstarred Item. The Libraries Board noted the report.

Moved: Janet Finlay Seconded: Bronwyn Lewis

13.2 Membership Vacancies on Finance Subcommittee and Public Library Services Standing Committee

Finance Subcommittee:

The Chair proposed renaming the Finance Subcommittee to Finance Committee. The Chair proposed that Mrs Finlay to continue as Chair of the Finance Committee and Mrs Finlay accepted the proposal. The Chair proposed that he joins the Finance Committee (to fill one vacancy) and also proposed inviting Megan Berghuis to join the Committee. The invitation will be put to her after the Libraries Board meeting.

The Libraries Board:

- **Approved the Finance Subcommittee being renamed the Finance Committee;**
- **Appointed Mrs Finlay to continue as Chair of the Finance Committee on an ongoing basis;**
- **Appointed Mr Linn as a member of the Finance Committee; and**
- **Requested Ms Berghuis be approached to become a member of the Finance Committee.**

Moved: Bronwyn Lewis Seconded: Scott Hicks

Public Library Services Standing Committee:

Ms Bronwyn Lewis volunteered to be the Chair of the Public Library Services Standing Committee. This offer was accepted. One remaining vacancy on the Committee is yet to be filled.

The Libraries Board appointed Ms Bronwyn Lewis to be Chair of the Public Library Services Standing Committee.

Moved: Janet Finlay

Seconded: Scott Hicks

13.3 2020 Meeting Schedule

The Director identified that although there will be no August meeting, there will be flexibility to meet if required. Dates for the regional tour will be confirmed once the LGA Conference and AGM date is confirmed. Ms Scadding to send calendar appointments for all meetings and tours to members as soon as the dates for the regional tour are confirmed.

The Chair proposed changing the format of the Agenda to electronic only (no hard copies), with Board papers in PDF and indexed for easy navigation and access. Strategic issues will move to the top of the Agenda. The Chair and Director will finalise the new Agenda format in time for the November meeting.

The Libraries Board approved:

- **The proposed revised 2020 meeting schedule for the Libraries Board and its subcommittees; and**
- **That the Finance Committee meetings will be held between 9.00 and 10.00 am, followed by the Libraries Board meetings between 10.00 am and 12.00 noon from November 2019.**

Moved: Bronwyn Lewis

Seconded: Scott Hicks

14 Chairman's Report

The Chair informed members the Chairman's report will be irregular, and only when there is anything noteworthy to report.

The Chair met with the Chairs of the Boards of the Art Gallery, Museum and History Trust and considers that there is a desire for collaboration across the cultural precinct on North Terrace.

15 Director's Report

The Director reported:

- The Premier has expressed a desire to visit the library regularly to gain a greater understanding of its operations. His first visit will be on 5 November 2019. The Premier is particularly interested in discussing the impact of the Arts Plan on SLSA and public libraries. Collaboration between cultural entities is a key focus for the Premier.
- The DPC CE, Jim McDowell, visited the Library on 25 September 2019 to gain a greater understanding of its operations and issues.
- Leanne Muffet (Strategic Matters) will facilitate a workshop after the Board meeting in November 2019 (from 12.00 to 4.00 pm) as the start of a process to develop a new strategic plan. Further work on a new strategic plan will occur in the first half of 2020.
- The SLSA Aspiring Leaders course has commenced with 21 staff participating.
- The Library is in the process of tidying up arrangements for the Scott Hicks collection and consideration of an exhibition, with hosted symposiums that will include script writers to participate and share knowledge and information.
- Ms Lewis enquired about an earlier offer from the Board to provide the Royal Geographical Society of SA (RGSSA) with a loan to speed up the work of completing the description of the collection. This matter will be canvassed in more detail at the Board's December meeting.

16 Any Other Business

A risk to the Board in some of its operations was identified and discussed.

The Libraries Board approved assessment of the identified risk, and subsequent actions to mitigate the risk to be undertaken by December 2019.

Moved: Janet Finlay Seconded: Scott Hicks

17 For Information

17.1 Correspondence

17.1.1 Chair, Libraries Board to CEO's, Councils re Public Libraries Grant Allocations for 2019-20 & Acquittal for 2018-19 (sample), 3 September 2019

17.1.2 Chair, Libraries Board to CEO's, Councils re School Community Libraries Grant Allocations for 2019-20 & Acquittal for 2018-19 (sample), 3 September 2019

17.1.3 Chair, Libraries Board, Acting Director, SLISA & Associate Director, PLS to Principal Audit Manager, Auditor-General's Department re: management representation letter and signed Financial Statements for year ended 30 June 2019, 10 September 2019

17.1.4 Andrew Richardson, Auditor-General to Chair, Libraries Board re: Audit of Libraries Board of SA for the year to 30 June 2019, 18 September 2019

17.2 For Information

17.2.1 Board Actions – September and October 2019

17 Date of Next Meeting

The next Libraries Board meeting will be held on **Monday, 18 November 2019 at 12.00 noon to 4.00 pm**, which includes a **Strategic Planning Session**. The meeting will be held in the **Morgan Thomas Boardroom**, Institute Building.

The meeting closed at 4.45 pm. Board members continued to engage with Roxby Downs Council and Library staff until 5.00 pm.

Chair:

Date: