

**LIBRARIES BOARD OF SOUTH AUSTRALIA**

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

**Monday, 17 February 2020**

Minutes No. 847

The meeting was held in the Bronwyn Halliday Learning Studio, Spence Wing, State Library of South Australia and started at 10.05 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:**

Mr Geoff Stempel (Director, State Library of SA)  
Ms Jo Bayly (Associate Director, State Library of SA)  
Ms Veronica Mathews (Acting Associate Director, Public Library Services)  
Ms Sue Scadding (Executive Secretary, State Library of SA – Minutes)

**2 Apologies:** Ms Joanne Cys and Ms Amanda Nettelbeck.

**3 Acknowledgement of Country**

The Chair stated:

The Libraries Board acknowledges that we are meeting on the traditional Country of the Kurna people of the Adelaide Plains and pays respect to Elders past and present. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kurna people living today.

**4 Conflict of Interest**

There were no declarations of a conflict of interest.

**5 Minutes**

**5.1 The minutes of the Board meeting of 9 December 2019 were confirmed.**

**Moved: Bronwyn Lewis                      Seconded: Scott Hicks**

**5.2 Business Arising from the Previous Minutes**

Nil.

**6 For Decision**

**6.1 Trust Funds Quarterly Investment Report – December 2019**

Mrs Finlay reported:

The Finance Committee did not discuss any changes to investments due to time constraints. There have been good returns in the last 18 months, however the outlook will become tougher. Not-for-profit organisations should be fortunate if they are in the same position in 12 months. Three new representatives from Macquarie attended the Finance Committee meeting and are keen to continue to work with the Board. The Committee will meet with Macquarie at an out of session meeting to review the Board's portfolio, investment recommendations, performance and objectives.

We are waiting for DTF approval regarding going to market for an investment manager.

**The Libraries Board received and noted the Trust Funds Investment Report as at 31 December 2019.**

**Moved: Jill Whittaker                      Seconded: Bronwyn Lewis**

## **6.2 Libraries Board Investment Policy**

Mrs Finlay reported:

The majority of changes to the Policy are satisfactory. We will need to determine what our target investment should be which will be established following the proposed out of session meeting with Macquarie. This will become an additional clause under Item 5.1 in the Policy. The Finance Committee recommended the Board approves the Investment Policy with the interim changes.

**The Libraries Board approved the Libraries Board Investment Policy (Attachments 1, 2 and 3) with the interim changes.**

**Moved: Bronwyn Lewis                      Seconded: Megan Berghuis**

## **6.3 Finance Committee – Terms of Reference and Key Dates**

Mrs Finlay reported:

The Finance Committee agreed that it has an oversight of risk, therefore recommends that the Committee be re-named the Finance and Risk Committee. It also recommends extending the membership of the Committee to include up to two additional external members from time to time. An additional clause will be inserted under 3 – Membership to allow the Board to appoint up to two additional external members to the Committee from time to time. Changes will also be made to Item 6 Quorum and Voting to ensure that at least two Board members must constitute part of a quorum. The Finance Committee recommended that the Board adopts the revised Terms of Reference for the Finance and Risk Committee with the inclusion of an additional clause under Membership and changes to the quorum requirements.

**The Libraries Board:**

- 1. Determined that the responsibilities of the Finance Committee should include risk;**
- 2. Approved the Finance Committee being renamed Finance and Risk Committee; and**
- 3. Approved the revised Terms of Reference for the Finance and Risk Committee, with the inclusion of an additional clause under 3 – Membership and an amendment to 6.1 under Quorum and Voting.**

**Moved: Janet Finlay                      Seconded: Bronwyn Lewis**

## **6.4 Finance Committee Calendar**

The Director reported:

- There is a need to reinstate the August Board and quarterly Finance Committee meetings into the meeting schedule. These had been excluded from the 2020 schedule, however due to critical financial business activities around August, these need to be reinstated;



**8.2 State Library Bequest Funds Report – December 2019**

**Unstarred Item.** The Libraries Board received and noted the Bequest Funds Report as at 31 December 2019 and donations received during the period.

**8.3 PLS Financial Performance Summary October to December 2019**

**Unstarred Item.** The Libraries Board noted the Financial Performance Report for Public Library Services for the period 1 October to 31 December 2019 including notes and explanations of major variations.

**8.4 Workplace Health & Safety Report – December 2019 – February 2020**

**Unstarred Item.** The Libraries Board noted the activities and initiatives in the report.

**8.5 Public Library Services Report for the October – December 2019 Quarter**

**Unstarred Item.** The Libraries Board noted the report.

**8.6 George C Hawker and Bungaree Station Collection Records**

**Unstarred Item.** The Libraries Board noted the intention of the Library to deaccession and return the requested items.

**8.7 March 2020 Libraries Board Metropolitan Tour – Schedule**

**Unstarred Item.** The Libraries Board noted the March 2020 Metropolitan Tour Schedule.

**8.8 Board Actions List – February 2020**

**Unstarred Item.** The Libraries Board noted the February 2020 Actions List.

**9 Any Other Business**

**9.1** Ms Lewis reported that SLSA Security staff and Library staff were very helpful in providing assistance to RGSSA regarding relocating them to an alternative larger meeting venue when needed at short notice. The RGSSA is very appreciative and asked that its thanks be conveyed to security.

**9.2** The Chair tabled copies of a note of thanks received from the former Chair, Mr James Bruce AM for his retirement gift. Mr Bruce also extended his best wishes to the new Chair, Board and team at the State Library and Public Library Services.

**10 Correspondence**

**11 Date of Next Meeting**

The next Libraries Board meeting will be held on **Monday, 16 March 2020** at **2.00 – 3.00 PM**. The meeting will be held at the **Prospect Library**, as part of the **Metropolitan Tour**.

The meeting closed at 10.33 am.

Chair: .....

Date: .....