

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

Monday, 18 May 2020

Minutes No. 849

The meeting was held via Zoom and started at 10.00 am.

Agenda Items for Discussion:

1 Present:

Mr Bruce Linn (Chair), Ms Megan Berghuis (joined at 11.13 am), Professor Joanne Cys (joined at 10.26 am), Mrs Janet Finlay, Mr Scott Hicks, Ms Bronwyn Lewis, Professor Amanda Nettelbeck and Ms Jillian Whittaker.

In Attendance:

Mr Geoff Stempel (Director, State Library of SA)
Ms Hanlie Erasmus (Associate Director, Public Library Services)
Ms Sue Scadding (Executive Secretary, State Library of SA – Minutes)

2 Apologies: Jo Bayly (Associate Director, State Library of SA)

3 Acknowledgement of Country

The Chair stated:

The Libraries Board acknowledges that we are meeting on the traditional Country of the Kaurna people of the Adelaide Plains and in this time of virtual meetings, other traditional lands, 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 Kaurna 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 16 March 2020 were confirmed.

Moved: Bronwyn Lewis Seconded: Amanda Nettelbeck

5.2 Business Arising from the Previous Minutes

Nil.

5.3 Flying Minute – Recommendations regarding the Management of the Board Controlled Funds

A flying minute was circulated to Board members on 9 April 2020 recommending that the Libraries Board deals with its non-government tenants' rent and outgoings liabilities as outlined in the report. All Board members supported the recommendation on 9 April 2020

6 For Decision

6.1 Trust Funds Quarterly Investment Report – March 2020

Ms Finlay reported:

Macquarie staff attended the Finance & Risk Committee meeting today and gave an overview of the market and the portfolio.

Dividend yields will be down about 4% over the next three years and as the Board reviews its portfolio, it should consider its financing requirements and make changes if necessary.

The Finance & Risk Committee discussed the client agreement provided by Macquarie which is largely consistent with previous discussions and was supported by the Board. The agreement is a fixed fee model. Macquarie will provide an updated agreement to include the requirement to quote for additional fees charged for other transactions/products. Transactions are covered by the fixed fee, including the investment policy review and income strategy. Board approval is sought for the updated agreement, subject to it being consistent with those principles, and be signed by the Director and Chair, Finance & Committee.

The Libraries Board received and noted the Trust Funds Investment Report as at 31 March 2020 including a request to Macquarie to provide an updated client agreement which includes a requirement to quote on additional charges, a review of the investment policy and income strategy.

Moved: Janet Finlay Seconded: Bronwyn Lewis

6.2 State Library Draft Recurrent Budget 2020-2021

Ms Finlay reported:

The Finance & Risk Committee discussed the draft State Library budget. There are some qualifiers to be considered as the Board will not be formally notified for some time what its recurrent budget is. It does not yet include the financial impacts of COVID-19 costs and loss of income.

The Director reported on the sharing of finance staff resources, work being done on a 3-year budget projection for SLSA and pressure points eg; capital replacement of expanding IT resources. A three-year budget and capital replacement plan will be prepared for the Board.

The Chair reported on a meeting he and the Director had with the Chief Executive of DPC regarding budget constraints across government and the expectation that we are going through a transformative stage.

The Libraries Board recommended that we operate to this draft 2020-21 State Library Recurrent Budget until such time that the budget is determined by the State.

Moved: Jane Finlay Seconded: Amanda Nettelbeck

6.3 PLS Draft Budget 2020-2021

As a result of the significant increase in the use of the public library network's digital collection the allocation for digital resources will increase from 18.5% in this current financial year to 20% of the total materials allocation in 2020-21.

The Libraries Board approved public library and community information grants, an increase to the Digital Resource level of 1.5% (20% in 20-21) and the Public Library Services Draft Budget for 2020.

Moved: Bronwyn Lewis Seconded: Scott Hicks

6.4 State Library Proposed Fees and Charges 2020-2021

The Libraries Board approved the proposed Fees and Charges Schedule for 2020-2021.

Moved: Bronwyn Lewis Seconded: Scott Hicks

6.5 Financial Authorisations 2020-2021

The Libraries Board endorsed the proposed Financial Authorisations for 2020-21.

Moved: Jillian Whittaker Seconded: Janet Finlay

6.6 List of Authorised Signatories for Macquarie

The Board noted and endorsed having staff as signatories to any transactions with Macquarie that have been approved by the Board.

The Libraries Board approved the removal of the following authorised signatories from the Libraries Board's Macquarie account:

- James Bruce
- Andrew Luckhurst-Smith

And adds the following signatories to the Libraries Board's Macquarie account:

- Marissa King

Moved: Janet Finlay Seconded: Amanda Nettelbeck

6.7 OneCard Digital Library Budget Request

The Libraries Board approved the following:

1. That physical material funds of up to \$149,000 can be redirected as indicated by the Library Managers to the 1019-20 Digital Levy;
2. That unallocated funds totalling \$50,000 from the PLS 2019-20 budget be re-directed to the 2019-20 Digital Levy;
3. The proposal for the Board to contribute \$50,000 to the 2019-20 Digital Levy.

Moved: Amanda Nettelbeck Seconded: Bronwyn Lewis

6.8 Digital Content Levy

The Libraries Board approved that the Digital Content Levy for 2020-21 is increased by 1.5%, taking it to 20% of the overall library materials funding.

Moved: Bronwyn Lewis Seconded: Amanda Nettelbeck

6.9 Confidentiality / Conflict of Interest Conditions of Hosting PLS Standing Committee Meetings at Public Library Facilities

The Libraries Board endorsed the Confidentiality / Conflict of Interest conditions required for public libraries which host Standing Committee meetings.

Moved: Bronwyn Lewis Seconded: Amanda Nettelbeck

6.10 School Community Libraries – Development of a Governance and Funding Model (2)

The Libraries Board:

- 1. Accepted the report and the proposals from Minister Gardner;**
- 2. Mandated PLS' involvement in the consultation process and implementation of these recommendations.**

Moved: Bronwyn Lewis Seconded: Jillian Whittaker

6.11 Managed PC and Printer Offering to Country and Smaller Metro Libraries

The Libraries Board approved that PLS:

- Rolls out the proposed managed PC and printer offering to Country libraries, paid for partly by PLS ICT budget and partly by libraries;**
- Investigates the interest of smaller Metropolitan Libraries and considers the impact on PLS staffing and budget;**
- Works with the State Library of SA to realise possible economies;**
- Plans and coordinates a rolling five-year hardware refresh cycle to keep all equipment modern and supported for all participating libraries.**

Moved: Bronwyn Lewis Seconded: Scott Hicks

6.12 Development of a Performance Management Framework for SAPLN

The Libraries Board approved:

- 1. The development of a Performance Management Framework for SAPLN;**
- 2. Engaging a consultant to assist the working group in using the PuMP model to develop the SAPLN Performance Management Framework.**

Moved: Megan Berghuis Seconded: Bronwyn Lewis

7 Director's Report

The Director tabled his report and also reported that in 2019 the Library engaged a new marketing team leader for the library who has done some remarkable work collecting some community stories regarding their COVID-19 experience. The Library's primary purpose is to collect information about South Australian life for the long term. This initiative has generated considerable media coverage.

The Libraries Board noted the Director's report.

Moved: Megan Berghuis Seconded: Bronwyn Lewis

The Chair observed that the COVID-19 response by State Library and public libraries' staff has been an outstanding effort in difficult times and asked that the Board's appreciation and congratulations be passed onto State Library and public library staff. The Director will action this.

8 For Information

8.1 State Library Financial Performance Summary as at 31 March 2020

Unstarred Item. The Libraries Board noted the Financial Performance Reports for the State Library for the period ending 31 March 2020, including notes and explanations for major variations.

8.2 State Library Bequest Funds Report – March 2020

Ms Lewis sought updates on the online shop and Hannaford archive.

The Director reported that a developer is working with staff on the online shop to provide a seamless method for customers to purchase images. This will be the primary intent of the shop. There has been a small delay due to COVID-19. It is anticipated that it should be available in the next couple of months. A visit to the Hannaford archive donor has been postponed at present due to COVID-19. Some material has already been received.

Unstarred Item. The Libraries Board received and noted the Bequest Funds report as at 31 March 2020, and donations received during the period.

8.3 PLS Financial Performance Summary January to March 2020

Unstarred Item. The Libraries Board noted the Financial Performance Summary Report for Public Library Services for the period January to March 2020 including notes and explanations of major variations.

8.4 COVID-19 Impact on Financial Reporting and Auditing

Unstarred Item. The Libraries Board noted the advice received from the Department of Treasury and Finance regarding the impact of COVID-19 on financial reporting and auditing.

8.5 Update on Accounting Standards and Changes to Financial Statements

Unstarred Item. The Libraries Board noted the progress of preparations for changes in accounting standards.

8.6 Risk Profile 2020 Update

Unstarred Item. The Libraries Board noted the update on the Risk Management Profile for 2020.

8.7 Financial Management Compliance Program

Unstarred Item. The Libraries Board noted the progress on the Financial Management Compliance Program.

8.8 Public Library Services Report for the January – March 2020 Quarter

Unstarred Item. The Libraries Board noted the report.

8.9 Workplace Health & Safety Report – April – May 2020

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

8.10 Board Actions – May 2020

Unstarred Item. The Libraries Board noted the May 2020 Board Actions list.

9 Any Other Business

10 Correspondence

11 Date of Next Meeting

The next Libraries Board meeting will be held on **Monday, 15 June 2020 at 10.00 AM**. The meeting will be held in the Hetzel Lecture Theatre, Ground Floor, Institute Building, State Library of South Australia. Zoom will be set up for those who are unable to attend in person.

The meeting closed at 11.39 am

Chair:

Date: