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LIBRARIES BOARD OF SOUTH AUSTRALIA

MEETING OF THE LIBRARIES BOARD OF SOUTH AUSTRALIA

Monday 10 August 2020

Minutes No. 852

The meeting was held in the Hetzel Lecture Theatre, Institute Building, State Library and started at 10.14am.

1 Welcome

1.1 Present

Bruce Linn (Chair), Professor Joanne Cys, Janet Finlay, Megan Berghuis, Bronwyn Lewis, Professor Amanda Nettelbeck, Scott Hicks and Jillian Whittaker.

In Attendance:

Geoff Stempel (Director, State Library of SA)

Jo Bayly (Associate Director, State Library of SA)

Hanlie Erasmus (Associate Director, Public Library Services)

Sarah Hallandal (State Library of SA – Minutes)

1.2 Apologies

1.3 Acknowledgement of Country

The Chair made an acknowledgement of Country.

1.4 Conflict of Interest

There were no declarations of a conflict of interest.

2 Starring of Agenda Items

Motion: That all non-starred items be received and all recommendations contained therein are adopted and carried.

Moved: B Lewis

Seconded: J Whittaker

3 Minutes

3.1 Minutes of previous meeting

Motion: That the minutes of the Board meeting held on 13 July 2020 be confirmed.

Moved: M Berghuis

Seconded: B Lewis

3.2 Action List – August 2020

Items to be closed this month:

Action 11.2: refer to Item 6.5 of agenda

Action 8: refer to Item 4.5 of agenda

3.3 Matters dealt with out of session

4 Strategic Matters

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4.1 Memorandum of Agreement Negotiations Update

The Director reported that he had met with Katherine Russell, Senior Policy Officer, Local Government Association on behalf of Matt Pinnegar, Chief Executive Officer to clarify some points about the negotiation process. The State Library is to expect a letter confirming who will be representing the Local Government Association during these negotiations.

Motion: That the Libraries Board notes the beginning of the process to negotiate a new Memorandum of Agreement between the Minister and the Local Government Association.

Moved: J Finlay Seconded: B Lewis

4.2 Delivering a sustainable State Library budget

The Director reported that there was an underspend at 30 June of around \$300,000 that has been submitted to possible carry forward to this financial year due to costs surrounding the COVID-19 closure of 10 weeks between March and June. The outcome of this submission will not be known until the budget is handed down in November 2020.

Other budget saving measures discussed was the ICT and Corporate Services reviews and a reduction of opening hours.

The Chair and Director to set up a meeting with the Premier to discuss a range of matters including sustainable budget initiatives, philanthropic activities and the opening hours.

Motion: The Libraries Board notes the verbal report by the Director.

Moved: M Berghuis Seconded: J Cys

For Decision (Operational)

4.3 Policy regarding Libraries Board members' access to training

Motion: That the Libraries Board approves the policy which sets the terms and conditions under which Board members can be funded for training that they undertake.

Moved: B Lewis Seconded: A Nettelbeck

4.4 Finance and Risk Committee Calendar

Janet Finlay reported about the new members of the Finance and Risk Committee attending their first meeting, Professor Cys, Heather Martens and David Braham, and thanked Scott Hicks for being part of the Committee over the last 6 years.

Motion: That the Libraries Board approves the updated Finance and Risk Committee Calendar for 2020-2021.

Moved: J Finlay Seconded: B Lewis

4.5 Libraries Board approach to philanthropy and corporate partnerships

The Chair and Bronwyn Lewis spoke about a meeting recently held with the Director on how to commence a process in raising additional funds to support the work of the State Library.

Megan Berghuis and Professor Nettelbeck volunteered to be part of the working party, along with the Chair and Bronwyn Lewis.

The working party to table progress reports through the Finance and Risk Committee.

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Motion: That the Libraries Board forms a working party to develop plans for raising additional funds from the private sector to support the work of the Library.

Moved: J Whittaker Seconded: S Hicks

4.6 Libraries Board of South Australia Financial Statement Approval 2019-2020

Janet Finlay provided an overview for the reasons of the changes to the timing of the signing of its 2019-2020 financial statements.

Motion: That the Libraries Board agrees to undertake the certification of the final 2019-2020 financial statements via a circular motion on the advice of the Chair of the Finance and Risk Committee.

Moved: J Finlay Seconded: B Lewis

4.7 Libraries Board of SA – Draft Unaudited Financial Statements Year ended 30 June 2020

Janet Finlay provided a summary of the process on how the financial statements are collated, and how Shared Services must follow accounting standards and Treasurers Instructions. A number of minor changes were discussed on the Draft Unaudited Financial Statements.

Marissa King will provide a commentary of major variations to the Finance and Risk Committee members by 12 August 2020.

It was asked whether it was appropriate for the Chair, Finance and Risk Committee to be part of the signatories and the following recommendations be included in a Board paper for next year's financial statements. This will be explored.

The Finance and Risk Committee recommended that the Libraries Board:

- 1. Receives the draft unaudited general purpose financial statements of the Libraries Board of South Australia for year ended 30 June 2020 prepared by Shared Services SA which have been reviewed by the Finance and Risk Manager, SLSA.**
- 2. Has reviewed and formed the opinion that the draft financial statements:**
 - 2.1 complies with relevant Treasurer's Instructions issued under section 41 of the *Public Finance Audit Act 1987* and relevant Australian Accounting Standards;**
 - 2.2 has been prepared in accordance with the accounts and records of the Libraries Board of South Australia;**
 - 2.3 present a true and fair view of the financial position of the Libraries Board of South Australia as at 30 June 2020 and the results of its operations and cash flows for the financial year;**
 - 2.4 are correct in all material respects as at this date.**

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3. **Recommends the Chair, Libraries Board, the Director of State Library of South Australia and the Associate Director of Public Library Services to certify that the internal controls employed by the Libraries Board of South Australia over its financial reporting and its preparation of the general purpose financial statements have been effective throughout the financial year and then lodge the signed draft financial statements with the Auditor-General.**

Moved: J Finlay

Seconded: B Lewis

5 Director's Report

The Director reported on:

1. Returning to work process and ongoing work from home modelling;
2. Aspiring Leaders Program;
3. Budget reforms;
4. Opening hours

Motion: That the Libraries Board notes the Director's report.

Moved: A Nettelbeck

Seconded: M Berghuis

5.1 Information regarding the Director's annual performance review

The Chair explained his involvement in two of the review processes and congratulated the Director on the positive feedback.

The Director expressed his thanks to the two Associate Director's, Jo Bayly and Hanlie Erasmus, in their significant part in the ongoing cultural change process and in dealing with the many challenges the library faces.

Motion: That the Libraries Board notes the variety of performance management approaches and feedback sources that are included in the assessment of the Director's performance.

Motion: That the Libraries Board congratulates the Director and the Associate Director, State Library of South Australia and the Associate Director, Public Library Services on the excellent work and receiving positive feedback from staff on what has been just over a year working together.

Motion: Chair to write a note on behalf of the Libraries Board to the State Library staff congratulating and acknowledging the Executive Team's performance.

Moved: B Lewis

Seconded: S Hicks

5.2 Cabinet in Confidence item considered

The motion related to this item was carried.

Motion: That the Libraries Board notes this as a confidential agenda item.

Moved: J Finlay

Seconded: J Whittaker

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- 6 For Noting
6.1 Unstarred Item. Preliminary State Library Financial Performance Summary as at 30 June 2020

Motion: That the Libraries Board notes the Preliminary Financial Performance Reports for the State Library for the period ending 30 June 2020, including notes and explanations for major variations.

Moved: B Lewis Seconded: J Whittaker

- 6.2 Unstarred Item. Preliminary State Library Bequest Funds Report – June 2020

Motion: That the Libraries Board receives and notes the Preliminary Bequest Funds report as at 30 June 2020.

Moved: B Lewis Seconded: J Whittaker

- 6.3 Unstarred Item. Trust Funds Quarterly Investment Report – June 2020

Motion: That the Libraries Board receives and notes the Trust Fund Investment Report as at 30 June 2020.

Moved: B Lewis Seconded: J Whittaker

- 6.4 Unstarred Item. PLS Preliminary Financial Performance Summary April to June 2020

Motion: That the Libraries Board notes the Preliminary Financial Report for Public Library Services for the period April to June 2020 including notes and explanations of major variations.

Moved: B Lewis Seconded: J Whittaker

- 6.5 Unstarred Item. 2020-2021 Funding – Memorandum of Administrative Arrangement

Motion: That the Libraries Board notes the 2020-2021 Funding – Memorandum of Administrative Arrangement with the Department of the Premier and Cabinet and the table outlining the actions and responsibilities within the document.

Moved: B Lewis Seconded: J Whittaker

- 7 Any Other Business

- 8 Date of Next Meeting

The next Libraries Board meeting will be held on **Monday, 14 September 2020** at **10.00 AM**.
The meeting to be held in the Hetzel Lecture Theatre.

The meeting closed at 11.47am.

Chair:

Date: