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LIBRARIES BOARD OF SOUTH AUSTRALIA

MEETING OF THE LIBRARIES BOARD OF SOUTH AUSTRALIA

Monday 9 November 2020

Minutes No. 855

The meeting was held in the Hetzel Lecture Theatre, Institute Building, State Library and started at 10.15am.

1 Welcome

1.1 Present

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

In Attendance:

Geoff Stempel (Director, State Library of SA)

Jo Bayly (Associate Director, State Library Services)

Hanlie Erasmus (Associate Director, Public Library Services)

Sarah Hallandal (State Library of SA – Minutes)

1.2 Apologies

Scott Hicks, Megan Berghuis

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 23 October 2020 be confirmed.

Moved: B Lewis

Seconded: J Cys

3.2 Action List – November 2020

Item 6.2 – State Library Draft Recurrent Budget 2020-21 to be kept on action list.

3.3 Matters dealt with out of session

Nothing to report.

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4 Strategic Matters

4.1 Memorandum of Agreement Negotiations Update

Nothing to report.

4.2 Unstarred Item. State Library Budget Strategy Update

Motion: The Libraries Board notes the State Library Budget Strategy update.

Moved: B Lewis

Seconded: J Whittaker

5 For Decision

For Decision (Strategic)

5.1 Future Service Design Project (Meld recommendations implementation)

The Associate Director spoke to the report, detailing the current storage arrangements and the future building works across all three of the State Library buildings.

The Finance and Risk Committee supported these projects and asked for a report be prepared on how the projects will be measured in terms of their success and the benefits received of these projects once completed.

Philanthropy and digitising of collections was discussed.

Motion: The Libraries Board notes the Future Service Design Project and approved the project budget and funding strategy.

Moved: B Lewis

Seconded: A Nettelbeck

5.2 Bequest Fund Spending 2020-2021

The Finance and Risk Committee supported the recommendations by acknowledging the use of the Bequest Fund are consistent with the Bequest Fund Corpus Maintenance/Expenditure Policy.

It was proposed by the Finance and Risk Committee for project plans be produced that includes details of project owners and timelines, for both the existing and new projects.

Motion: That the Libraries Board:

- 1. Notes the estimated revenue budget of \$425,000 for dividends, distributions, franking credits and interest earned on investments.**
- 2. Approves the funds available for allocation in 2020-2021 for Mortlock, Andersen, Franklin, McGuire and Institutes as detailed in Attachment 1.**
- 3. Notes the projects from Mortlock funds that are:**
 - **already funded and approved for 2020-2021;**
 - **returning unspent funds to the Board in 2020-2021.**
- 4. Approves expenditure as required from the bequest funds below up to the total available in each fund plus any interest accruing in 2020-21.**

Other Bequest Funds	2020-21
	\$
Kaye Leverett	28,223
Mignon Rosina Vyse Estate	20,789
Bob and Rae Terrell Estate	17,074

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Pengilly Estate	14,360
Cornell	14,138
Hawker Donation	5,963
Brian Samuels	3,917
Indigenous Programs	2,500
Margaret Walter Sorrell Estate	721
Martine Burns Bequest	188
Total	107,873

5. Approves up to \$5,000 which can be added to the minor bequests (those below \$10,000), thereby allowing staff to fully expend all remaining funds and fulfil those bequests.
6. Approves the allocation of \$490,000 in 2020-2021 to the Future Service Design Project.
7. Approved the purchase of the Unstacked software system with an expenditure of \$70,000 in 2020-2021 and \$40,000 in 2021-2022.

Moved: **B Lewis**

Seconded: **J Finlay**

For Decision (Operational)

No report.

6 Finance and Risk Committee Report

Janet Finlay advised this new agenda item will be included in the agenda only when there is a Finance and Risk Committee meeting held before the Board meeting.

Janet Finlay on behalf of the Finance and Risk Committee reported:

- Two representatives from Funds SA attended the meeting and gave a presentation on what they could offer the Libraries Board in terms of the ability to manage the Board's investment funds. The Funds SA approach is different to how the Board has traditionally managed its investments. A subgroup is to be established to discuss the management of investments with a couple of Finance and Risk Committee members. A copy of the Funds SA presentation will be forwarded to the Libraries Board members for information.
- Supported the additional savings measures as part of the Budget Strategy Update.
- Supported the Capital Budget requirements over the next three years.

Motion: The Libraries Board notes the Finance and Risk Committee report.

Moved: **J Finlay**

Seconded: **J Whittaker**

7 Director's Report

The Director reported on range of matters including:

- Deed of Gift officially signed by Robert Hannaford
- Royal Geographical Society President meeting with Director and Chair
- State Library Online Donation Portal is now live
- Arts Plan
- Cultural Institutions Storage Project
- Discussions with the Café & Writers SA tenants.

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

Moved: **B Lewis**

Seconded: **J Whittaker**

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8 For Noting

8.1 State Library Opening Hours

The Director spoke on the proposed changes to opening hours and services requirements, including the long term strategy in separating the research library from the other areas.

A comprehensive review will be undertaken before a full report is delivered by March 2021 to the Libraries Board.

Motion: That the Libraries Board notes the State Library's current opening hours and a planned project to consider and make recommendations for future opening hours that will contribute to the Library's sustainable budget strategy.

Moved: B Lewis

Seconded: A Nettelbeck

8.2 Unstarred Item. State Library Financial Performance Summary as at 30 September 2020

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

Moved: B Lewis

Seconded: J Whittaker

8.3 Unstarred Item. Bequest Funds Report for period ending 30 September 2020

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

Moved: B Lewis

Seconded: J Whittaker

8.4 Unstarred Item. Trust Funds Investment Report for period ending 30 September 2020

Motion: That the Libraries Board receives and notes the Trust Funds Investment Report as at 30 September 2020

Moved: B Lewis

Seconded: J Whittaker

8.5 State Library Capital Budget Requirements

Motion: The Libraries Board notes the State Library (SLSA) Capital Budget requirements over the next three years and strategy for seeking additional funding.

Moved: J Finlay

Seconded: A Nettelbeck

8.6 Risk Profile 2020

The Director noted that the current Risk Profile is a work in progress and a full risk profile including controls and treatments will be provided at the February 2021 Libraries Board meeting.

The Finance and Risk Committee proposed for Heather Martens, Finance and Risk Committee member to meet with the Director and Finance and Risk Manager to look at the risk treatments and discuss some recommendations between now and February 2021.

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Motion: The Libraries Board notes the Risk Profile for 2020.

Moved: B Lewis

Seconded: J Cys

8.7 Unstarred Item. PLS Financial Performance Summary July to September 2020

Motion: That the Libraries Board notes the Financial Performance Report for Public Library Services for the period 1 July to 31 September 2020 which included the Operating Statement.

Moved: B Lewis

Seconded: J Whittaker

8.8 Unstarred Item. Centralised Network Projects 2020-2021

Motion: The Libraries Board notes the active projects scheduled to be undertaken by PLS in 2020-2021 and considers the risk to the Network if carryover funding is not approved for 5 uncommitted projects.

Moved: B Lewis

Seconded: J Whittaker

8.9 Unstarred Item. Digital Skills Audit – Go2Gov Program

Motion: The Libraries Board notes the work undertaken to develop and implement a skills audit across the SA Public Library Network.

Moved: B Lewis

Seconded: J Whittaker

8.10 Unstarred Item. Family and Local History Redesign Project

Motion: That the Libraries Board notes the proposed Family and Local History Redesign Project.

Moved: B Lewis

Seconded: J Whittaker

8.11 Unstarred Item. Public Library Services Standing Committee minutes – 29 September 2020 meeting

Motion: That the Libraries notes the Public Library Services Standing Committee minutes of 29 September 2020 meeting.

Moved: B Lewis

Seconded: J Whittaker

9 Any Other Business

Ms Lewis expressed her thanks to the Associate Director, Public Library Services and the Public Library Services team for organising the very positive tour to the Fleurieu Peninsula and Kangaroo Island. The Associate Director, Public Library Services has followed up with the Public Libraries Committee in how they can help Kangaroo Island and thanked the Libraries Board members for attending the tour.

10 Date of Next Meeting

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

The meeting closed at 11.42am

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Chair:

Date:

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