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## LIBRARIES BOARD OF SOUTH AUSTRALIA

### MEETING OF THE LIBRARIES BOARD OF SOUTH AUSTRALIA

Monday 14 December 2020

Minutes No. 856

The meeting was held in the Hetzel Lecture Theatre, Institute Building, State Library and started at 10.04am.

#### **1 Welcome**

##### **1.1 Present**

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

##### **In Attendance:**

Geoff Stempel (Director, State Library of SA)

Jo Bayly (Associate Director, State Library Services)

Sarah Hallandal (State Library of SA – Minutes)

##### **1.2 Apologies**

Hanlie Erasmus (Associate Director, Public Library Services)

##### **1.3 Acknowledgement of Country**

The Chair made an acknowledgement of Country.

##### **1.4 Conflict of Interest**

Bronwyn Lewis registered a conflict of interest regarding Item 5.1.

#### **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 9 November 2020 be confirmed with the following amendment to Item 10 to read *The next Libraries Board meeting will be held on Monday 14 December 2020.***

**Moved: J Finlay**

**Seconded: J Cys**

##### **3.2 Action List – December 2020**

Item 6: Strategic Plan and Arts Plan Digitation Project will be reported as part of the Director's report.

Item 5.1 & 5.2 to be dealt with at the February 2021 meeting.

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Item 6: Management of investments – the subgroup met prior to the Board meeting today with the Director and the Finance and Risk Manager to organise a meeting with Macquarie and then report back to the Finance and Risk Committee and Libraries Board on how to manage the portfolio.

Philanthropy to be added as an action for reporting in March 2021.

### 3.3 Matters dealt with out of session

Nothing to report.

## 4 Strategic Matters

### 4.1 Memorandum of Agreement Negotiations Update

The Director reported the MoA Negotiating Committee have agreed on a plain English version of the agreement and has been sent to the Crown Solicitor's Office to develop into a legally sound document. The Local Government Association continues to negotiate the quantum of funding directly with the State Government.

**Action:** The Libraries Board requested the Public Libraries Committee to consider its role in digital literacy and explore what public libraries are currently doing regarding this matter.

Megan Berghuis asked whether there was some way of guaranteeing some money for communities in need through the MoA. These types of recommendations could be considered by the Public Libraries Committee for a recommendation to be brought to the Libraries Board.

**Motion: The Libraries Board notes this report.**

**Moved: J Finlay**

**Seconded: M Berghuis**

### 4.2 Unstarred Item. State Library Budget Strategy Update

No report.

## 5 For Decision

### For Decision (Strategic)

### 5.1 Approval sought by the Royal Geographical Society regarding its collection

The Libraries Board asked a number of questions regarding the paper and its attachments.

The Director and Associate Director, State Library Services will speak to the Royal Geographical Society on how the Libraries Board can support the Society to chart a course that will improve care of, and access to the Society's collections.

**Motion: The Libraries Board will seek further information from the Royal Geographical Society of South Australia regarding its approach to managing its collections with particular reference to how it will retain the integrity of these collections. The Board will engage with the Society to determine how it can support the Society to utilise appropriate resources to undertake a holistic view of the Society's remit and how this relates to the scope of its current and future collections.**

**Motion to be circulated to the Libraries Board for clarification after the meeting.**

## 6. For Decision (Operational)

### 6.1 State Library Collections Policy 2020

**Action:** Given the long period of time elapsed since this policy was reviewed, the Libraries Board has requested an audit of all policies be completed and presented to the Finance and Risk Committee by July 2021.

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**Motion: The Libraries Board endorses the State Library's Collections Policy 2020.**

**Moved: J Finlay            Seconded: A Nettelbeck**

### **7            Director's Report**

The Director reported on range of matters including:

- Arts Plan: Collection Storage
- Arts Plan: Digitisation Project
- Arts Plan: Collaboratively telling the Story of South Australia
- Strategic Plan
- Public Libraries SA AGM
- COVID-19 financial impacts
- Meeting with new donor Mem Fox
- Major Projects

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

**Moved: B Lewis            Seconded: S Hicks**

### **8            For Noting**

#### **8.1            OneCard Library Management System (LMS) Personally Identifiable Information (PII)**

**Motion: That the Libraries Board endorses the approach for Public Library Services to:**

- i. **develop a LMS contract variation agreement for execution by all parties to impose an obligation that council employees and volunteers in South Australian public libraries will deal with the data in accordance with the IPPs to the extent it receives or has access to PII pursuant to its access to the LMS; and**
- ii. **notify each council, on behalf of the Board, regarding the Board's intention to execute a variation in order to bind councils by the proposed IPP clauses.**

**Moved: S Hicks            Seconded: B Lewis**

#### **8.2            Distribution of State Government Grant Funding and Conditions**

Janet Finlay asked when the review of the grant allocation funding formula for Public Libraries might start.

Due to how much lead time is needed and the likely need to engage an external consultant, this will be revisited once the Public Libraries Memorandum of Agreement has been completed. Item to be added to the Actions list.

**Motion: That the Libraries Board notes this report.**

**Moved: A Nettelbeck      Seconded: B Lewis**

#### **8.3            Unstarred Item. Public Library Services Report for the July – September 2020 quarter**

**Motion: That the Libraries Board notes this report.**

**Moved: B Lewis            Seconded: J Whittaker**

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8.4 Unstarred Item. SAPLN Management of the LMS During COVID-19 Closures

Motion: That the Libraries Board notes the following recommendations in the event of a future lockdown that were endorsed by the Public Libraries Committee on 1 December 2020:

- a. That if the Police Commissioner issues a lockdown directive, the same steps are taken to extend loans and customer privileges, and clarification provided on how to manage Self Reg customers during the lockdown period.
- b. If a local/postcode/council lockdown occurs, then PLS will work with the affected library/s individually using standard Emergency Shutdown processes.
- c. That PLS extend the number of days that items remain on the holds shelf to 21 for libraries offering click and collect (to allow for isolating and minimize the times for customers to leave their homes to collect items), extend hold pickup dates for closed libraries and exclude all closed libraries from the Expire Available Holds shelf.
- d. That there are clear and consistent processes adopted consortium-wide in how to implement click and collect.
- e. The network to be advised that returned items during a lockdown should be immediately stockpiled. Library staff are to discharge them after three days. Clear communication to customers to be developed advising that there will be a three working day delay before returned items are cleared from their records.
- f. Direction on cleaning of items to be developed and provided to the network.
- g. Holds to be suspended daily via new reports provided by SirsiDynix for COVID-19 lockdowns and gradually phased back in by library service and/or date placed if required. What this would mean is that a customer could place a hold and it would be suspended from being filled overnight for those libraries that are closed. *This is the preferred model for managing holds.*
- h. Holds to be changed to Group Level if the courier service is forced to shut down, in conjunction with suspension of holds but also may be considered as an option ongoing to reduce transits.
- i. That the Click and Collect functionality for the App is explored by the pilot libraries, with the intent to be able to utilize it in 2021.

Moved: B Lewis                      Seconded: J Whittaker

9 Any Other Business

Thank you to all for your contributions this year. A photo of the Board in front of Christmas Tree was taken.

10 Date of Next Meeting

The next Libraries Board meeting will be held on **Monday 8 February 2021** at **10.00am**. The meeting to be held in the Bronwyn Halliday Learning Studio.

The meeting closed at 12.09pm.

Chair: .....

Date: .....