

**LIBRARIES BOARD OF SOUTH AUSTRALIA**

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

**Monday 8 February 2021**

Minutes No. 857

The meeting was held in the Bronwyn Halliday Learning Studio, Spence Wing, State Library and started at 10.07am.

**1 Welcome**

**1.1 Present**

Bruce Linn (Chair), Professor Joanne Cys, Janet Finlay, Bronwyn Lewis, Scott Hicks, Megan Berghuis 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)

Marissa King (Manager, Finance and Risk, State Library and Public Library Services)

Tracey Parnis (State Library of SA – Minutes)

**1.2 Apologies**

Professor Amanda Nettelbeck.

**1.3 Acknowledgement of Country**

The Chair made an acknowledgement of Country.

**1.4 Conflict of Interest**

Bronwyn Lewis registered a conflict of interest in general for any item discussed about the Royal Geographical Society.

Scott Hicks registered a potential conflict of interest if any matters related to impending changes to the Library's ICT configuration were to be discussed.

**2 Starring of Agenda Items**

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

**Moved: M Berghuis**

**Seconded: S Hicks**

**3 Minutes**

**3.1 Minutes of previous meeting**

**Motion: That the minutes of the Board meeting held on 14 December 2020 be confirmed.**

**Moved: J Whittaker**

**Seconded: J Cys**

**3.2 Action List – February 2021**

Item 5.1 – The Future Services Project Update and the Project Briefs were provided to the Board and noted.

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Item 8.1 – Update, the library opening hours have been extended from 1 February 2021. The Library is now open from 10am to 5pm. While this is an immediate minor increase in opening hours the longer term review of the Library's capability to open longer will come to the Board in May.

### 3.3 Matters dealt with out of session

- (a) Circular Motion to Board regarding the approval of motion sought by the Royal Geographical Society regarding its management of its collection (*emailed to Board 17/12/20 and approved by Board 17/12/20*)

## 4 Strategic Matters

### 4.1 Memorandum of Agreement Negotiations Update

The Director reported:

- The parties have met and completed a 'plain English' version of the Agreement. This has been turned into a draft legal agreement that the parties will examine on Friday, 12 February 2021.
- PLS is currently modelling various scenarios regarding the impact of possible reductions in grant funding for public libraries. This work will be considered by the Public Libraries Committee and brought to the Board when complete.

**Action:** Libraries Board would like to investigate having a presence in the exhibition space at Lot Fourteen.

**Motion:** The Libraries Board notes this update and investigates having a presence in the exhibition space at Lot Fourteen.

**Moved:** J Whittaker

**Seconded:** B Lewis

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

No report.

### 4.3 Unstarred Item. Future Services Project - Update

**Motion:** That the Libraries Board notes the status for the Future Services Project and the Project Briefs attached to this report.

**Moved:** M Berghuis

**Seconded:** S Hicks

## 5 For Decision

### For Decision (Strategic)

No report.

## 6 For Decision (Operational)

### 6.1 Libraries Board Investment Update

The Finance and Risk Committee recommended that the Board accept and action the investment advice provided by Macquarie:

- To sell 50% of the following LIC's, Argo Investments (total holding approximately \$964k), Australian Investment Co (total holding approx. \$1.360M) and Milton Corporation (total holding approx. \$1.031M) as 3 separate sales. Total amount to be sold equates to approximately \$1.67M.

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- To split the proceeds of the sale evenly across the following purchases as 3 separate trades:
  - Elders
  - Telstra
  - Fortescue Metals Group.

The Board delegates to the Director authority to purchase the Elders, Telstra and Fortescue Metals Group shares as 3 separate trades up to the value of approximately \$1.67M.

**Motion: The Libraries Board approves the updated investment advice and notes the process for reviewing the investment policy.**

**Moved: J Finlay          Seconded: M Berghuis**

### 6.2 Finance and Risk Committee Terms of Reference 2020-2021

The Finance and Risk Committee approved the proposed changes to the Terms of Reference, with the following additions:

**a) Clause 6 Quorum and Voting**

Definition of quorum was decided as greater than 50% of the Committee and must include one Libraries Board member.

**b) Appendix, point 8 – Key Dates**

Draft Financial Statements will not be considered at the August meeting. Consideration of the Annual Audited Financial Statements will occur at the September meeting.

The Finance and Risk Committee are to discuss at their next meeting the inclusion of risk analysis/updates of major projects into the key dates.

**Motion: That the Libraries Board approves the proposed changes to the Finance and Risk Committee Terms of Reference.**

**Moved: J Finlay          Seconded: B Lewis**

### 6.3 Financial Management Compliance Program and Policy 2020-2021

Several inconsistencies in the document were identified and will be corrected.

**Motion: The Libraries Board endorses the:**

- 1) Financial Management Compliance Program Policy and
- 2) Financial Management Compliance Program

**Moved: J Finlay          Seconded: B Lewis**

## 7 Finance and Risk Committee Report

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

- A meeting of the Chairs of Finance and Risk Committees was held In November 2020. Points raised by the Auditor General were:
  - emphasis on risk in general
  - cyber risk is a significant issue, more from phishing and employee behaviour than from malicious malware
  - payroll and bonafide payments
  - asset management policy plans – adhering to and updating them

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- Governance – submissions of drafts accounts signed by director, chair, and finance manager
  - South Australian Government are increasing security of systems.
  - Australian Signals Directorate, Essential Eight Maturity Model, available - [www.cyber.gov.au/acsc/view-all-content/publications/essential-eight-maturity-model](http://www.cyber.gov.au/acsc/view-all-content/publications/essential-eight-maturity-model).
- A meeting will be held to clarify what the Board's risk appetite is and how this will inform the investment policy. It was noted that some items on the risk register remain high even after treatments are applied. This is more to do with the limitations of template than the actual risk.

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

**Moved: J Finlay            Seconded: B Lewis**

### 8        **Director's Report**

The Director reported on range of matters including:

- State Library Foundation.  
Legal advice has been sought about reinstating the Foundation. As it was not legally concluded the original committee can be reinstated. Work needs to be done on compliance of the Foundation.
- The project for a new storage for the cultural collecting institutions is progressing. A report will be provided once a site for the store has been selected.
- Development of a new Memorandum of Agreement between State & Local Government for the funding of public libraries.
- Relationship with the Royal Geographical Society (SA), including a desire to work more closely together.

**Action:** Invite the President of the Royal Geographical Society Board to the 10 May 2021 Libraries Board meeting.

**Motion: That the Libraries Board notes the Director's report and invites the Royal Geographical Society President to the 10 May 2021 Libraries Board meeting.**

**Moved: M Berghuis            Seconded: J Whittaker**

### 9        **For Noting**

#### 9.1        **Unstarred Item. State Library Financial Performance Summary 31 December 2020**

**Motion: That the Libraries Board notes the attached Financial Performance Reports for the State Library for the period ending 31 December 2020, including notes and explanations for major variations.**

**Moved: M Berghuis            Seconded: S Hicks**

#### 9.2        **Unstarred Item. Bequest and Donated Funds Report for period ending 31 December 2020**

**Motion: That the Libraries Board receives and notes the attached Bequest and Donated Funds report as at 31 December 2020.**

**Moved: M Berghuis            Seconded: S Hicks**

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**9.3 Unstarred Item. Trust Funds Investment Report for period ending 31 December 2020**

**Motion: That the Libraries Board notes the:**

- **Trust Funds Investment Report as at 31 December 2020**
- **update regarding the review of investment and**
- **advice regarding interest applied to the deposit account.**

**Moved: M Berghuis                      Seconded: S Hicks**

**9.4 Unstarred Item. Risk Profile 2021**

**Motion: The Libraries Board notes the Risk Profile for 2021.**

**Moved: M Berghuis                      Seconded: S Hicks**

**9.5 Unstarred Item. PLS Financial Performance Summary October to December 2020**

**Motion: That the Libraries Board note the Financial Performance Report for Public Library Services for the period 1 October to 30 December 2020 which included the Operating Statement.**

**Moved: M Berghuis                      Seconded: S Hicks**

**9.6 Unstarred Item. March 2021 Libraries Board Metropolitan Tour – Draft Schedule**

**Motion: That the Libraries Board note the Libraries Board Metropolitan Tour schedule for Tuesday 9 March 2021.**

**Moved: M Berghuis                      Seconded: S Hicks**

**9.7 Unstarred Item. Public Library Services Report for the October to December 2020 quarter**

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

**Moved: M Berghuis                      Seconded: S Hicks**

**10 Any Other Business**

Neil Charter, Team Leader Marketing, presented about the new State Library logo development work done by Nation. The Board understood that the logo is an integral part of the whole brand and story and expressed support in principle for the design presented. Questions were raised about the colour palette in relation to:

- **accessibility and readability for people who are colour blind or sight impaired,**
- **whether it reflected the Library as a long-term institution, rather than adopting colours that are currently in vogue.**

**11 Unstarred Items. Correspondence**

**11.1** Hon David Pisoni MP, Minister for Innovation and Skills to Chairman, Libraries Board – Go2Gov-Connecting startups to Government Program, 21 December 2020

**11.2** Chair, Libraries Board & Director, State Library to Mayor Flaherty, City of Port Lincoln – letter of support for new public library, 28 January 2021

**11.3** PLS to Indigenous Literacy Foundation - Libraries Board of SA Grant for Indigenous Literacy Program, 14 January 2021

**12 Date of Next Meeting**

The next Libraries Board meeting will be held on **Tuesday 9 March 2021 at 12.45pm**. The meeting to be held at Burnside Library Service.

The meeting closed at 12.07pm.

Chair: .....

Date: .....