

**LIBRARIES BOARD OF SOUTH AUSTRALIA**

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

**Thursday 14 October 2021**

Minutes No. 864

The meeting was held at the Port Lincoln Public Library and started at 4.00pm.

**1 Welcome**

**1.1 Present**

Bruce Linn (Chair), Janet Finlay, Bronwyn Lewis, Scott Hicks, Professor Joanne Cys and Jillian Whittaker, Megan Berghuis (online); Professor Amanda Nettelbeck (online) joined the meeting at 4:05pm.

**In Attendance:**

Geoff Stempel (Director, State Library of SA)

Hanlie Erasmus (Associate Director, Public Library Services)

Helen Kwaka (Public Library Services – Minutes)

**1.2 Apologies**

Nil

**1.3 Acknowledgement of Country**

The Chair made an acknowledgement of Country, recognising meeting on lands of the Barngarla people.

**1.4 Conflict of Interest**

Bronwyn Lewis current Board member of the Royal Geographic Society, but whose membership is currently in abeyance.

Scott Hicks declared a conflict of interest in relation to Managed Platform Services and potential IT contracts using their service.

LGA nominated members declared a standing conflict of interest regarding negotiations for a new MOA between State and Local Governments.

**2 Starring of Agenda Items**

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

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

**3 Minutes**

**3.1 Minutes of previous meeting**

**Motion: That the minutes of the Board meeting held on 13 September 2021 be confirmed.**

**Moved: J Finlay      Seconded: S Hicks**

**3.2 Action List – October 2021**

- The first five actions are to stay on the list. There is confidence around the budget which will allow the Director and Chair to go through this list and present a shortened version at the next meeting.
- 5.2 Collection Storage – the Project Director will present at the December Libraries Board meeting.
- 8.2 Future Service Model report – waiting on completion of the restructure and will come to the Board soon. Review at the December Libraries Board meeting.
- 4.1 Security Posture Update (9 August meeting) – Scott Hicks, James Kemperman and Geoff Stempel met with Mike Barber, this can be marked as complete.
- 4.1 Memorandum of Agreement Negotiations Update (9 March meeting) - leave until finalised.

**3.3 Unstarred. Matters dealt with out of session**

- (a) Circular Motion to Board regarding approval of the Libraries Board Financial Statements 2020-2021 (*emailed to Board 27/9/21 and approved by Board 27/9/21*)

**4 Strategic Matters**

**4.1 Memorandum of Agreement Negotiations Update**

An update on the latest MOA negotiations:

- MOA Negotiating Committee received correspondence from the LGA and are currently looking at the wording of the agreement.
- Currently reviewing clauses and being reviewed by lawyers, hope to have a draft agreement to sign before end of the year.

**Motion: The Libraries Board notes the update.**

**Moved: B Lewis      Seconded: J Cys**

**5 For Decision (Strategic)**

**5.1 SAPLN Reading and Literacy Framework**

Hanlie Erasmus highlighted the network consultation process, with the framework being more successful due to this process.

Discussion around the topic of inclusion of schools as part of the process in literacy development. Recognised this is reflected within the main body of document.

**Motion: The Libraries Board:**

- a) Notes the conclusion of this project**
- b) Endorses the Reading and Literacy Framework for the South Australian Public Library Network with the inclusion of the following statement:**

**While libraries are well-positioned throughout our communities in providing resources and programs for lifelong learning, they are not solely responsible for this outcome and should work in partnership with other providers in this space. Libraries may collaborate with other literacy, education and community stakeholders to complement programs and initiatives.**
- c) Supports the implementation of the Framework for the network.**

**Moved: B Lewis      Seconded: J Cys**

**5.2 Libraries Board Innovation Grant**

Allow:

- Libraries to apply together across council boundaries (i.e. 3 x \$25k)
- Review evaluation criteria and weigh innovation and collaboration more heavily. Remove scalability from the criteria.
- No theme to be included in the first year, review process and conditions after year one
- Ensure conflict of interest in judging panel be declared.
- The Board would like to see the decision-making process by the Public Libraries Committee on the first occasion to ensure it understands the application of the process.
- Board approval will be in May, as there is no meeting in April.

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

- a. Establishment and implementation of an annual Innovation Grant for public libraries, commencing March 2022**
- b. Strategic theme for the 2021-2022 Innovation Grant**
- c. Public Libraries Committee is appointed as the Assessment Panel for the Innovation Grant**

**Moved: J Whittaker    Seconded: J Finlay**

**6. For Decision (Operational)**

No report was provided.

**7 Standing Items**

**7.1 Philanthropic and Corporate Partnerships**

Bronwyn Lewis provided an update on the work she is completing and will work with the Director State Library before the December meeting.

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

**7.2 Unstarred item. Mortlock Strategy**

No update was provided.

**8 Director's Report**

The following points were covered in the report:

- Royal Geographic Society (RGS) - lease conditions:  
The State Library staff have used the Library's Collection Development plan to evaluate the significance of some items in the RGS collection. It has been proposed to the RGS that a qualified third party is engaged to provide professional expertise advice on cultural significance of collection items.
- Business case for Mortlock redevelopment:  
Sandwalk, a Sydney based company, has been engaged to develop an activation plan for the State Library's public spaces. This will include a business case for the Mortlock's activation.

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

**9. For Noting**

**9.1 Unstarred Item. Workplace Health & Safety – February to September 2021**

- Janet Finlay asked what the regular cycle was for this information.
- A new Libraries Board WHS Committee has formed in the Library.
- Audits have continued to occur during this time.
- Quarterly reports need to go to the department and will also be provided to the Board.

**Motion: The Libraries Board notes the report of Work Health & Safety activity during February to September 2021 period.**

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

**9.2 Unstarred Item. Age of Collections Close Out Report**

**Motion: The Libraries Board notes:**

- a. The completion of the Age of Collections weeding project.**
- b. That Public Library Services commence publishing quarterly Age of Collection data on OnePlace as part of their regular work operations to ensure all libraries within SAPLN can monitor the status of their collection and maintain their weeding program based on item age.**
- c. That the Collections and Content team within PLS through the Strategic Collections Group work towards developing support tools and structures to support all consortium libraries in the maintenance of their collections.**

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

**10. Any Other Business**

- Janet Finlay commended the Director on the visibility of the rebranding of the State Library which has occurred externally to the building.
- Janet Finlay acknowledged Marissa King and the Finance team for their comprehensive work on having the audited financial statements for 2020/2021 signed off and how smooth the process was.
- Bronwyn Lewis acknowledged the work by the Associate Director, Public Library Services in supporting a visit by volunteers from the Alexandrina Council in recognition of their contribution and who had not previously visited the State Library of South Australia.

**11. Date of Next Meeting**

The next Libraries Board meeting is scheduled for **Monday 8 November 2021 at 10.00am** in the Bronwyn Halliday Learning Studio, State Library of South Australia.

The meeting closed at 5:10pm.

Chair: .....

Date: .....