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LIBRARIES BOARD OF SOUTH AUSTRALIA

MEETING OF THE LIBRARIES BOARD OF SOUTH AUSTRALIA

Monday 8 November 2021

Minutes No. 865

The meeting was held in the Bronwyn Halliday Learning Studio, State Library and started at 10.01am.

1 Welcome

1.1 Present

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

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 Risk and Compliance, State Library & Public Library Services)

Tracey Parnis (Minute taker – State Library of SA)

1.2 Apologies

Scott Hicks

Professor Joanne Cys

1.3 Acknowledgement of Country

The Chair made an acknowledgement of Country.

1.4 Conflict of Interest

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.

Item 10.5 was starred.

Moved: B Lewis Seconded: J Whittaker

3 Minutes

3.1 Minutes of previous meeting

Motion: That the minutes of the Board meeting held on 14 October 2021 be confirmed.

Moved: B Lewis Seconded: J Whittaker

3.2 Action List – November 2021

- **6. Director's Report (14 September 2020 meeting)** – DPC has decided not to implement a digitisation plan as per the consultant's report re its feasibility. The Board will develop its own plan to fund an increase in its own digitisation output.

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- **5.2 Bequest Fund Spending 2020-2021 (9 November 2020 meeting)** – this was discussed under agenda item 10.3 and is now completed.

3.3 Unstarred. Matters dealt with out of session

No matters were dealt with out of session.

4 Strategic Matters

4.1 Memorandum of Agreement Negotiations Update

An update on the latest MOA negotiations:

- MOA Negotiating Committee has met and work continues on refining the agreement.
- Hanlie Erasmus and Geoff Stempel have a meeting scheduled with the new CE of the LGA SA, Clinton Jury.

Motion: The Libraries Board notes the update.

Moved: A Nettelbeck Seconded: B Lewis

5 For Decision (Strategic)

No report.

6 For Decision (Operational)

6.1 Bequest Fund Spending 2021-2022

Questions were raised at the Finance and Risk Committee meeting about the decision-making process and rigor used to determine which projects are provided with available funds.

The current process is staff develop briefs for projects they wish to be considered for funding. Available funds have been spread across the organisation to provide opportunities for most teams to progress key projects. The Board's philanthropic interests were also taken into consideration when choosing the project to help achieve this work.

The Finance and Risk Committee has asked for a short document to explain the process of how these project decisions are made.

Motion: The Libraries Board:

- 1. Notes the estimated revenue budget of \$600,000 for dividends, distributions, franking credits and interest earned on investments.**
- 2. Approves the funds available for allocation in 2021-2022 for Mortlock, Andersen, Franklin, McGuire and Institutes as detailed in Attachment 1.**
- 3. Approves the projects to be expended from the Mortlock funds as detailed in Attachment 2.**
- 4. Notes the projects from Mortlock funds that are:**
 - already funded and approved for 2021-2022;
 - returning unspent funds to the Board in 2020-2021.
- 5. Approves \$7,000 for the Rod East Fellowship.**
- 6. Approves expenditure as required from the bequest funds below up to the total available in each fund plus any interest accruing in 2021-2022.**

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Other Bequest Funds	2021-22 \$
R Palmer	50,000
Mignon Rosina Vyse Estate	20,789
Bob and Rae Terrell Estate	17,074
Cornell	14,138
Kaye Leverett	12,778
Pengilly Estate	8,747
Hawker Donation	2,963
Brian Samuels	3,917
Indigenous Programs	2,500
Total	132,906

Moved: J Finlay Seconded: M Berghuis

6.2 OneCard LMS Contract Variation

The Board agreed it was a good outcome.

Motion: The Libraries Board endorse:

- a. The execution of the contract variation as described in sections 4.1, 4.2 and 4.3 of the report.
- b. PLS issuing individual Council contracts which include the new term and the additional Personally Identifiable Information (PII) privacy requirements to impose an obligation that council employees and volunteers in South Australian public libraries will deal with the data in accordance with the [Information Privacy Principles Instruction](#).

Moved: M Berghuis Seconded: A Nettelbeck

6.3 State Library Christmas Opening Hours

Motion: The Libraries Board approves the proposed Christmas opening hours for the State Library as outlined in the report.

Moved: B Lewis Seconded: J Finlay

6.4 Café at the State Library

The St Raphael's branding will be removed from the signage and the café will be called 'The Library Café'.

Motion: The Libraries Board approves the negotiation of a licence agreement with the proposed new café operator and executes the licence agreement.

Moved: J Whittaker Seconded: A Nettelbeck

7 Standing Items

7.1 Unstarred item. Philanthropic and Corporate Partnerships

Bronwyn Lewis will provide an update at the December meeting.

7.2 Unstarred item. Mortlock Strategy

No update was provided.

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8 Finance and Risk Committee Report

Janet Finlay provided a verbal report, including:

- COVID readiness of the Library for when the state borders open.

Management has planning underway in terms business continuity, communications plans, and mobile workforce planning. DPC has asked for staff and volunteers to voluntarily declare their vaccination status.

Bruce Linn commented that the Board should fully support the staff in following the advice and requirements of SA Health.

- Presentation from Macquarie – an update was provided on the Libraries Board of South Australia investment portfolio.

Moved: J Finlay Seconded: B Lewis

9 Director's Report

The following points were covered in the report:

- The new Cultural Change Lead continues to work on the results of the I Work for SA survey.
- Aboriginal Reference Group - currently selecting members to be on this group.
- Geoff Stempel attended the swearing in of the new Governor of South Australia.

Moved: M Berghuis Seconded: A Nettelbeck

10 For Noting

10.1 2022 Meeting Schedule

The proposed schedule was accepted but the Regional Tour will need to be moved to August 2022 to avoid local council elections and school holidays.

Action: Email Board members with potential dates for the Regional Tour in August 2022.

Motion: The Libraries Board notes the proposed Draft 2022 meeting schedule for the Libraries Board and its committees.

Moved: B Lewis Seconded: M Berghuis

10.2 Unstarred Item. Risk Update November 2021

Motion: The Libraries Board notes the Risk Update for November 2021.

Moved: B Lewis Seconded: J Whittaker

10.3 Unstarred Item. Bequest and Donated Funds Report for period ending 30 September 2021

Motion: The Libraries Board receives and notes the Bequest and Donated Funds report as at 30 September 2021.

Moved: B Lewis Seconded: J Whittaker

10.4 Unstarred Item. State Library Financial Performance Summary as at 30 September 2021

Motion: The Libraries Board notes the Financial Performance Reports for the State Library for the period ending 30 September 2021, including notes and explanations for major variations.

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Moved: B Lewis Seconded: J Whittaker

10.5 Trust Funds Investment Report for period ending 30 September 2021

Mr Andrew Chan from Macquarie provided an update on the Libraries Board of South Australia investment portfolio at the Finance and Risk Committee meeting.

As a result of the newly implemented Investment Policy two items need to be addressed:

- the composition of the portfolio against the investment policy and
- new reporting and compliance requirements.

Andrew has discussed previously the need to transition from the hybrid holdings to true defensive assets and that this will be done in two tranches. Macquarie will advise the Finance and Risk Committee out of session when the next trade should occur and their recommendation on which investment to acquire.

Bruce Linn commented that whilst this report addresses the first trade, there is opportunity for the Board to give approval for a second trade to occur at a later date. By undertaking both trades the Board's portfolio will become compliant with its own policy.

Motion: The Libraries Board:

- notes the Trust Funds Investment Report as at 30 September 2021
- approves the sale of 50% of the current holdings in ANZPE, ANZPH, NABPD and WBCPE which equates to approximately \$1,090,00 and invest this amount in Ardea.
- authorises the sale of the remaining holdings of the hybrids listed above and the purchase of other stocks based on Macquarie's advice at a timing to be determined by the Finance and Risk Committee.
- notes the proposal from Macquarie regarding the Macquarie Vision account and does not make a decision regarding this matter until further information is received from the relevant government parties.

Moved: J Finlay Seconded: B Lewis

10.6 Unstarred Item. PLS Financial Performance Summary July to September 2021

Motion: The Libraries Board notes the Financial Performance Report for Public Library Services for the period 1 July to 30 September 2021 which included the Operating Statement.

Moved: B Lewis Seconded: J Whittaker

10.7 Unstarred Item. Public Library Services Report for the July to September 2021 quarter

Motion: The Libraries Board notes the report.

Moved: B Lewis Seconded: J Whittaker

10.8 Unstarred Item. Libraries Board Tour - Eyre Peninsula October 2021

Motion: The Libraries Board notes the report.

Moved: B Lewis Seconded: J Whittaker

11 Any Other Business

A tour of the State Library was held at the conclusion of the Board meeting.

12 Date of Next Meeting

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The next Libraries Board meeting is scheduled for **Monday 6 December 2021** at **10.00am** in the Bronwyn Halliday Learning Studio, State Library of South Australia.

The meeting closed at 11.15am.

Chair:

Date: