

OFFICIAL

LIBRARIES BOARD OF SOUTH AUSTRALIA

MEETING OF THE LIBRARIES BOARD OF SOUTH AUSTRALIA

Monday 6 December 2021

Minutes No. 866

The meeting was held via Microsoft Teams and started at 10.01am.

1 Welcome

1.1 Present

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

In Attendance:

Geoff Stempel (Director, State Library of SA)

Jo Bayly (Associate Director, State Library Services)

Hanlie Erasmus (Associate Director, Public Library and Corporate Services)

Marissa King (Manager, Finance Risk and Compliance)

Tracey Parnis and Heather Ware (Minute taking – State Library of SA)

Guest:

Wayne Hunter (Business and Projects, DPC)

1.2 Apologies

Janet Finlay

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.

Moved: J Cys Seconded: M Berghuis

3 Minutes

3.1 Minutes of previous meeting

Motion: That the minutes of the Board meeting held on 8 November 2021 be confirmed.

Moved: B Lewis Seconded: A Nettelbeck

3.2 Action List – November 2021

The Action List was taken as received.

3.3 Unstarred. Matters dealt with out of session

No matters were dealt with out of session.

OFFICIAL

OFFICIAL

4 Presentation

4.1 Cultural Collections Storage Project, presentation/briefing by Wayne Hunter

Wayne Hunter, DPC joined the meeting at 10.08am and talked to a PowerPoint presentation titled 'Cultural Institutions Storage Facility' which was shared via Teams.

Questions were raised regarding the sustainability of the proposed building (cost and environmental), star rating of the building, designing for the future ensuring energy efficiency, fire hazard controls, and storage space allocation between the Institutions.

[Wayne Hunter, DPC left the meeting at 10.44am.]

Action:

Geoff Stempel to provide Wayne Hunter with Scott Hicks' contact details.

Motion: The Libraries Board noted the update.

Moved: A Nettelbeck Seconded: B Lewis

5 Strategic Matters (Presentations, Key Strategy Updates)

5.1 Memorandum of Agreement Negotiations Update

Geoff Stempel advised the draft has come back from the LGA and will then go to the Crown Solicitors for the last stage.

Motion: The Libraries Board notes the update.

Moved: A Nettelbeck Seconded: M Berghuis

5.2 Progress on the Children's' Library/Mem Fox Reading Centre

Geoff Stempel advised that progress is being made with two rooms at the Institute having been set aside for this Centre. Sandwalk Partners (Sydney based consultancy firm) has also been developing an integrated plan for the use of the Mortlock wing, the front parts of the Spence wing and the Institute building. The Mem Fox reading centre is a part of this project.

Motion: The Libraries Board notes the update.

Moved: M Berghuis Seconded: B Lewis

5.3 Future Service Design Project - update

Jo Bayly provided an update on the project:

- Visitor Experience Project: On track, with several high-level meetings having been held in the last few weeks with Sandwalk Partners in Adelaide.
- Business Smart Visitor Hub: The Library has been talking to a potential partner regarding the creation of a visitor experience centre in the Library.
- Modern Research Library Project: is proceeding and currently in the concept design stage.
- Staff Experience Project: The competencies required for staff have now been identified. An external recruitment and assessment firm will be engaged to assist in the assessment and training process.
- Staff Accommodation Project: Currently in progress, with concept designs being drawn up.

Motion: The Libraries Board notes the update.

Moved: M Berghuis Seconded: J Whittaker

OFFICIAL

6 For Decision (Strategic)

No report.

7 For Decision (Operational)

7.1 Public Library Services Digital Library Content Provision

Hanlie Erasmus spoke briefly to the paper and asked that the recommendation be updated to include: *Two members of the Board will be approached to sign the Deed on behalf of the Board.*

Motion: The Libraries Board endorse the procurement process which has occurred for the ongoing provision of digital library content for the South Australian Public Library Network. Two Libraries Board members will execute the Contract Digital Content Material Supply.

Moved: B Lewis Seconded: J Cys

7.2 Strategic Collections Group Projects

Hanlie Erasmus spoke briefly to the paper and Bronwyn Lewis informed the Board that an extensive discussion had taken place regarding this paper at the previous Public Libraries Committee.

Motion: The Libraries Board endorses the Strategic collections Group to plan and implement the following two projects:

- 1. Collection Development Framework for the state incorporating regional collection development**
- 2. Support libraries with the acquisition of library material.**
- 3. Develop an options paper for an alternative selection and acquisition model to be presented to the Libraries Board.**

Moved: B Lewis Seconded: M Berghuis

7.3 SA Libraries Performance Framework

Hanlie Erasmus spoke briefly to the paper.

Motion: The Libraries Board endorse the implementation of this Performance Framework to commence in February 2022.

Moved: B Lewis Seconded: A Nettelbeck

7.4 Library Materials Logistics Projects

Hanlie Erasmus spoke briefly to the paper.

Bronwyn Lewis asked for the Board to officially recognise the hard work provided by Jo Cooper and Ben Footner, who were now finishing their terms as valued members of the Public Libraries Committee.

Motion 1: The Libraries Board endorses:

- 1. The findings of the BDO Logistics Project**
- 2. Make the following changes to library management policy for the purpose of a trial:**
 - Where a library service (group) holds an item, when a hold is placed the hold request on the item is retained within the library group for 16 days. On day 17 the hold request goes to other libraries within the network.**

OFFICIAL

- Where a library service does not hold the title the customer places on hold, the hold request goes directly to other libraries in the network
3. Implementation of a 12-month trial of group level holds across the OneCard Network
 4. A report to the Public Libraries Committee detailing outcomes of the trial, including financial impact and customer response within 12 months.

Motion 2: The Board officially recognises the hard work provided by the exiting Public Libraries Committee members, Jo Cooper, and Ben Footner.

Moved: B Lewis Seconded: S Hicks

Action: Geoff Stempel and Hanlie Erasmus to write to Jo Cooper and Ben Footner, on behalf of the Board, acknowledging their hard work during their time as valued members of the Public Libraries Committee.

8 Standing Items

8.1 Unstarred item. Philanthropic and Corporate Partnerships

No update was provided.

8.2 Unstarred item. Mortlock Strategy

No update was provided.

[Bruce Linn – Chair, left the meeting at 11.03am, and handed over the Chair responsibility to Scott Hicks]

9 Director's Report

Geoff Stempel provided an update which included:

- Guarantees around public library funding have been received from the Treasurer.
- \$120k in additional funding from the DPC has been approved to assist in preparing for the move to the new storage site.
- Six staff members have taken advantage of an incentive scheme and have agreed to retire / resign this month.
- New information uncovered about the State Library Foundation will allow the library to take control of the Foundation's bank account, and then provide information to the ACNC, ensuring the Foundation is compliant.
- COVID planning for business continuity continues to occur with the updating of risk assessments for service points to mitigate risks for staff and customers. A discussion was then held amongst Board members regarding this.
- Christmas closure dates have been approved by Premier.

10 For Noting

10.1 Unstarred item. Staff Experience Project

The report was taken as read and noted.

Motion: The Libraries Board notes the completion of Phase 1 of the Staff Experience Project and planning for Phase 2.

Moved: J Cys Seconded: M Berghuis

10.2 'Getting started with State Library collections, resources and services' online professional development program for school community libraries

The report was taken as read and noted.

OFFICIAL

OFFICIAL

Motion: The Libraries Board notes the 'Getting started with State Library collections, resources, and services' online professional development program for school community libraries.

Moved: J Cys Seconded: M Berghuis

11 Any Other Business

No other business was noted.

12 Date of Next Meeting

The next Libraries Board meeting is scheduled for **Monday 14 February 2022 at 10.00am** in the Bronwyn Halliday Learning Studio, State Library of South Australia.

The meeting closed at 11.28am.

Chair:

Date: