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LIBRARIES BOARD OF SOUTH AUSTRALIA

MEETING OF THE LIBRARIES BOARD OF SOUTH AUSTRALIA

Monday 9 May 2022

Minutes No. 870

The meeting was held in the Bronwyn Halliday Learning Studio, State Library of South Australia, as well as via Microsoft Teams. The meeting started at 10.03am.

1 Welcome

1.1 Present

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

In Attendance:

Geoff Stempel (Director, State Library of SA)

Helen Kwaka (Acting Associate Director, Public Library and Corporate Services)

Marissa King (Manager, Finance, Risk and Compliance, State Library of SA) via Microsoft Teams

Sarah Hallandal (State Library of SA)

1.2 Apologies

Jo Bayly (Associate Director, State Library Services)

Hanlie Erasmus (Associate Director Public Library and Corporate Services)

1.3 Acknowledgement of Country

The Chair made an acknowledgement of Country.

1.4 Conflict of Interest

Bronwyn Lewis declared she is currently a Council Member of The Royal Geographical Society of South Australia Inc.

2 Starring of Agenda Items

Item 9 to be starred.

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

Moved: B Lewis

Seconded: J Finlay

3 Minutes

3.1 Minutes of previous meeting

Motion: That the minutes of the Board meeting held on 11 April 2022 be confirmed.

Moved: B Lewis

Seconded: J Whittaker

3.2 Action List – 2 May 2022

The Chair provided an update on the following Action items:

- *18-May-20 '6.2 State Library Draft Recurrent Budget 2020-21'.* - To be transferred to Finance & Risk Committee action list.

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- *9-Nov-20 '5.1 Future Service Design Project'* - To be transferred to Finance & Risk Committee action list.
- *14-Dec-20 '8.2 Distribution of State Government Grant Funding and Conditions'* - Discuss under Item 9 Director's report and replace with a new item around communication with the stakeholders on the Collaboration Agreement.
- *9-Mar-21 '4.1 Memorandum of Agreement Negotiations Update'* - Discuss under Item 9 Director's report and replace with a new item around communications with the stakeholders on the Collaboration Agreement.

3.3 Unstarred. Matters dealt with out of session

No matters were dealt with out of session.

4 STRATEGIC MATTERS (Presentations, Key Strategy Updates)

4.1 Collaboration Agreement between Librarians Board and Local Government Association of SA

The Libraries Board notes the signed Collaboration Agreement between the Libraries Board and Local Government Association of SA.

It was mentioned that the 10th anniversary of One Card was recognised on 6 May 2022. The Board congratulated all those involved and would like to see this important milestone recognised in some way. Helen Kwaka mentioned of the Programs and Communication Team, Public Library Services being in contact with The Advertiser to perhaps do a news story about this.

4.2 Board Committee Structure Reporting and Governance

The Chair spoke about a recent discussion in looking at streamlining the activities and reporting requirements to the Libraries Board. He emphasised that this was not diminishing the Board's responsibilities or its commitment, however it will reduce the amount of material escalated to the Board and improve the Board and Committees' work.

The following was discussed:

- the State Library is looking at a Board management software system to help with the process and managing papers.
- the Board agenda will only include strategic items, committee reports and Director's report. Remove other standing items as these will form part of the committee reports.
- The Board to establish a steering committee for Philanthropic activities. Official name to be decided upon. The Chair invited Bronwyn Lewis to Chair this steering committee and she has agreed. Consideration to now look at who will be appropriate to bring on to the committee before the next meeting.
Action: Establish a Philanthropic steering committee including the appropriate members at the next meeting.
- With the constraints to get papers out, the Board agreed for the standard procedure of the distribution of papers will now be by the Wednesday before the meeting, this is giving more time for Committee Chairs and the Board Executive Secretary to prepare the papers.
- A yearlong board calendar to be established, with place holders to be sent to Board members for the second Monday of each month, except for January. This provides opportunity for us to hold eleven meetings for the year. It was noted that some of these times may be used for workshops, and it is likely that not all meetings may go ahead. A likely plan will be for two meetings per quarter.

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- Suggestion was to move the regional tour to Monday/Tuesday instead of Thursday/Friday so it aligns with our Monday meetings. Members reported that council meetings are normally held on Monday/Tuesday's so these requests will be taken onboard before making a decision.

The Libraries Board notes this verbal report.

Moved: M Berghuis Seconded: B Lewis

4.3 Visitor Experience Project

Refer to Item 9. Director's report.

4.4 Future Services Project

No update was provided.

5 FOR DECISION (Strategic)

No update was provided.

6 FOR DECISION (Operational)

No update was provided.

7 STANDING ITEMS

7.1 Philanthropic and Corporate Partnerships

No update was provided.

8 FINANCE AND RISK COMMITTEE REPORT

8.1 Summary of Finance and Risk Committee Meeting - 29 April 2022

Janet Finlay as Chair, Finance and Risk Committee spoke to report about the new reporting approach around the Finance & Risk Committee meeting.

- **Bequest and Donated Funds Policy Review (Attachment 1)**

This item came from the workshop in April with the recommendation to consider and review this policy.

Resolution: That the Libraries Board asks the Finance and Risk Committee to review the Bequest and Donated Funds policy.

Moved: J Finlay Seconded: S Hicks

- **Bequest and Donated Funds 2022-2023 (Attachment 2)**

Janet Finlay advised the Board to consider the motions as a collective instead of individual items.

Resolution: That the Libraries Board:

1. **Notes the estimated revenue budget of \$400,000 from dividends, distributions, franking credits and interest earned on investments.**
2. **Approves the funds available for allocation in 2022-2023 for Andersen, Franklin, McGuire and Institutes as detailed in Attachment 1.**
3. **Notes the projects from Mortlock funds that are already funded and approved for 2022-2023.**
4. **Approves \$14,138 for ER Cornell and \$7,000 for the Rod East Fellowship if required.**
5. **Approves expenditure as required from the other bequest funds up to the total available in each fund plus any interest accruing in 2022-2023.**

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Moved: J Finlay Seconded: M Berghuis

- **Draft Recurrent Budget 2022-2023 (Attachment 3)**

Janet Finlay explained the Finance and Risk Committee members had a robust discussion around the draft budget. Whilst the budget has been prepared on a business-as-usual basis, it was noted that other external matters are likely to impact on the final budget.

The implications of these pressures on the Libraries Board budget, will be communicated to the Board as soon as they are apparent.

Resolution: That the Libraries Board endorses the draft State Library, Public Library Services and Corporate Services recurrent budgets for 2022-2023 noting that this is subject to change.

Moved: J Finlay Seconded: A Nettelbeck

- **Financial Authorisations Review (Attachment 4)**

Janet Finlay spoke to report.

Resolution: That the Libraries Board endorses the Financial Authorisations.

Moved: J Finlay Seconded: J Cys

- **Finance and Risk Committee Terms of Reference Updated (Attachment 5)**

A few minor changes were made to the Terms of Reference following the change in operations of the committee.

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

Moved: J Finlay Seconded: S Hicks

- **State Library Proposed Fees and Charges 2022-2023 (Attachment 6)**

Janet Finlay explained the majority of the proposed fees and charges were kept the same as the previous year. The Finance and Risk Committee had factored in the impact and administrative costs in relation to the management and resourcing aspects of the fees and charges.

Due to the Board's current financial situation, there was discussion about the need to increase the fees and charges. It was noted that the rounding up or down of certain items be undertaken when appropriate.

The Director explained the process for setting fees and charges in relation to CPI and reporting to Treasury.

The fees and charges will continue to be reviewed every year with a strategic review to be completed every second year.

Resolution: That the Libraries Board approves the proposed fees and charges schedule for 2022-2023.

Action: The Finance and Risk Committee to request management to consider a review every second year that takes into account the accumulative CPI.

Moved: J Finlay Seconded: S Hicks

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- **Risk Profile**

Janet spoke about the Finance and Risk Committee discussing the general risk approach within the state government's framework and templates. The Committee to assist in the development of a documented risk appetite.

The Libraries Board discussed the different aspects of risk, how these are going to be managed and the suggestion of organising a workshop to discuss these risks and the Board's risk appetite. It was noted for the Finance and Risk Committee external members to be invited.

Action: Janet Finlay to liaise with Marissa King, the Chair and Director about organising a workshop and for the Finance and Risk Committee external members to be invited.

Resolution: That the Libraries Board undertakes a workshop to discuss strategic risks and to develop and document the Board's risk appetite.

Moved: J Finlay Seconded: B Lewis

9 DIRECTOR'S REPORT

The Director tabled a written report and provided an update which included:

- Chair and Director met with Minister Michaels on 26 April 2022, items discussed were the Activation Strategy and School Community Library program challenges.
- Briefed City of Adelaide (CEO's briefing session) on 3 May 2022 on the Visitor Activation Strategy
- Aboriginal Reference Group held its second meeting. Aboriginal chair elected & list of actions for the next 12 months being developed.
- Friends Strategy Day – focus on Friends' support for the Library.
- Mem Fox project - Met with Mem to discuss developing governance & project management frameworks for the project and the wider project.
- Lust for Lifestyle exhibition launch in collaboration with the University of Adelaide was held on 28 April 2022, with the exhibition being extended until 24 July 2022.
- SANFL 'Our Footy, Our People, Our Stories' exhibition opening on 3 June 2022.
- Working with Public Libraries & the Community Centres Association on behalf of Hanlie Erasmus.
- Working on funding strategy for Activation Strategy.
- Working on 2022/23 budget implications. Libraries Board members discussed these implications.

The Chair noted in reference to Item 3.2 Action List: *9-Mar-21 '4.1 Memorandum of Agreement Negotiations Update'* above. The commitment made to the Local Government Association in relation to the communication surrounding the Collaboration Agreement will be discussed between now and the next Board meeting, this is impacted by the budget situation and the amount time that has passed since the agreement was signed.

Action: State Library Budget Strategy Update Board report from July 2021 to be circulated to Board members.

Action: Janet Finlay requested for a table to be prepared on the different options impacted by the budget, including risk to be tabled at the June meeting.

- Building works progress – plans about to be signed off for Spence L2 building works.
- Attending National Australian Libraries & Information Association (ALIA) Conference on 16-19 May 2022. Including participation in the 'Professional Pathways' Board.

Motion: That the Libraries Board notes the Director’s report and Item 4.3 Visitor Experience Project

Moved: S Hicks Seconded: M Berghuis

10 FOR NOTING

10.1 Libraries SA Brand Identity Project

The Libraries Board noted the report, except for a request to change a word in the manifesto statement.

Motion: That the Libraries Board notes the launch of the Libraries SA branding developed by Nation.

Moved: B Lewis Seconded: J Whittaker

10.2 Unstarred item. Public Library Services Report for the October to December 2021 quarter

Motion: That the Libraries Board notes this report.

10.3 Unstarred item. Public Library Services Report for the January to March 2022 quarter

Motion: That the Libraries Board notes this report.

11 ANY OTHER BUSINESS

No other business.

12 DATE OF NEXT MEETING

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

The meeting closed at 11.56am.

Chair:

Date: