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[Libraries Board Meeting](#) Minutes  
State Library of South Australia  
12 September, 2022 at 10:00 AM ACST  
@ Bronwyn Halliday Learning Studio, State Library North Terrace (or via Microsoft Teams)

Minutes No. 874

The meeting was held at Bronwyn Halliday Learning Studio, State Library of South Australia. The meeting started at 10.04am.

1. WELCOME (Presenters: Bruce Linn)

1.1. Present

**Attendance**

**Present:**

Members: Bruce Linn (Chair), Megan Berghuis, Professor Joanne Cys, Janet Finlay (remote), Joost den Hartog, Hedy Hashemi, Scott Hicks (remote), Professor Amanda Nettelbeck

Guests: Geoff Strempele - Director, Heather Ware - Executive Board Officer, Jo Bayly - Associate Director Strategic Projects, Jackie Haas - Acting Associate Director State Library Services, Hanlie Erasmus - Associate Director Public Library and Corporate Services

1.2. Apologies

The Chair made a formal acknowledgement of the passing of Queen Elizabeth II.

1.3. Acknowledgement of Country

The Chair made an acknowledgement of Country.

1.4. Conflict of Interest

No conflicts of interest was raised.

2. \* STARRING OF AGENDA ITEMS

All non-starred items be received, and all recommendations contained therein are adopted and carried

Janet Finlay requested item 11.1 'Draft Un-Audited Financial Statements 2021-2022' be starred.

**Motion:**

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

**Motion moved by Joanne Cys and motion seconded by Scott Hicks. Carried.**

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### 3. \* URGENT ADDITIONAL AGENDA ITEMS

The Chair requested the following (non urgent) items be added to the agenda:

- 'OnBoard and the Skills Matrix' be added as agenda item 11.5.
- An update on 'Sow, Grow. Eat. Repeat! Victor Harbor Library' was requested by Hanlie Erasmus and added as agenda item 11.6.

### 4. \* MINUTES

#### 4.1. Minutes of previous meeting

**Motion:**

**That the minutes of the Board meeting held on 11 August 2022 be confirmed.**

**Motion moved by Amanda Nettelbeck and motion seconded by Scott Hicks. Carried.**

#### 4.2. Action Items

The Chair noted the following:

- *31-May-22 'Establish a Philanthropic Steering Committee, including appropriate members'* - Item to remain on Action List, noting an update will be provided agenda item 8.0 today.
- *31-May-22 'Communication with the Stakeholders on the Collaboration Agreement'* - A meeting has been coordinated with the CE of the Local Government Association for 10 October 2022. This action item can now be closed.

#### 4.3. Matters dealt with out of session

No matters were dealt with out of session.

### 5. STRATEGIC MATTERS (Presentations, Key Strategy Updates)

#### 5.1. Strategic Project Update

Jo Bayly, Associate Director, Strategic Projects circulated notes within a document named 'Strategic Projects update for Libraries Board' and advised that the projects underway since 2019 are as a result of the MELD report and Sandwalk Partners reporting.

The paper provided an overview of the current strategic projects being undertaken by the State Library of South Australia, being:

- Visitor Information Centre (Spence Ground)
- Modern Research Library (Spence Level 1)
- Space for Children and Families (Institute Building)
- Staff Accommodation (Spence Ground)
- Venue Hire (Mortlock).

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There were some brief discussions on the Modern Research Library (Spence Level 1) regarding revised cost estimates and implementing a contingency plan to allow for an expected raise in estimated costs.

### **Motion:**

#### **That the Libraries Board:**

- **Approves the provision of an additional \$200,000 contingency on the already approved funding of \$2.1M for the Modern Research Library (Spence Level 1), to allow for any increased building costs incurred as a result of the current inflated prices within the building sector.**
- **Requests that timely updates be provided to the Libraries Board, including if and when the additional contingency expenditures are incurred.**

**Motion moved by Janet Finlay and motion seconded by Scott Hicks. Carried.**

Jo Bayly continued to provide an update, talking to her document and advised that the 'Staff Accommodation project' would be placed on hold and the History Trust will no longer be requiring office accommodation within the State Library, due to a relocation of the History Trust within Adelaide.

Discussions have commenced to establish the Mortlock as a venue hire option, with catering partnerships and event management options being explored. Further updates will be provided.

### **Motion:**

**The Libraries Board notes the report 'Strategic Projects update for Libraries Board' as provided.**

**Motion moved by Joanne Cys and motion seconded by Scott Hicks. Carried.**

## 6. FINANCE AND RISK COMMITTEE

*No matters.*

*The next Finance and Risk Committee meeting is scheduled for Wednesday, 28 September 2022*

## 7. \* PUBLIC LIBRARIES COMMITTEE

### 7.1. Summary Report of Public Libraries Committee - 30 August 2022 (Presenters: Megan Berghuis)

Megan Berghuis, as Chair of the Public Libraries Committee, spoke to the Summary Report.

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### **Local and Family History Project Stage 2**

Megan Berghuis provided a brief overview of the summary already provided within the paper.

#### **Resolution: The Libraries Board:**

1. **Notes the project progress update for the Local and Family History Project stage 2.**
2. **Endorses the approach of the future collection discovery and access model for the Local and Family History Project.**
3. **Endorses the criteria and rationale for the formation of the SAPLN working party to address the future collection discovery and access model and the digitisation pilot.**
4. **Notes that a select procurement process is initiated for Recollect (DatacomIT), and Quartex (Adam Matthew Digital) for the end-to-end digital solution, and a pilot to digitise a representative sample of SAPLN local history collections will commence with the selected product.**

### **South Australian Public Library Network Collection Benchmarks Review**

Megan Berghuis spoke to the summary provided within the paper.

#### **Resolution: The Libraries Board accepts the recommendations following the review of SAPLN's collection benchmarks:**

- **Recommendation 1: That the current benchmarks be confirmed as the most appropriate for managing the state-wide collection.**
- **Recommendation 2: That the Age-of Collection and Dead-on-Arrival benchmark information made available for use by all libraries within the network for the purpose of improving collection quality and attractiveness by monitoring age and usage and removing items that fall outside the benchmarks.**
- **Recommendation 3: That the following additional benchmarks: *Loans-per-Capital*, *Turnover-on-Inventory* and *Percentage-Membership* be applied at the individual library level and data is shared by all libraries in the network as they work to translate quality collections into quality (repeat) customers.**
- **Recommendation 4: That Public Library Services (PLS) in conjunction with the Strategic Collections Group, develop a continual training program to ensure that all members of the network are familiar with the benefits of the benchmarks and confident in their application, interpretation, and reporting.**

**The Strategic Group develop options for managing compliance against approved benchmarks by all Network libraries to maximise state government grant funding for public library collections.**

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### **ALIA Public Library Proficiency Program Evaluation**

Megan Berghuis provided a very brief update.

**Resolution: The Libraries Board notes the success of the ALIA Public Library Proficiency Program delivered during 2019-2021 and endorses the ongoing implementation of the program in 2022-2023, noting that continued participation is paid by the councils in the first instance, with the subsidy available for those who require financial assistance to participate.**

### **One Card Network Collection Activities 2021-2022**

Megan Berghuis advised that this report was for noting, and provides a summary of the performance of both the physical and digital collections from 2021-2022.

**Resolution: The Libraries Board notes the report.**

#### **Motion:**

**The Libraries Board notes the Summary Report of Public Libraries Committee meeting and endorses/approves the resolutions recommended by the Public Libraries Committee.**

**The Libraries Board also noted the exceptional quality of information provided within the reports.**

**Motion moved by Megan Berghuis and motion seconded by Amanda Nettelbeck.  
Carried.**

- 7.2. Appointee for Public Libraries Committee (Presenters: Bruce Linn)

*Verbal update*

The Chair recommended that Hedy Hashemi be the second representative from the Libraries Board to the Public Libraries Committee.

#### **Motion:**

**The Libraries Board approves the appointment of Hedy Hashemi to the Public Libraries Committee.**

**Motion moved by Hedy Hashemi and motion seconded by Joost den Hartog.**

8. \* PHILANTHROPIC STEERING COMMITTEE (Presenters: Bruce Linn)

*Verbal update*

The Chair advised that this agenda item and action item had been placed on hold, pending the commencement of the newly appointed board members.

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The Chair invited anyone who may be able to assist in the establishment of the Philanthropic Steering Committee to please make contact, noting that this is a long term strategic project. A further update would be provided at the next Libraries Board meeting.

### 9. \* DIRECTOR'S REPORT

The Director, Geoff Stempel, provided a verbal update to the Libraries Board, which included the following:

- The Aboriginal Reference Group met again this month and it was noted that there is an standing invitation for the Attorney General and Minister for Aboriginal Affairs to attend a meeting at some stage this year.
- Delegations from China met with the Director and other cultural institutions within Adelaide, in regards to a exhibition being brought to Australia next year at the Festival Centre.
- Attended the official launch of the publication [ART of the City](#) - Adelaide. The State Library is included in this publication.
- Marissa King, Finance Manager has been appointed to a new temporary role within State Government. The Chair asked that a letter of appreciation under his signature be sent to Marissa King, formerly extending the thanks of the Libraries Board for all her positive contributions and diligence over the last 14 years.

#### **Motion:**

**The Libraries Board notes the verbal update provided and asked for the Chair to write a letter of appreciation to Marissa King, former Finance Manager.**

**Motion moved by Megan Berghuis and motion seconded by Amanda Nettelbeck.**

9.1. Any 'For Decision' items that may arise from Director's Report

*No matters*

No matters were raised.

### 10. ADDITIONAL ITEMS FOR DECISION

10.1. Leave of Absence - Professor Amanda Nettelbeck

Professor Amanda Nettlebeck will be overseas on sabbatical for October to December 2022 inclusive and seeks approval for leave of absence for any board meetings held during this period.

**The Libraries Board noted the Leave of Absence.**

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### 11. ADDITIONAL ITEMS FOR NOTING

#### 11.1. Draft Un-Audited Financial Statements 2021-2022

Janet Finlay, Chair of the Finance and Risk Committee, provided a brief update on the proposed process for approval of the approved Financial Statements for 2021-2022, noting the very tight time-frame.

The Finance and Risk Committee have received the draft version.

The Finance and Risk Committee will consider the audited financial statements at the meeting on 28 September 2022 and immediately following the meeting, a circular motion will be distributed to all Libraries Board Members. This circular resolution will be requesting approval for the audited financial statements and a summary of changes between the draft and final.

The Chair of the Finance and Risk Committee again highlighted the tight time-frame, and advised all members to please advise if there were any questions.

Libraries Board members would be asked to respond to the circular resolution by 29 September 2022.

The Chair of the Finance and Risk Committee also provided an acknowledgement to Marissa King, Finance Manager (former) for all her exceptional work.

**Motion:**

**The Libraries Board notes the update provided.**

**Motion moved by Janet Finlay and motion seconded by Joanne Cys.**

#### 11.2. Director's Purchase Card Reporting

**Motion:**

**The Libraries Board notes the Director's verbal update.**

#### 11.3. 2022-2026 Memorandum of Administrative Arrangement

#### 11.4. Annual Workplace Health and Safety Report 2021-2022

**Motion:**

**The Libraries Board notes this report.**

#### 11.5. OnBoard and Skills Matrix

The Chair advised that the new Libraries Board and Committee software, OnBoard, has the capability to capture skills for members and asked for all members to please update accordingly.

#### 11.6. Sow, Grow. Eat. Repeat! Victor Harbor Library

Hanlie Erasmus provided the Libraries Board members with a copy of the A5 flyer used to launch the project *Sow. Grow. Eat. Repeat! Victor Harbor Library*, which was launched as a result of the Libraries Board Innovation Fund.

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Victor Harbor Library also expressed their gratitude to the Libraries Board for enabling this project to come to fruition.

12. ANY OTHER BUSINESS

13. DATE OF NEXT MEETING

The next Libraries Board meeting is scheduled for Monday, 10 October 2022. The meeting will be held in the Bronwyn Halliday Learning Studio, State Library of South Australia

The meeting closed at 11.37am.

Chair: .....

Date: .....