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[Libraries Board Meeting](#) Minutes
State Library of South Australia
14 November, 2022 at 10:00 AM ACDT
@ Bronwyn Halliday Learning Studio, State Library North Terrace (or via Zoom)

Minutes No. 875

1. * WELCOME (Presenters: Bruce Linn)

Leave of Absence: *Professor Amanda Nettelbeck*

The Chair formally welcomed Luba Cvetanovic, Manager Finance, Risk and Compliance to her first meeting of the Libraries Board.

Congratulations Joost den Hartog on being re-elected as Councillor.

1.1. Present / Apologies

Attendance

Present:

Members: Jo Bayly, Megan Berghuis, Luba Cvetanovic, Joanne Cys, Hanlie Erasmus, Janet Finlay, Jacki Haas, Sarah Hallandal, Joost den Hartog, Hedy Hashemi, Bruce Linn, Geoff Stempel

Guests: Michael Sanderson - Macquarie Bank, Josh Welke - Macquarie Bank

Absent:

Members: Scott Hicks, Amanda Nettelbeck, Heather Ware

1.2. Acknowledgement of Country

The Chair made an acknowledgement of Country, using the official staff government acknowledgment.

1.3. Conflict of Interest

No conflict of interest was raised.

2. * STARRING OF AGENDA ITEMS (Presenters: Bruce Linn)

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

The Chair reported on his recent visits to Libraries Tasmania and State Library of Queensland.

Motion:

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

Motion moved by Megan Berghuis and motion seconded by Joanne Cys. Carried

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3. * MINUTES (Presenters: Bruce Linn)

3.1. Minutes of previous meeting

Motion:

That the minutes of the Board meeting held on 12 September 2022 be confirmed.

Motion moved by Janet Finlay and motion seconded by Hedy Hashemi. Carried

3.2. Action Items

The Chair noted the following:

14-Jun-22 'Establish a Philanthropic Steering Committee, including appropriate members' - Updated at 12 September 2022 meeting: Item to remain on Action List.

3.3. Matters dealt with out of session

Circular Motion to Libraries Board regarding "Libraries Board Financial Statements 2021-2022" on 28 September 2022.

Motion:

The Libraries Board endorsed the Circular Motion regarding 'Libraries Board Financial Statements 2021-2022'.

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

[Jacki Haas arrived at 10.13am]

4. * STRATEGIC MATTERS (Presentation, Key Strategy Updates)

4.1. Thriving Libraries - the next steps (Presenters: Geoff Stempel)

The Director gave an overview of the challenges libraries are likely to face in the future and the need for the Board to develop a strategy for addressing those matters that are within its remit. It was proposed that the Board undertake a formal engagement with key stakeholders to re-imagine and implement a 'whole of state' service that best meets the need of the stakeholders and the community.

The Board members discussed and acknowledged the need to hold a workshop in December to develop an approach to addressing the matters raised in the paper.

The workshop to be held on 12 December 2022, 9.00am to 12noon, with the Board meeting from 11.00-12noon. The development of a consultation and reform process inclusive of key stakeholders to be available by February 2023.

Motion:

The Libraries Board agreed to undertake a workshop on 12 December 2022 to develop an approach to addressing the matters raised in the paper.

Motion moved by Hedy Hashemi and motion seconded by Janet Finlay. Carried

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5. * FINANCE AND RISK COMMITTEE

5.1. Summary Report of Finance and Risk Committee Meeting – 4 November 2022 (Presenters: Janet Finlay)

Janet Finlay, as Chair of the Finance and Risk Committee, spoke to the summary report from meeting on 4 November 2022.

- **Presentation by Macquarie Bank**

Macquarie representatives attended the meeting and gave an overview of the market.

Resolution: The Libraries Board noted the update provided.

- **Capital Budget Requirements 2022-2023**

Resolution: The Libraries Board noted the unfunded capital budget requirements.

The Libraries Board approved the preparing of a paper to Department of the Premier and Cabinet (DPC) alerting them to the unfunded capital requirements of the Library.

- **Purchase Card Authorisation**

Resolution: The Libraries Board approved the Manager, Finance, Risk and Compliance to be the delegated officer for the approval of transactions incurred on the Director's SA Government Purchase Card.

- **Libraries Board Financial Performance Summary as at 30 September 2022**

Resolution: The Libraries Board noted the Financial Performance Summary for the period ending 30 September 2022, including notes and explanations for major variations.

- **Trust Funds Investment Report for period ending 30 September 2022**

Resolution: The Libraries Board noted the Trust Funds Investment Report as at 30 September 2022.

- **Internal Procurement Framework - Continuous Improvement Plan**

Resolution: The Libraries Board noted the update and that any changes to the framework will be provided to the FRC and Board for review and approval.

Motion:

That the Libraries Board notes the summary report of the 4 November 2022 Finance and Risk Committee meeting and approves and notes the resolutions recommended by the Finance & Risk Committee.

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

6. * PUBLIC LIBRARIES COMMITTEE

6.1. Summary Report of Public Libraries Committee Meeting – 25 October 2022 (Presenters: Megan Berghuis)

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Megan Berghuis, as Chair Public Libraries Committee, spoke to the summary report.

- **Lending of Unclassified DVD's and Blu-ray's**

Resolution: The Libraries Board noted:

- **That lending unclassified English DVDs and Blu-rays may be in breach of the law;**
- **The actions taken by Public Library Services in mitigating the Libraries Board liability in relation to unclassified English DVDs and Blu-rays; and**
- **Public Library Services is seeking additional clarification on conflicting legal advice.**

- **Public Library Services Financial Performance Summary as at 30 September 2022**

Resolution: The Libraries Board noted the Financial Performance Summary for the period ending 30 September 2022, including notes and explanations for major variations.

Megan Berghuis reported on the Strategic Planning session that was held before the Public Libraries Committee on 25 October. Those items discussed were:

- An update was given by the Director on some changes in the State Library, as well as the recent overseas trips by staff, in particular the trip by Helen Kwaka and Kathy Haese who looked at the LUCI and IMMS systems. The Director requested a report be provided in relation to the thriving libraries and collection/processing of libraries for the December workshop from Helen and Kathy.
- The Public Libraries Committee Terms of Reference is currently being updated and will be forwarded to the Board for consideration.

Motion:

The Libraries Board noted the Summary Report of the 25 October 2022 Public Libraries Committee meeting and approves/endorses the resolutions recommended by the Public Libraries Committee.

The Libraries Board to advise Helen Kwaka and Kathy Haese to provide a report on the IMMS for the December workshop.

Motion moved by Megan Berghuis and motion seconded by Hedy Hashemi. Carried

6.2. South Australian Public Library Network Performance Framework (Presenters: Hanlie Erasmus)

Hanlie Erasmus spoke to the paper and distributed a copy of the Public Library Network Performance Framework document to Board members.

The Framework is a living document and will evolve over time to ensure public libraries are responsive to the changing needs of our communities. The project is now in the implementation phase and Public Library Services have commenced the

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collection of statistical data for each measure. An annual Network performance report will be available in August 2023 for the period July 2022 to June 2023. An electronic version of the Performance Framework will be available in OnBoard.

Motion:

That the Libraries Board notes the project update and receives the final SAPLN Performance Framework.

Motion moved by Megan Berghuis and motion seconded by Hedy Hashemi. Carried

7. PHILANTHROPIC STEERING COMMITTEE

8. * DIRECTOR'S REPORT (Presenters: Geoff Strempel)

Verbal update

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

- Donation from the Friends of the State Library to purchase the framed hand-coloured map/manuscript plan of the Town of Port Gawler 1840 by P.L. Snell Chauncy.
- Families' and Children's space
- Christmas Tree in Mortlock
- DPC and Minister's office new communication strategy
- Visitor Experience Centre
- Negotiating with a company to coordinate events in the Mortlock
- Negotiating a new 'Partnership Agreement' with Writers SA
- Participated in the Trove Strategic Advisory Committee meeting
- State Library hosted an ALIA 'Professional Pathways' consultation session
- Attending NSLA meeting in New Zealand
- Libraries Board Highlights for 2021-22 - The Director presented an online version of the key highlights taken from the Annual Report recently produced by the Engagement and Marketing Team. This will be sent to stakeholders, Minister, along with the link on the State Library website, and published via social media.

The Chair advised that he has invited the Minister for a tour of the State Library.

Motion:

The Libraries Board noted the verbal report.

Motion moved by Janet Finlay and motion seconded by Megan Berghuis. Carried

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

9. ADDITIONAL ITEMS FOR DECISION

No matters

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10. ADDITIONAL ITEMS FOR NOTING

10.1. Libraries Board & Committees Meeting Schedule - 2023

The Libraries Board noted the proposed 2023 meeting schedule for the Libraries Board and its committees.

10.2. State Library Christmas Opening Hours

The Libraries Board noted that the State Library is closed on Christmas Day (Sunday 25 December) and New Year's Day (Sunday 1 January), in addition to the other prescribed public holidays declared for Monday 26 December 2022; Tuesday 27 December 2022; and Monday 2 January 2023.

10.3. Bequest Funded Projects

The Libraries Board noted the status of Bequest funded projects.

10.4. State Library Budget Strategy 2022-23

The Libraries Board noted the State Library Budget Strategy 2022-23 update.

11. ANY OTHER BUSINESS

The Chair advised that he will be overseas from 16 November 2022 to 10 February 2023, and will be zooming into the December workshop, with Janet Chairing the meeting.

Janet Finlay asked how the State Library and Public Library Services are dealing with Cyber Security. Hanlie Erasmus advised that the data management/retention in Public Libraries is currently being reviewed, with the removal of a number of different unnecessary or identifying data. The policy will be updated accordingly, along with a report to Public Libraries Committee meeting on 29 November and then to the Board.

Janet Finlay asked whether there was any technological support through the Public Libraries Network for customers/community who are concerned about their own personal cyber security. Hanlie Erasmus advised that through the 'Being Digital' program they are working with the University of Adelaide who are holding targeted digital literacy training workshops for library staff to attend.

12. DATE OF NEXT MEETING

The next Libraries Board meeting is scheduled for Monday, 12 December 2022. The meeting will be held in the Bronwyn Halliday Learning Studio, State Library of South Australia.

The meeting closed at 11.50am

Chair:

Date: