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[Libraries Board Meeting \(In-person and Microsoft Teams\)](#) Minutes

State Library of South Australia

12 December, 2022 at 11:00 AM ACDT

@ Bronwyn Halliday Learning Studio, State Library North Terrace (or via Microsoft Teams)

Minutes No. 876

1. * WELCOME

1.1. Present / Apologies

Leave of Absence: Professor Amanda Nettelbeck

Attendance

Present:

Members: Janet Finlay (Chair for this meeting), Joanne Cys, Hedy Hashemi (remote), Bruce Linn - Board Chair (remote), Joost den Hartog, Geoff Stempel - Director, Jo Bayly - Associate Director, Strategic Projects, Luba Cvetanovic, Hanlie Erasmus – Associate Director Public Library and Corporate Services, Heather Ware - Executive Board Officer

Absent:

Members: Megan Berghuis, Scott Hicks

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: Janet Finlay)

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

It was noted that item 9.1 'Transacting with the Lands Titles Office (LTO) - Requirements for Certification and Client Authorisations' should also be starred.

3. * MINUTES (Presenters: Janet Finlay)

3.1. Minutes of previous meeting

Motion:

That the minutes of the Libraries Board meeting held on 14 November 2022 be confirmed.

Carried unanimously.

3.2. Action Items

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3.3. Matters dealt with out of session

No matters were dealt with out of session.

The Chair noted 14-Jun-22 'Establish a Philanthropic Steering Committee, including appropriate members' to remain on Action List.

4. STRATEGIC MATTERS (Presentation, Key Strategy Updates)

No matters.

5. FINANCE AND RISK COMMITTEE

No matters.

The next Finance and Risk Committee is scheduled for Wednesday 22 February 2023.

6. * PUBLIC LIBRARIES COMMITTEE

6.1. Summary Report of Public Libraries Committee – 29 November 2022

Hanlie Erasmus, on behalf of Megan Berghuis, Chair Public Libraries Committee, spoke to the summary report.

Motion:

- **Local and Family History Project Stage 2 'Proof of Concept' - Funding Model**

The Public Libraries Committee recommends that the Libraries Board:

1. Supports the repositioning of stage 2 trial as a 'proof of concept', extended to the end of the 2024/25 financial year.
2. Notes the first year of the 'proof of concept' (1 July 2023 – 30 June 2024) will be covered by the existing project budget, and from 1 July 2024 libraries and their Councils will commence financial contributions to the cost of the 'proof of concept'.
3. Notes a financial model will be presented to the Board in August 2023, reflecting ongoing commitments and to assist Councils in the preparation of their budgets for the following financial year.
4. Recommends the Libraries Board underwrite the project budget up to and including the 2024/25 financial year for the consortium.

Carried.

Motion:

- **Minimising the Personally Identifiable Information (PII) data held in the OneCard LMS**

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The Public Libraries Committee recommends that the Libraries Board supports the following actions taken to minimise the Personally Identifiable Information (PII) data held in the OneCard LMS:

1. Cease recording of Proof of ID data.
2. Remove PII data from customer records populating PROOFID, LICENSE and STUDENT_ID fields such as notes and comments.
3. Cease recording overseas addresses and remove existing overseas postal/street addresses from records.
4. Update the LMS Policy and Operations Guide to reflect the above.

Carried.

Motion:

- **Review of the Library Management Systems Policy and Operations guide - Section 5 - Cataloguing**

The Public Libraries Committee recommends that the Libraries Board notes that the revised LMS Policy and Operations guide – Section 5 – cataloguing is supported by the Public Libraries Committee and is subsequently endorsed as policy.

Carried.

Motion:

- **Public Libraries help people participate in life - Critical Activity Outcomes**

The Public Libraries Committee recommends that the Libraries Board notes and accepts this report.

Carried.

Motion:

- **School Community Library Funding Review Update**

The Public Committee recommends that the Libraries Board notes this report.

Carried.

Motion:

That the Libraries Board approves the proposed changes to the Public Libraries Committee Terms of Reference 2022, after making the following amendments:

- Amending the wording of 'Chair' to 'Committee Chair' where applicable through the Terms of Reference.

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- Adding the following: It is noted that the Libraries Board Chair may attend any meetings held by the Public Libraries Committee, at any time without due notice.

Motion moved by Joost den Hartog and motion seconded by Bruce Linn. Carried.

6.2. Public Libraries Committee Terms of Reference 2022

Motion:

The Libraries Board noted the Summary Report of the 14 November 2022 Public Libraries Committee meeting and approves/endorse/notes the resolutions recommended by the Public Libraries Committee.

Motion moved by Joanne Cys and motion seconded by Joost den Hartog. Carried.

7. PHILANTHROPIC STEERING COMMITTEE

No update.

8. * DIRECTOR'S REPORT

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

- The Executive Officer, Heather Ware, has been appointed to Manager People and Governance within the State Library of South Australia.
- A meeting with the Shadow Minister for the Arts and Festivals is scheduled for tomorrow with both Janet Finlay and Geoff Stempel in attendance.
- The Minister of Arts has accepted an invitation to attend a tour of the State Library.
- Visitor Experience Centre.
- Donation from the Friends of the State Library to purchase a valuable framed hand-coloured map/manuscript plan of the Town of Port Gawler 1840 by P.L. Snell Chauncy.

Motion:

The Libraries Board noted the verbal report provided.

Motion moved by Joost den Hartog and motion seconded by Joanne Cys. Carried.

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

No matters.

9. ADDITIONAL ITEMS FOR DECISION

No matters.

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9.1. Transacting with the Lands Titles Office (LTO) - Requirements for Certification and Client Authorisations

Motion:

That the Libraries Board:

1. **Notes the new Certification and Client Authorisation requirements for transacting in the Lands Titles Office (LTO).**
2. **Endorses the completion of the requested forms and nominates two (2) Libraries Board members to execute these documents, as well as affix the Libraries Board seal where required:**
 - **Client Authorisation (CA) - Libraries Board - Conveyancers**
 - **Client Authorisation (CA) - Libraries Board - Solicitors**
 - **Statutory Authority Verification of Identity Declaration for the Real Property Act 1886**

Motion moved by Joost den Hartog and motion seconded by Joanne Cys. Carried.

10. ADDITIONAL ITEMS FOR NOTING

No matters.

11. ANY OTHER BUSINESS

It was noted that the item raised within the Public Libraries Committee Summary report today, under 'Minimising the Personally Identifiable Information (PII) data held in the OneCard LMS' will be applied across the State Library, as well as the Public Libraries network.

The Chair of the Libraries Board, Bruce Linn, extended a generous thank you to the Director, Associate Directors and Board Members for their hard work and contributions made throughout the year.

12. DATE OF NEXT MEETING

The next Libraries Board meeting is scheduled for Monday 13 February 2023. The meeting will be held in the Bronwyn Halliday Learning Studio, State Library of South Australia.

The meeting closed at 11.43am.

Chair:

Date: