



# Libraries Board Meeting Minutes

State Library of South Australia

8 May, 2023 at 10:00 AM ACST

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

Minutes No. 879

## Attendance

### Present:

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

### In attendance:

Geoff Stempel, Jo Bayly, Hanlie Erasmus, Luba Cvetanovic, Sarah Hallandal

**Guests:** Hon Kate Ellis

1. \* WELCOME (Presenters: Bruce Linn)

1.1. Present / Apologies

1.2. Acknowledgement of Country

The Chair made an acknowledgement of Country, using the official state government acknowledgement

1.3. Conflict of Interest

Joost den Hartog and Hedy Hashemi declared a conflict of interest in relation to Item 6.3 Libraries Board Innovation Fund: 2023-2024 Funding Round.

2. \* STARRING OF AGENDA ITEMS

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

### 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.

3. \* MINUTES (Presenters: Bruce Linn)

3.1. Minutes of previous meeting

### Motion:

That the minutes of the Libraries Board meeting held on 14 March 2023 be confirmed.

Motion moved by Janet Finlay and motion seconded by Joost den Hartog.

- 3.2. Action Items

There were no more actions.
- 3.3. Matters dealt with out of session

No matters were dealt with out of session.
4. \* STRATEGIC MATTERS (Presentation, Key Strategy Updates) (Presenters: Geoff Stempel)
  - 4.1. Visit from Hon Kate Ellis, Chief Executive Officer, Raising Literacy Australia

Kate Ellis, Chief Executive Officer of Raising Literacy Australia gave a presentation on the Words Grow Minds campaign.  
A copy of the presentation will be sent to the Board members after the meeting.  
The Chair thanked Kate for her time on this very important campaign, noting the alignment with the campaign and the role of libraries in literacy for all South Australians.  
Kate Ellis left the meeting at 10.45am.
  - 4.2. OneCard 2.0 - Collections Reform Program

The Director spoke to report on the OneCard 2.0 - Collections Reform Program.  
The Libraries Board members discussed and sought greater clarity on the purpose, objectives and outcomes for the Network. The consultation and communication plan and messaging need to be clear and concise.  
The establishment of the steering committee and project control group was discussed.  
Hanlie Erasmus briefly talked through several of the key projects that are currently underway as part of Libraries SA Key Project Plan 2022-2023.  
A request was made for some sort of indicative timelines for each of the projects as well as the resourcing program demands and costs of the overall project when this is discussed for the Board's consideration in June 2023.

**Motion:**

That the Libraries Board approves the proposed scope and methodology of the OneCard 2.0 – Collections Reform Program for the development of a comprehensive business case, with the additional caveats that the Libraries Board seek to be more transparent about the objectives and reasons within the business case and to focus attention on overall timelines and resources required for the next report in June 2023.

Motion moved by Janet Finlay and motion seconded by Amanda Nettelbeck.
5. FINANCE AND RISK COMMITTEE
  - 5.1. Summary Report of Finance and Risk Committee

No report. The next Finance and Risk Committee meeting is scheduled for Wednesday 24 May 2023.

6. \* PUBLIC LIBRARIES COMMITTEE

6.1. Summary Report of Public Libraries Committee Meeting – 28 March 2023  
(Presenters: Megan Berghuis)

The Chair noted the reports as read.

- **SAPLN Key Projects and Training Plan – Quarterly Update January-March 2023**  
**Resolution:** The Public Libraries Committee recommends that the Libraries Board notes the quarterly update on the SAPLN Key Projects and Staff Training Plan, January-March 2023.
- **Overview of the public library grant distribution methodology**  
**Resolution:** The Public Libraries Committee recommends that the Libraries Board notes this report.

**Motion:**

That the Libraries Board noted the Summary Report of the 28 March 2023 Public Libraries Committee meeting and approves/endorse the resolutions recommended by the Public Libraries Committee.

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

6.2. Variation requested for Delivery and Sortation contract with Australia Post  
(Presenters: Hanlie Erasmus)

The Director spoke about the reasons in requesting a three-year extension to the contract with Australia Post.

Due to the timing of the contract ending at 30 June 2023, Janet Finlay asked whether there is an appropriate contract management process implemented. Hanlie Erasmus spoke on the reasons this contract is being brought to the Board later than usual and how the current contract will be kept in place.

With the recent procurement framework policies recently implemented, it was confirmed that this approach is compliant.

**Motion:**

That the Libraries Board

- Approved the *Variation to contract: Delivery and Sortation* negotiations which will enable the extension of the contract with Australia Post for three (3) years from 1 July 2023 until 30 June 2026.
- Authorised the Libraries Board Chair to sign the attached Variation to contract.

With the additional action of:

- Public Library Services provides the Board with any additional changes in relation to the terms of the contract.

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

6.3. Libraries Board Innovation Fund: 2023-2024 Funding Round (Presenters: Hanlie Erasmus)

The Chair noted the report as read.

**Motion:**

That the Libraries Board:

1. Approves five submissions to be fully funded by the Libraries Board Innovation Fund as per Attachment 1, with a total amount of \$120,775.
2. Approves that Public Library Services:
  - a. combine the balance from the Innovation Fund with remaining funding within its current operating budget for the 'being digital' program;
  - b. support libraries with a technology uplift with the specific purpose to deliver digital literacy training.

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

7. PHILANTHROPIC STEERING COMMITTEE

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

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

- Banned customer - The Libraries Board had delegated authority to the Director to work within a decision making framework and supports the decision taken by the Director.
- FOI request from the Shadow Minister to provide one year's Board papers.
- NSLA meeting held in March - a couple of areas discussed was a collaboration on Indigenous Cultural Intellectual Property protocols and how do NSLA libraries collect social media.
- Colin Carter from Lyngsoe Systems is visiting this week to present information sessions on IMMS to staff of the State Library and public libraries.
- Working with City of Adelaide to work through a high level agreement in relation to the visitor experience centre and other options.

**Motion:**

The Libraries Board noted the verbal update provided.

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

9. ADDITIONAL ITEMS FOR DECISION

No matters.

10. ADDITIONAL ITEMS FOR NOTING

No matters.

11. \* ANY OTHER BUSINESS

With this meeting being the last Board meeting for Scott Hicks, the Chair acknowledged Scott's contribution and thanked Scott for his business and IT expertise as a member of the Libraries Board and the Finance & Risk Committee during his nine year membership.

The Libraries Board formally thanked Scott Hicks for his valuable service.

12. \* DATE OF NEXT MEETING

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

The meeting closed at 12.06pm

Chair: .....

Date: .....