

Minutes

Library Board Special Meeting

**Thursday 8th May 2008
4pm
Terang Library**

Minutes of the Special Meeting of the Corangamite Regional Library Corporation Board held on Thursday 8th May 2008 at the Terang Library, commencing at 4p.m.

BOARD MEMBERS ATTENDING

Member	Council
Cr. Peter Mercer (Chair)	Colac-Otway Shire
Mr. Colin Hayman	Colac-Otway Shire
Cr Jim O'Brien	Corangamite Shire
Mr. Trev Greenberger	Corangamite Shire
Cr. Adrian Jacobs	Warrnambool City
Mr. Paul O'Brien	Warrnambool City
Cr. Di Clanchy	Moyne Shire

Officers & Consultants

Name	Position
Sally Armistead	Acting Chief Executive Officer
Graham Shiell	Consultant

MINUTES

APOLOGIES

Mr. Craig Ralston Moyne Shire

1. DECLARATIONS OF INTEREST

The Local Government Act 1989 (the Act) requires a Board Member to disclose any interest they may have in any matter that is before the Board. Where their interest is financial, or where the Board Member considers that their interest may be in conflict with their public duty, they must declare a “pecuniary interest” or a “conflict of interest” and leave the meeting while the vote is being taken.

Board Members are required to complete a disclosure form for each item on which an interest is declared. This disclosure must state the nature of the interest.

There is a legal requirement to disclose the nature of an interest immediately before the matter is considered.

Nil.

2. REPORTS

- 2.1 Draft Budget 2008/2009**
- 2.2 Strategic Resources Plan 2008/09 to 2011/12**
- 2.3 CEO Recruitment**
- 2.4 Marketing Plan**

2.1 DRAFT BUDGET 2008/2009

A separate report on the Budget was attached.

Moved Mr. Hayman seconded Cr. O’Brien that the Draft Budget 2008/2009 be approved for advertising for public submissions, in accordance with section 129 of the Local Government Act 1989.

Carried

2.2 STRATEGIC RESOURCES PLAN

The Board at its meeting on 24th April 2008 resolved that the Library Plan 2005/06 – 2008/09 be adjusted as follows:

- a) the existing performance indicators be replaced with the “updated performance indicators”;
- b) the Strategic Resources Plan is updated to include the next 4 financial years, as required by section 126 of the Act.

The updated Strategic Resources Plan was attached.

Moved Cr. Jacobs seconded Cr. Clanchy that the Strategic Resources Plan for the period 2008/2009 to 2011/2012, updated for inclusion in the Library Plan, be approved for advertising in accordance with section 125 of the Local Government Act 1989.

CARRIED

2.3 CEO RECRUITMENT

A review paper and supporting documentation were circulated at the Board’s last meeting.

Key tasks to be undertaken before the position is advertised include:

- Board to discuss the key position needs / selection criteria;
- Select a ‘Recruitment Committee’; and
- Approve position description, contract terms and information package.

An updated timetable was included.

Direction was sought from the Board on proceeding with the recruitment of a Chief Executive Officer.

Moved Cr. Jacobs seconded Mr. O’Brien that the Board appoint a CEO Recruitment Selection Special Committee comprising of:

- a) Cr. Mercer
- b) Mr. Greenberger
- c) Cr. Clanchy
- d) Mr. Shiell

- and that the Committee be delegated the power to:

- a) approve the final position description and contract terms; and
- b) to conduct the selection interviews and to recommend to the Board on the appointment of a CEO.

CARRIED

Action	Key date		Time span
Board meeting – agree to proceed with recruitment	Thur 8 May		1
Complete information package	Fri 16 May	8	8
Advertise	Sat 17 May		9
	Sat 24 May		16
Closing date	Tues 10 June	24	33
Short List applicants	Tues 17 June	7	40
Interviews	Wed 25 June	8	48
Reference checks, etc	Mon 30 June	5	53
Decision	Thur 3 July	3	56
Complete appointment	Wed 9 July	6	62
Commence duties	Mon 11 August	33	95

2.4 MARKETING PLAN

The Board, at its March meeting, was advised that GenR8 Business & Marketing, Warrnambool had been commissioned to prepare a Marketing Plan for CRLC. The current year budget included an allocation of \$5,000 for this project and the engagement is within budget.

A presentation on the draft Marketing Plan was made at a Board workshop and at a staff meeting. Comments received have been considered and the final Plan is now submitted.

The Plan includes an Action Plan summary (pages 15 - 18) and a budget summary. It notes that the annual budget for marketing is \$5,000 and accordingly the Plan was tailored to this level of funding.

Moved Mr. Greenberger seconded Cr. O'Brien that the Corangamite Regional Libraries Marketing Plan 2008 be approved.

CARRIED

CONFIRMATION OF MINUTES

It is hereby certified that the above minutes of the Special Meeting held 24th April 2008 are those confirmed by the Corangamite Regional Library Board.

Chairman

Date