MINUTES

Meeting date: Friday 16 September 2022

Venue: Upstairs Horsham Library, 28 McLachlan Street Horsham

Commencement time: 2:15pm

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**Declare meeting open**

1. **ATTENDANCE AND APOLOGIES**
   1. **Present**

Cr David Bowe Horsham Rural City Council

Mr Kevin O’Brien Horsham Rural City Council

Ms Janet Hall Horsham Rural City Council

Mr James Bentley West Wimmera Shire Council

Also, in attendance

Ms Ann Twyford CEO Wimmera Regional Library Corporation

Ms Heather Proctor Finance Manager Horsham Rural City Council

* 1. **Apologies**

Cr Bruce Meyer West Wimmera Shire Council

Ms Beverley Mitchell West Wimmera Shire Council

Mr O’Brien moved that the apologies be granted. Motion seconded by Mr Bentley. Motion carried.

1. **Disclosure of interest or conflict of interest**

Nil.

1. **CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGs**

Mr Bentley moved that the minutes of the ordinary and confidential meeting held Friday 26 August 2022 be confirmed. Motion seconded by Mr O’Brien. Motion carried.

1. **Business Arising from previous minutes**
   1. **WRLC Transition**

The CEO spoke of the timelines and media releases that went out to the local media. Mr O’Brien requested that the library media to be sent to all library members with a business-as-usual message.

Mr O’Brien moved that transition working groups to be coordinated by relevant Horsham Rural City Council officers. Motion seconded by Mr Bentley. Motion carried.

Ms Proctor joined the meeting at 2.20pm

* 1. **Annual Report 2021-2022**

The narrative of the Annual Report was tabled at the August 2022 meeting.

Prior to the auditor signing the auditor’s report, the Board must pass a resolution giving its approval to adopt in principle the Standard Statements and the Financial Statements.

The Board must authorise two members to certify the Standard Statements and the Financial Statements in their final form after changes recommended by, or agreed to, by the auditor have been made. As per statutory regulations the Annual Report to be lodged with the Minister and advertised that it is available at branch libraries and through our website.

After the Annual Report has been submitted to the Minister the Board must meet to consider the Annual Report.

Cr Bowe moved that the Board gives approval in principle to adopt the Financial Statements; that the Board authorise Cr Bowe and Mr O’Brien to certify the Financial Statements; that the Board meet on Friday 14 October 2022 in order to consider the Annual Report. Motion seconded by Mr Bentley. Motion carried.

Ms Proctor left the meeting at 2:53pm



1. **CORRESPONDENCE**
   1. **Inwards**

|  |  |  |
| --- | --- | --- |
| 23/08/2022 | The Hon Melissa Horne MP | Public Libraries Funding Program 2022-23 |
| 06/09/2022 | Australian Services Union | Councils Withdrawal from WRLC |

* 1. **Outwards**

|  |  |  |
| --- | --- | --- |
| 06/09/2022 | Australian Services Union | Councils Withdrawal from WRLC |

Cr Bowe moved that the correspondence be received. Motion seconded by Mr O’Brien. Motion carried.



1. **Reports**
   1. **CEO Report**

The CEO spoke to the report.



* 1. **WRLC Dashboard**

Dashboard was presented.



* 1. **Library Statistics**

All statistics were presented.



Cr Bowe moved that the reports be received. Motion seconded by Mr Bentley. Motion carried.

* 1. **Board Delegates**

Mr O’Brien spoke on Horsham Rural City Council’s future community facility’s co-location plans that include the library building.

1. **General business**
   1. **Christmas – New Year**

Traditionally all libraries have closed between Christmas and New Year with staff taking the time from their leave allocation. This year Christmas Day and Boxing Day occurs on a Sunday and Monday, New Year’s Day occurs on a Sunday.

Mr O’Brien moved that the Horsham Library to open 10am to 2pm 28 December to 30 December, open normal hours Saturday 31 December; all other Wimmera Regional Libraries close from Monday 26 December to Monday 2 January 2023, resuming normal hours from Tuesday 3 January 2023. Motion seconded by Cr Bowe. Motion carried.

1. **Governance**
   1. **WRLC Policy Register**

The updated Policy Register is attached for general information.

### **Procurement Policy 2022**

The CEO spoke to the Policy.



### **Financial Delegations Policy 2022**

The CEO spoke to the Policy.



Cr Bowe moved that the Procurement Policy 2022 and Financial Delegations Policy 22 be adopted. Motion seconded by Mr Bentley. Motion carried.

1. **other business**

### **CEO Performance Appraisal**

The CEO performance appraisal to be conducted after the close of the Board meeting and a report presented at the October meeting.

1. **Close**

The meeting closed at 3:46 pm.