

## **Whitehorse Manningham Regional Library Corporation**

# **AGENDA**

### **Extra Ordinary Meeting of the Board**

**Wednesday 19 September 2018 at 5.00pm**

**Box Hill Library, Level 1, Meeting Room 1**

**1040 Whitehorse Road, Box Hill 3128**

Members: Cr Anna Chen  
Cr Geoff Gough  
Cr Tina Liu  
Cr Prue Cutts  
Ms Noelene Duff  
Mr Andrew Day  
Ms Cathy Costa

**Ms Sally Both**  
Chief Executive Officer

## AGENDA

	<i>Page No.</i>
1. <b>Welcome and Apologies</b>	3
2. <b>Disclosures of Interests and Conflicts of Interest</b>	3
3. <b>Confirmation of Minutes of Ordinary Board Meeting held on 22 August 2018</b>	3
4. <b>Confidential Report</b>	
4.1 Appointment of Chief Executive Officer	3
5. <b>Other Business</b>	4
6. <b>Next Meeting Date</b>	4
7. <b>Closure</b>	4
<b>Attachments</b>	
1. Minutes of Ordinary Board Meeting 22 August 2018	5

**1. Welcome and Apologies**

**2. Disclosures of Interests and Conflicts of Interest**

**3. Confirmation of Minutes of the Ordinary Board Meeting held on 22 August 2018 (see Page 5 - Attachment 1)**

**Recommendation:**

**That the Board confirms the Minutes of the Ordinary Meeting held on 22 August 2018.**

**4. Confidential Report**

**Recommendation:**

**That in accordance with Section 89(2) (a) of the Local Government Act 1989, the Board resolve to go into camera and close the meeting to the public as the matter to be discussed relates to contractual and personnel matters**

**4.1 Appointment of Chief Executive Officer**

**Recommendation:**

**That the meeting move out of camera and be open to the public.**

**5. Other Business**

**6. Next Meeting Date**

17 October – Extraordinary meeting to adopt the Annual report

**7. Closure**

# Meeting of the Board of the Whitehorse Manningham Regional Library Corporation

## Minutes of Meeting No. 130

Held in Meeting Room 1, Box Hill Library on Wednesday 22 August 2018 at 5.00 pm

### PRESENT: Board Members:

Cr Anna Chen	Manningham City Council (Chair)
Cr Prue Cutts	City of Whitehorse (Deputy Chair)
Cr Tina Liu	City of Whitehorse
Ms Terry Wilkinson	General Manager Human Services, City of Whitehorse
Ms Jill Colson	Acting Chief Executive Officer, Manningham City Council
Ms Cathy Costa	Community Representative, City of Whitehorse
Ms Sarrah Ozeer	Community Representative, Manningham City Council

### By teleconference:

Ms Noelene Duff	Chief Executive Officer, City of Whitehorse (until the end of Item 4.1)
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### In Attendance:

Ms Sally Both	Chief Executive Officer, WMRLC
Ms Julie Lawes	Manager Finance, WMRLC
Ms Katie Norton	Manager Collections and Information Services, WMRLC
Ms Tracey Olive	Manager Corporate Services, WMRLC
Mr Jonathan Gosden	Manager Library Operations, WMRLC

## 1. WELCOME AND APOLOGIES

Cr Geoff Gough  
Ms Noelene Duff (Proxy: Ms Terry Wilkinson)

## 2. DISCLOSURE OF INTERESTS AND CONFLICTS OF INTERESTS

No disclosures of interests or conflicts of interest.

## 3. CONFIRMATION OF MINUTES

Motion:

That the Minutes of the Ordinary Board Meeting held 30 May 2018 be adopted as a true and correct record.

Moved: Cr Liu  
Seconded: Cr Cutts  
Carried

## **4. REPORTS**

### **4.1 Chief Executive Officer Appointment - Confidential Report**

Motion:

That in accordance with Section 89(2) (a) of the Local Government Act 1989 the Board resolve to go into camera and close the meeting to the public as the matter to be discussed relates to contractual and personnel matters

Moved: Ms Wilkinson  
Seconded: Cr Liu  
Carried

Motion

That the meeting move out of camera and be open to the public.

Moved: Ms Colson  
Seconded: Ms Costa  
Carried

### **4.2. Instrument of Delegation**

Motion

That the Board adopts the new Instrument of Delegation to the Chief Executive Officer and Schedule of Authorisation and revokes the Instrument dated 7 May 2014.

Moved: Ms Wilkinson  
Seconded: Cr Cutts  
Carried

### **4.3 Organisational Risk Status Report**

Motion

That the Board note the Risk Status report

Moved: Ms Costa  
Seconded: Cr Liu  
Carried

### **4.4 Corporate Services Report**

Motion

That the Board note the Corporate Services report

Moved: Cr Cutts  
Seconded: Ms Ozeer  
Carried

### **4.5 Financial Report year ending 30 June 2018**

Motion:

That the Board adopt the Financial Report ending 30 June 2018.

Moved: Cr Liu  
Second: Ms Colson  
Carried

#### **4.6 Financial Statements 2017- 2018**

Motion

That the Board

- a) Give approval for the Financial Statements to be submitted to the Auditor General; and
- b) Authorise two Board Members on behalf of the Library Corporation, Crs Liu and Gough, to certify the Financial Statements, once any amendments requested by the Auditor General have been made.

Moved: Ms Ozeer  
Second: Cr Cutts  
Carried

#### **4.7 Library Services Quarterly Report**

Motion:

That the Board note the Library Operations Quarterly Report.

Moved: Ms Ozeer  
Second: Ms Costa  
Carried

### **5 CONFIDENTIAL REPORTS**

Motion

That in accordance with Section 89(2) (a) of the Local Government Act 1989 the Board should resolve to go into camera and close the meeting to the public as the matter to be discussed relates to contractual and personnel matters

Moved: Cr Liu  
Second: Cr Cutts  
Carried

Motion

That the meeting move out of camera and reopen to the public.

Moved: Ms Wilkinson  
Second: Ms Colson  
Carried

### **6. OTHER BUSINESS**

No other business.

**7. NEXT MEETINGS**

5pm Wednesday 19 September 2018 Extraordinary meeting to reappoint the CEO

5pm Wednesday 17 October 2018 Extraordinary meeting to adopt the Annual Report

**8. CLOSURE**

The meeting closed at 5.50 pm.

Signed as a true and correct record

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Chairperson      \_\_/\_\_/2018