



Library and Information Association
of New Zealand Aotearoa
Te Rau Herenga O Aotearoa

LIANZA Council Minutes
Tuesday, March 18 2025
1pm – 3pm

Present: Laura Marshall (Executive Director), Ivy Guo (President), Stephen Pennruscoe (elected member), Denise Wilson (appointed member), Richy Misilei (Immediate Past President), Lydia Tsen (Treasurer), Troy Tuhou (appointed member Tikanga and Mātauranga Māori), Neda Zdravkovic (elected member), Mark Crookston (President-elect), Hana Whaanga (elected member), Jo Cocker (elected member).

Apologies:

Chair: Ivy Guo

Minutes: Jess Buchanan-Smith (Office & Design Manager)

LIANZA COUNCIL QUORUM: A quorum for a Council Meeting shall be six Council Members including one of the President Elect or the President.

LIANZA VISION: A thriving library and information sector

LIANZA MISSION: Strengthening our members to be innovative and responsive to future information needs.

STRATEGIC QUESTIONS FOR COUNCIL TO KEEP TOP OF MIND:

What are the strategic implications for discussion? How will this help us achieve our mission/vision?

How does this fit our strategic plan? What are the governance questions here?

What are the top 2 –3 strategic issues for us in the next 1/2/5 years? What are the strategic implications of these? What have we missed? What are the long-term implications of this?

How would we like this to be different?

ITEM DISCUSSED	DISCUSSION, ACTIONS & DECISIONS
Opening karakia	Welcome & karakia by Troy Tuhou
Pepeha	Troy Tuhou
Whakawhanaungatanga Topic: Who's the first mentor/manager that influenced your career? and the one thing you learned from them.	
DISCUSSION	
Minutes from previous meeting	Public Council minutes now available on LIANZA website - https://www.lianza.org.nz/annual-reports/
Actions from previous meeting Action: ED to follow up on copyright email requesting LIANZA become part of the stakeholder group. Action: Denise to share information on SDGs with ED Action: SDG work handed to ED for consideration Action: Action tracker completed, closed and will be archived - Jess Action: Mark to work with ED to develop a new strategic discussion forward agenda and action table Action: ED to develop a council induction pack with support from councillors as need. Map the current journey and touchpoints, pre, during and post Council and President for a member. Map the potential journeys, for a member, committee member and the potential touchpoints Action: Policy Review, remove from agenda as will now form part of ED report – Jess Action: ED to include a running total in ED report on overall position, less projects on hold. Action: ED and Treasurer to work with accountant on timing of reports and make recommendations on timing of council meetings if needed. Action: Denise to reach out to ALA to discuss their model. Action: ED to look at membership overlap where possible.	Action template register accepted, transfer of actions to be done <ul style="list-style-type: none"> - Leaving on agenda to keep updating, last emailed just as he resigned - Complete - Complete - Complete - Later in agenda - Leaving on agenda, underway - Complete - Complete - Later in agenda - Complete - Not tracked within the database so can't report on that data Action: Jess to populate action register.
ED & OFFICE REPORTS	
- Credentials committee recommendations – report (for decision)	- Council endorses recommendations from LIANZA Credentials committee.

	Action: Laura to inform Credentials committee of Council endorsement.
- ED Report - report (for discussion)	<ul style="list-style-type: none"> - Report taken as read. - It was noted that some income from this year's budget will not be achieved as capacity is already fully utilised for existing initiatives. - Appreciation was expressed to Laura for transparency.
STRATEGIC FOCUS	
Reports due to Council <ul style="list-style-type: none"> - Finance report (for discussion) 	<ul style="list-style-type: none"> - Nothing of concern to note this month. - Treasurer recommended that we make a submission on Taxation and the not-for-profit sector officials' issue paper. <p>Action: ED and Treasurer to work on a submission.</p>
Compliance requirements	
Finance and audit <ul style="list-style-type: none"> - Recommend moving meetings to accommodate Finance Spotlight Report (decision) 	<ul style="list-style-type: none"> - Recommendation to move meetings out by a week to allow for time needed for finance reports. <p>Action: Timing for movement of Council meeting to be worked out by ED and Office and Design Manager. However due to Easter break, this will be delayed until May.</p>
People <ul style="list-style-type: none"> - Election comms and timeline - report (for information) - Appointed member Tikanga and Mātauranga Māori – spreadsheet (for discussion) 	<ul style="list-style-type: none"> - ED facilitating council elections webinar. What we're looking for in elected members & key capabilities. Council members to talk about their journey, experience & benefits. - Process to be worked on for appointed member Tikanga and Mātauranga to ensure the approach is mana enhancing. <p>Action: Laura, Richy and Ivy are meeting with Troy shortly to come up with a strategy to the appointed member.</p>
Stakeholders <ul style="list-style-type: none"> - Strategic Forum - National Library (for information) 	<ul style="list-style-type: none"> - Richy, Ivy & Laura currently on the group, meeting every three months. - Last meeting Rachel gave updates on change. - Meetings provide a good communication channel. - Terms of reference to be shared once they're finalised. Good to keep one operational & one governance person in attendance if possible.

<p>Risk</p> <ul style="list-style-type: none"> - Quarterly report, due April 	
<p>Advocacy</p> <ul style="list-style-type: none"> - Napier District Council Library Support - AI Generated Content - Rainbow Event Te Atatu Library 	
<p>Strategic discussion</p> <ul style="list-style-type: none"> - Strategic topics and format moving forward - Agenda topic: Advocacy – briefing paper (for discussion) 	<ul style="list-style-type: none"> - Mark and ED have created a strategic discussion forward agenda based around the ED's workplan. - If Council would like topics included, they will need to provide the briefing paper to the ED to work into the forward agenda & that councillor will lead that discussion. - Template of briefing paper to be developed and will include how it relates to current strategic plan and if it doesn't why it's important. - Question raised on the process for council to bring topics of interest to them to council? Within the constitution there is a process for members to do this, which will also apply to council <p>Strategic Discussion on Advocacy.</p> <ul style="list-style-type: none"> - Currently advocacy response is very reactive, and we don't have an official process just an informal one. - What we advocate for should be guided by our strategic plan and our values. - What is effective advocacy and how do we know that it's been effective? - Globally not sure that we should have an opinion outside of what our international colleagues have stated but should show our support for them. - Good to have an advocacy lead assigned, such as the President and/or Executive Director. - Guidelines rather than rigorous process may be more helpful. - While we do react to current events, Comms Advisor also scans for topics which are raised with ED. - Should Council also be scanning & submitting topics? - Important we protect the potency of our voice. - Need to consider the circle of our influence. - Good guidelines could also include clarity on who we're advocating to & clarity on what for. - Will consider separate reactive and proactive advocacy strategies & guidelines. - Additional standing position statements could be considered. <p>Action: ED to develop template for strategic briefing papers.</p>

	Action: ED to develop Advocacy guidelines.
Any other business	
Summarise actions	<p>Action: Jess to populate action register.</p> <p>Action: Laura to inform Credentials committee of Council endorsement.</p> <p>Action: ED and Treasurer to work on a submission.</p> <p>Action: Timing for movement of Council meeting to be worked out by ED and Office and Design Manager. However due to Easter break, this will be delayed until May.</p> <p>Action: Laura, Richy and Ivy are meeting with Troy shortly to come up with a strategy to the appointed member.</p> <p>Action: ED to develop template for strategic briefing papers.</p> <p>Action: ED to develop Advocacy guidelines.</p>
Reflection on meeting - We did & we should	
CLOSING	
Closing karakia	Troy Tuhou