



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

LIANZA Council Minutes

Friday, July 05

9.15am-4.00pm

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

In attendance: Pete Elderkin (Executive Director), Kim Taunga (Past President)

Apologies: Jo Cocker (elected member)

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
Mihi whakatau, welcome & opening karakia		Welcome, introduction & thanks by Richy Misilei.
Mauri oho Mauri tū Mauri ora ki a tātou Haumi e, hui e, tāiki e!	Awaken the spirit Engage the spirit The spirit of life amongst us Be united in purpose!	
DISCUSSION		
Handing of the pounamu/welcoming new council members (hybrid)		Handover of pounamu from Richy to Ivy & welcome to Mark, Hana & Lydia as the new members on Council. Introductions from other members of council.
ED & LIANZA Office update		<p>Update from Pete on Reading for Pleasure Hui organised & hosted by NLNZ. Our support has been offered for future.</p> <p>Update on the LIANZA Roadshow plan, intention to visit the areas that haven't had a LIANZA presence in recent times. First of these planned for Oct, Nov & Dec 2024.</p> <p>Once Te Tōtara draft report is completed will be shared with Council. Te Tōtara Leaders Hui planned for July 18 at NLNZ. Stage three recently signed off. Key piece of our current work.</p> <p>Working through insurance details with Rothbury, our current brokers. Requested cyber cover to be added into the package. Potential 5% increase to the policy. Cyber cover is to protect the LIANZA backend since we work remotely & also the membership data.</p> <p>Action tracker to be included with Draft Annual Plan.</p> <p>SLANZA & LIANZA to attend meeting with the Minister.</p> <p>ACTION: to confirm attendance for meeting with the Minister.</p> <p>Update from Angie on the communications report.</p> <p>Update from the team on how the office works.</p>
STRATEGIC FOCUS		
COUNCIL MEETINGS <ul style="list-style-type: none"> - Confirm 24-25 Council meeting details. 		<p>Current schedule:</p> <ul style="list-style-type: none"> - 2hr monthly meeting via Teams - Two face to face meetings (Feb/July) <p>DECISION: Monthly LIANZA Council meetings: July-Dec 2024 retain the 2hr meetings, then reassess for the new year.</p> <p>Face-to-Face LIANZA Council meeting:</p> <ul style="list-style-type: none"> - One-Day Feb 2025.

	<ul style="list-style-type: none"> - Consider July as two-day event – budget dependant. <p>DECISION: Publish minutes to members from July 2024.</p> <p>ACTION: To implement the workplan as the basis of the agenda in future.</p> <p>MOVE: All in favour.</p>
<p>REPORTS DUE TO COUNCIL</p> <ul style="list-style-type: none"> - Customer profile/business model canvas/revenue streams – Pete - Annual Workplan – Approval from Council (Jo’s work – update from Richy) 	
<p>COMPLIANCE REQUIREMENTS</p> <ul style="list-style-type: none"> - No agenda items 	
<p>FINANCE & AUDIT</p> <ul style="list-style-type: none"> - LIANZA I 2024 Audit arrangements (Pete/Lydia) 	<p>Audit starts 19 July with Moore Markham's, should be complete with a report issued by the end of September. AGM planning to be held November 26, with LIANZA Annual Report being sent out to membership late October. Council to sign off annual report one week prior to being sent out. Previous discussion to hold LIANZA 2025 in-person in Wellington at Shed 6/TSB Arena. ED went back to venues with proposed plan, and as such the numbers have moved as venues changed their offers. Proposal to move venue from Shed 6/TSB Tākina due to these changes. AV played a big part in the overall costing.</p> <p>ACTION: Approve change of conference 2025 venue to Tākina.</p> <p>MOVE: All in favour.</p>
<p>PEOPLE</p> <ul style="list-style-type: none"> - Welcome new council member, treasurer & president-elect onto LIANZA council (refer above) - Farewell to Kim Taunga (refer above) 	
<p>COUNCIL DEVELOPMENT</p> <ul style="list-style-type: none"> - Governance L&D – Pete 	<p>Proposed options for ongoing governance training/support. Possible time for governance session for the current Council – Sept 2024.</p> <p>DECISION: ED to arrange a short meeting with the trainer & three Ps to make a final decision.</p>
<p>STAKEHOLDERS</p> <ul style="list-style-type: none"> - SDG's – Kim - Te Rōpū Whakahaui (refer to the signing of partnership agreement below) 	<p>Library map of the world has been simplified; webinars available on how to add stories into platform. Potential for a webinar on the topic. LIANZA Standing Committee on Climate Action good to kickstart it, but not to be left entirely with them.</p>
STRATEGIC FOCUS	

<p>POLICY REVIEW</p> <ul style="list-style-type: none"> - Review Document Management System and timetable for document review (See governance Document Audit Tracker) - Agree new Rules Committee as per the Code of Practice 9.5 <ul style="list-style-type: none"> o Governance framework – clear processes – standing agenda items, subcommittees, council structure & onboarding processes (Document review) (Jo/Kim) 	<p>DECISION: Move to August council meeting - an offline discussion prior to the meeting. Rules Committee also to be formed. Two week timeline.</p>
<p>COUNCIL DISCUSSIONS</p> <ul style="list-style-type: none"> - Strategic Foresight: Sign off on LIANZA values. <ul style="list-style-type: none"> o Values – Stephen/Ivy - Update on Value Proposition <ul style="list-style-type: none"> o Value proposition – Denise/Stephen/Pete - Risk – Stephen/Neda/Pete 	<p>LIANZA Values - finalise then plan communications to members. Opening the discussion to members once signed off. Process to clarify on how that is done.</p> <p>DECISION: Values - process moving forward to be finalised offline. Values to be shared with the members, seeking feedback.</p> <p>Value Proposition - initial brainstorming work done by Denise & Kim S. Ideal would be to talk to people within the sector & find out what's going on & where a member organisation can provide value. Should make it part of the natural engagement we do with people at events such as roadshows to identify these things. Council members to have these conversations within their own contacts. Get input from lapsed & non-members. Defining our why – what are we going to give to our existing members to make them stay, & our future members to get them to join? Gap analysis has been started.</p> <p>DECISION: Extend out the current timetable for Value Proposition work.</p> <p>Risk - Living long term document. Operational document moving forward, once per quarter an update from ED to Council of any new or changes to the risks.</p> <p>DECISION: Risk register: Operational document moving forward, once per quarter an update from ED to Council of any new or changes to the risks.</p>
<p>ANY OTHER BUSINESS</p>	
<p>Signing of the LIANZA Te Rōpū Whakahaui partnership agreement</p>	<p>Partnership agreement signed by Richy Misilei (LIANZA Immediate Past President) & Carla Jeffrey (Te Rōpū Whakahaui Tumuaki).</p>
<p>Te Tiriti session (LIANZA – support for Te Tiriti o Waitangi and develop responsibilities to support Maori members)</p>	<p>Workshop & brainstorming session facilitated by Troy & Denise.</p>
<p>Next steps</p>	<p>Next meeting: LIANZA Council August Meeting - 23 Aug 2024, 1:00 pm.</p>
<p>CLOSING</p>	
<p>Closing karakia</p>	



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<p>Whakanoa i tēnei wahi Whakanoa i tēnei kōrero</p> <p>Whakanoa i tēnei tangata, i tēnei tangata Haumi e, hui, e, taiki e!</p>	<p>Remove the restrictions from this location Remove the restrictions from this conversation Remove the restrictions from each of the people here Be united in purpose!</p>	
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