



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

**LIANZA Council Minutes**

**Friday, August 23**

**1.00pm-3.00pm**

**Present:** 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), Jo Cocker (elected member)

**Apologies:** Neda Zdravkovic (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
Opening karakia		Welcome & karakia by Ivy Guo.
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!	
Whakawhanaungatanga		
DISCUSSION		
Minutes from previous meeting		Public Council minutes now available on LIANZA website <a href="https://www.lianza.org.nz/about/what-we-do/reports/">https://www.lianza.org.nz/about/what-we-do/reports/</a>
Action from previous meeting		Meeting with the minister postponed again, Ivy & Richy still to attend. SLANZA unable to attend & PLNZ also unlikely. Timeframe changed to September or October. The Office prefer in-person meetings  Could we provide a written submission rather than in-person meeting due to travel costs To consider other channels, LIAC (Allison Dobie, Chair) - include digital equity when possible  Council Annual Workplan now implemented as the basis of the meeting agenda.
ED & OFFICE REPORTS		
Conference 2025		Contracts now signed with Tākina and The Conference Company for LIANZA 2025 in September. EOI for Conference Committee to be sent out shortly.
Value proposition		<i>(For September)</i>
Te Tōtara update		Annemarie to attend in September to give an update on phase two of the Te Tōtara project
STRATEGIC FOCUS		
<b>REPORTS DUE TO COUNCIL</b> <ul style="list-style-type: none"> <li>- LIANZA Values feedback</li> <li>- Next steps</li> </ul>		<b>LIANZA Values:</b> Feedback from membership was great. Want to have the English sentiment right before translating te reo. Comfortable overall with the feedback & suggestions. Plan to further engage members at roadshows, first roadshow planned Nov 2024

	<p><b>Action:</b> Get weigh in from Te Rōpū Whakahau in translating &amp; collaborate with Māori members if possible (to be discussed offline).</p> <p><b>Next step:</b> Translation will need time. But opportunities at the roadshow, which has been moved to November</p>
<p><b>COMPLIANCE REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>- ED report</li> <li>- Annual Report – with ED vacancy             <ul style="list-style-type: none"> <li>o President Report (September)</li> <li>o Audit report/Treasurer report (October)</li> <li>o Risk report (October)</li> </ul> </li> </ul>	<p>President report for LIANZA Annual Report this year will include what is usually in the ED report in the absence of the ED.</p>
<p><b>FINANCE &amp; AUDIT</b></p> <ul style="list-style-type: none"> <li>- Audit update</li> </ul>	<p>Lydia &amp; Ivy meet with accountants &amp; auditors. All tracking along to plan, no issues have popped up currently &amp; auditors have been supplied with everything requested to date.</p> <p>Lydia created a working budget from the previous approved budget to include forecast and will include cashflow. Budget plan to be shared with the Council.</p> <p>Ivy (as Management) &amp; Lydia (as Governance) signing off audit documents in the absence of an ED.</p>
<p><b>PEOPLE</b></p> <ul style="list-style-type: none"> <li>- ED recruitment</li> <li>- Office leave plan (FYI)             <ul style="list-style-type: none"> <li>o Angie: Aug 9 – Sep 12</li> <li>o Jess: Sep 5 – Sep 27</li> </ul> </li> </ul>	<p>Panel met with Tribe recruitment Aug 22. Advertisement to go out Aug 23 &amp; will share once it's gone live.</p> <p>Angie &amp; Jess have both created process documents for each other to handle the leave period. Ivy &amp; Ps have worked with both to ensure everything is under control for that period. Some admin &amp; accounting tasks will have to wait until Jess is back.</p>

<p><b>STAKEHOLDERS</b></p> <ul style="list-style-type: none"> <li>- Report back             <ul style="list-style-type: none"> <li>- NSLA Meeting – 25 July</li> <li>- PLNZ</li> <li>- Joint meeting with Chief Archivist - 13 August</li> <li>- Associations leaders' group - hui Sept</li> <li>- National Strategic Advisory Forum (Richy &amp; Ivy)</li> <li>- Waitaki District Council</li> </ul> </li> <li>- Opportunities             <ul style="list-style-type: none"> <li>- NL 60-year next year/2025 conference – joint social event?</li> <li>- ALIA joint event earlier next year – N2L proposal</li> <li>- Meeting the Minister – September (TBC)</li> </ul> </li> <li>- Proposed action             <ul style="list-style-type: none"> <li>- Invite other associations leaders to Council meeting later 2024</li> <li>- Te Rōpū Whakahaui – (agenda item below: Council Discussion)</li> </ul> </li> </ul>	<p>Ivy attended NSLA meeting. Rachel Esson new Chair for that group from July. Ivy shared experience at that meeting. Proposed to invite Chair's from similar groups in future.</p> <p>PLNZ – Ivy regular meetings with Bernie (PLNZ) As LIANZA ED had regular meetings to create a good working relationship with PLNZ. Draft MoU attached to help with this moving forward. Note: MOU is the right place to address LIANZA's role in these PLNZ initiatives.</p> <p>Potential to use LIANZA Connect to support a rainbow community support group that PLNZ was working with members to create.</p> <p>Mentoring programme very complicated &amp; hands on project but could fit well into Te Tōtara.</p> <p>Quarterly meetings moving forward with NLNZ &amp; Archives, plus other association leaders to encourage collaboration, sharing experience &amp; open channels of communication. Informal association leaders' group formed to share experiences &amp; challenges. Important for LIANZA to try including Research &amp; Special libraries as these do seem to be missing at present.</p> <p>Richy &amp; Ivy attended National Strategic Advisory Forum meeting.</p> <p>Support to Waitaki Library staff due to council change proposal. Meet with PLNZ to see where the associations fit &amp; what help we can provide. Space in the workplan for the future view &amp; our role as advocates for those within the sector.</p> <p>Joint event with ALIA - postponed to next year.</p>
<p><b>POLICY REVIEW</b></p> <ul style="list-style-type: none"> <li>- Following from July meeting</li> <li>- Rules Committee to be formed</li> <li>- Council consensus on the need for a new document management system and consensus to proceed with the investigation on a budget</li> <li>- Draft Document Audit Tracker to move to Final             <ul style="list-style-type: none"> <li>○ <a href="https://docs.google.com/spreadsheets/d/1vFfwyue_euW9BxcTHeA7neXZAy5jkyjoFWNbpJp_CKk/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1vFfwyue_euW9BxcTHeA7neXZAy5jkyjoFWNbpJp_CKk/edit?usp=sharing</a></li> </ul> </li> </ul>	<p>Rules committee should be led by the ED – action for the new ED when appointed.</p> <p>Documentation to be read further to ensure moving forward we have the right detail noted in the CoP. Need to familiarise ourselves with the policies during this period also.</p> <p>The Council members to go through previous LIANZA Connect post Jo made to get a better understanding of policies prior to September meeting. Comments &amp; discussion to be had on the post.</p> <p>Scheduled reregistration of incorporated societies' for FY2025.</p>

<b>COUNCIL DEVELOPMENT</b>	
Council governance - Ongoing	Governance training – hold until ED’s appointed.  Council development: Council skills audit report 2022 (Ana worked with the council) - should it be an annual process?
Te Tiriti session - July workshop reflection - <i>Hoskins, T. K., &amp; Jones, A. (2022). Indigenous Inclusion and Indigenising the University. New Zealand Journal of Educational Studies, 57(2), 305–320. <a href="https://doi.org/10.1007/s40841-022-00264-1">https://doi.org/10.1007/s40841-022-00264-1</a> (September)</i>	Reflection session on July Te Tiriti workshop for Sept Council meeting – to be facilitated by Troy & Denise.  Article shared by Ivy – continue share resources to Council to form discussion and gain better understanding.
<b>OTHER ITEMS</b>	
Te Rōpū Whakahau 2:30 pm (15 min) - Brainstorm o Actions following the signed partnership agreement - Discuss o How LIANZA can support Te Titiri o Waitangi and develop responsibilities to support Māori members	Te Rōpū Whakahau proposed the Ngā Ūpoko Tukutuku Governance Group. Richy shared the Terms of Reference with Executive. Happy with what proposed, need one representative from LIANZA – to be decided. To be confirmed with Te Rōpū Whakahau.
SDGs	
<b>OTHER ITEMS</b>	
Any other business	
Summarise actions	<b>ACTIONS</b> - <b>LIANZA Values</b> - conversation offline, session with Troy & think about what we can do with the te reo version. Think about potential future engagement with members around the values, including the roadshows. - <b>Policy review</b> - LIANZA Connect conversation around audit tracker & policy documents. - <b>Updates on ED recruitment</b> - for LIANZA Kōrero & membership. - <b>Budget</b> - Lydia to share budget plan with LIANZA Council. - Invite other associations chairs to future meetings.



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Reflect on meeting - We did & we should		
<b>CLOSING</b>		
Closing karakia		
Whakanoa i tēnei wahi Whakanoa i tēnei kōrero  Whakanoa i tēnei tangata, i tēnei tangata Haumi e, hui, e, taiki e!	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!	