



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

**LIANZA Council Minutes**  
**Tuesday, October 15 2024**  
**1.00pm-3.00pm**

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

**Apologies:** Troy Tuhou (appointed member Tikanga and Mātauranga Māori)

**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 <ul style="list-style-type: none"> <li>- LIANZA Values – update on the te reo version.</li> <li>- Mark - Draft a brief expression of interest with preferences for Public Lending Right Advisory Group.</li> <li>- Each council member to identify six that are the most out of date within audit tracker document.</li> <li>- Ivy - Ask Standing Committee on Climate Action to join a Council meeting &amp; discuss actions + initiatives.</li> <li>- Ivy – to collect previous skill audit documents and bring back to Council for discussion.</li> </ul>		<ul style="list-style-type: none"> <li>- <b>LIANZA Values</b> – the te reo version - In progress.</li> <li>- <b>Mark - Draft a brief expression of interest with preferences for Public Lending Right Advisory Group</b> – ongoing, planning to have complete in the next couple of weeks.</li> <li>- <b>Each council member to identify six that are the most out of date within audit tracker document</b> – some voting done to date. Further discussion to be had during agenda item.</li> <li>- <b>Ivy - Ask Standing Committee on Climate Action to join a Council meeting &amp; discuss actions + initiatives</b> – Contacted Alexis, she has submitted a report for the Nov Council meeting, which she will also attend.</li> <li>- <b>Ivy – to collect previous skill audit documents and bring back to Council for discussion</b> – aim to get this done in the next few months.</li> </ul> <p>Forward agenda's now available in BoardPro so the report is available to read there already. Action tracker added into BoardPro agenda items to keep Council accountable &amp; on track. <b>Action: Add a due date so priorities are clear within the action tracker.</b></p>
ED & OFFICE REPORTS		
Value Proposition update		VP document added into board pack is very operational so not a requirement to be read in detail. Plans moving forward discussed with Angie. VP is the tool to help grow the membership, with the ED. Proposing a workshop with council members, as subject matter experts, workshopping alongside the new ED & LIANZA Office within their first month as part of their induction. Could also invite a few key sector experts. This will help us communicate what is important to us as a Board. If the ED has more ownership of what

	<p>the VP is that will help shape the roadshows &amp; keeping/maintaining the membership. VP isn't a singular thing, as it will be different for each group of the sector (tertiary, special etc), age, career stage &amp; others. Important to remember VPs are not flowery statements. Key suggestion is that we do this work alongside the ED as they will be a big part of this moving forward.</p> <p>Everyone supportive of the workshop &amp; having the ED present. <b>Action: Plan timeline for VP workshop following the ED's appointment.</b></p>
<b>STRATEGIC FOCUS</b>	
<p><b>REPORTS DUE TO COUNCIL</b></p> <ul style="list-style-type: none"> <li>- President report</li> <li>- Financial report</li> <li>- AGM Planning</li> <li>- Draft Annual report</li> <li>- LIANZA Values - update &amp; action</li> </ul>	<p>Council to read &amp; approve LIANZA 2024 Annual report by Oct 18, so it can be sent to members.</p> <p>AGM currently planned for first week of December due to timing of Annual Report being sent to members. Proposing to use Council time as the AGM &amp; move the Council meeting to another time. Last year the AGM felt like a missed opportunity for engagement. Suggestions: e.g. leave room for members to participate, invite speakers. Would this be an opportunity for the LIANZA communities/committees to feedback on the work they've done, what they have planned – could help drive membership/engagement with those groups also.</p> <p>Build agenda &amp; make an appropriate timeframe, rather than fit an agenda to a timeframe. <b>Action: Ivy to draft AGM agenda &amp; send to Council for feedback.</b> <b>Action: Move December Council meeting.</b></p>
<b>COMPLIANCE REQUIREMENTS</b>	
<p><b>FINANCE &amp; AUDIT</b></p> <ul style="list-style-type: none"> <li>- Audit update</li> </ul>	<p>Audit has been completed &amp; report was issued by auditors to Council. No fraud occurring, and processes &amp; procedures are robust.</p> <p>We need to reregister under the incorporated societies act &amp; review the constitution, this will happen once we have a new ED but should be completed prior to the next audit round.</p>
<p><b>PEOPLE</b></p> <ul style="list-style-type: none"> <li>- ED Recruitment</li> </ul>	<p>Recruitment in process, interviews happened on Oct 11 in Auckland. Productive &amp; enjoyable day with a strong group of appointable candidates - level of experience, skill, and enthusiasm was impressive. Each candidate showed unique strengths and relevant expertise, giving us confidence of filling the position soon. Moving into the decision-making phase and the panel feels positive.</p>

<p><b>STAKEHOLDERS</b></p> <ul style="list-style-type: none"> <li>- Meeting with the Minister</li> <li>- IFLA summit</li> <li>- SLANZA conference</li> </ul>	<p>Meeting with the minister went well &amp; she was very engaged. PLNZ &amp; SLANZA also attended &amp; felt the meeting was positive.</p> <p>Ivy &amp; Richy attended IFLA Summit in Brisbane. Overwhelmingly positive experience. 700+ attendees in-person. Keynotes were brilliant. 'Ignite Talk', short &amp; sharp case studies – potential to do similar with LIANZA 2025. Discussed with ALIA about having them attend a Council meeting, timing is the barrier currently, but possible for Nov Council meeting.</p> <p>Richy took part in a digital social justice panel which went well. Associations meeting run by IFLA after the summit, discussion that came up was that many associations are in a similar situation to us. Singapore Library Association are in a thriving mode vs the majority who are in a surviving mode.</p> <p>Mark attended SLANZA Conference in Christchurch. Group was really engaged &amp; the value of an in-person meeting was very obvious as most school librarians are sole charge. Made good connections with SLIANZA executive and will continue work together. Opportunity for the library sector as whole to work together.</p>
<p><b>POLICY REVIEW</b></p> <ul style="list-style-type: none"> <li>- Document Audit Tracker <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>	<p>Are the policies that aren't written, need to be? Are there any that aren't relevant anymore or that fall under others &amp; can be condensed? Ideally should be done from most out of date to most recent, but prioritising by importance may be the more beneficial route. Rules committee to be formed and led by the ED. Need to educate ourselves around Charities Act and new Incorporated Societies Act. Hold the action until ED is in place &amp; should be a priority task when they start.</p> <p><b>Action:</b> Council to rethink priorities &amp; dates + add comments column into document audit tracker.</p>
<p><b>BOARD DISCUSSION</b></p> <ul style="list-style-type: none"> <li>- Oct – Council workplan</li> </ul>	<p>LIANZA 2025 Conference planning – EOI closed for the committee, names about to come to Council for approval. Proposing the action to be done asap. With the absence of an ED, proposing to have a closer connection with Council &amp; Conference committee. Mark and Hana to be council reps on the conference committee &amp; work with ED when they start - Important while setting the theme &amp; topics especially.</p> <p><b>Action:</b> 1. Jess to find previous Conference documentation created in planning, send to Mark and Hana. 2. Council to approve committee ASAP.</p>
<p><b>OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>-</li> </ul>	
<p><b>SUMMARISE ACTIONS</b></p> <ul style="list-style-type: none"> <li>-</li> </ul>	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- Add a due date so priorities are clear within the action tracker.</li> </ul>

	<ul style="list-style-type: none"> <li>- Plan timeline for VP workshop following the ED's appointment.</li> <li>- Ivy to draft AGM agenda &amp; send to Council for feedback.</li> <li>- Move December Council meeting.</li> <li>- Rethink priorities &amp; dates + add comments column into document audit tracker.</li> <li>- Jess to find previous Conference documentation created in planning, send to Mark and Hana.</li> <li>- Council to approve conference committee</li> </ul>
<b>REFLECT ON MEETING</b> - 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!