



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

LIANZA Council Minutes

Wednesday, December 11 2024

1.00pm-3.00pm

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

Apologies: Mark Crookston (President-elect)

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 |
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| 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 https://www.lianza.org.nz/about/what-we-do/reports/ |
| Action from previous meeting <ul style="list-style-type: none"> - Website to be endorsed in principle subject to Laura's review and sign off once she starts. - Richy & Troy (along with other Auckland council members) to organise a formal gathering with Laura as a welcome. - Ivy to share advocacy training resources. - Mark to talk to Angie about how to communicate this to members. - Allocate more time in December meeting for financials. - Finalise dates for 2025 Council meetings, especially face to face in February. | | <ul style="list-style-type: none"> - Rephrase website refresh pending for Laura's review & approval. Action: Update in previous minutes prior to publish. - Gathering confirmed & done. - Ivy shared resources with Council. - Mark shared in Connect. - Financials prioritised for December meeting. - Feb 17 current most popular date for face-to-face meeting. Action: Jess to send out calendar invite Feb 17 to hold the date. - Online meetings sent already. - Action: Jess to remove Feb 18 Council meeting. |
| ED & OFFICE REPORTS | | |
| Website refresh | | Laura provided a report to Council with her website review feedback. Original objective not met but secondary was, feedback process was robust, minor changes have been made, small promotion planned for once we confirm refresh date. It will be a soft launch but will provide examples with ease of navigation. Recommending we launch the refreshed site. Further tools will need to be developed to inform any future changes to website to help achieve goals. |
| STRATEGIC FOCUS | | |
| REPORTS DUE TO COUNCIL <ul style="list-style-type: none"> - LIANZA AGM Debrief | | AGM debrief – session received well & the speakers were great. Good to hear from all the different committees & what they were doing. Good opportunity for members to understand what is happening, to |

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| <ul style="list-style-type: none"> - Value Proposition workshop & plan | <p>provide interest in these areas & provided a lot of value. Good feature to retain for future AGMs. Feedback from one of the presenters that the opportunity was appreciated to speak & they got a lot out of it. Open forum is a good chance for members to share any ideas & feedback. Engagement opportunity. How do we make it something members want to be at? Council could present a quick year in review, both from a LIANZA perspective but also the sector. What access are we happy to provide to attendees/apologies in terms of the minutes – could these be sent to those people directly (earlier than the standard of one year later to all members)? Potential to record in future.</p> <p>Value Proposition workshop & plan – Suggestion to use Jan 21, 10am-12pm. Shoulder tapping may be done within Council to identify segments of the sector that aren't represented very well & who could be invited to fill that gap. Council to attend as subject matter experts, not with their council hats on. Important we define what the 'I' in LIANZA means, who are these people & how are they represented?</p> <p>Action: Jess to send calendar invite for Jan 21, 10am-12pm to hold in the date.</p> |
| <p>COMPLIANCE REQUIREMENTS</p> | |
| <p>FINANCE & AUDIT</p> <ul style="list-style-type: none"> - Budget & finance | <p>Spotlight report by accountants only done every two months. Updates will be made to the spotlight report in future to help with decision making & will talk to accountants about current bundle to see what we might do moving forward. We will relook at how we present finances once Executive Directors office plan is completed. This may require a re-forecast for the remainder of the financial year if applicable.</p> |
| <p>PEOPLE</p> | |
| <p>STAKEHOLDERS</p> <ul style="list-style-type: none"> - National Library and Archive NZ change proposal | <p>Ivy and Richy reported back to the council the meetings attended about the change proposal and the communication with both organizations' leaders. LIANZA's questions focused on the impact on public services, staff's wellbeing, and the ongoing relationship with both organizations. LIANZA also released a statement and offered support to our members.</p> |
| <p>RISK</p> | <p>Laura reading through current risk register with some changes proposed to come.</p> |
| <p>POLICY REVIEW</p> <ul style="list-style-type: none"> - Document Audit Tracker https://docs.google.com/spreadsheets/d/1vFwyye_euW9BxcTHeA7neXZAy5ikyjoFWNbPjp_CKk/edit?usp=sharing | <p>Laura's action moving forward.</p> |
| <p>ADVOCACY</p> | |

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| <p>BOARD DISCUSSION</p> <ul style="list-style-type: none"> - Strategic partnerships - LIANZA Council face to face meeting - Te Tiriti | <p>LIANZA Council face to face meeting – Governance documents shared on Connect. Governance body to reflect on how we’re doing & what can be improved. Strategic foresight. Risk of our reliance on conference financially. Whakawhanaungatanga that isn't around the boardroom table. Revisit the council workplan, is it fit for purpose? Ask the hard questions, to accomplish these outcomes what does Council need to be doing & what tools do we need? How do we strengthen our advocacy & build our relationships?</p> <p>Te Tiriti – Council input into questions showed alignment with original ideas. Council to review Council priorities at F2F in Feb, remaining actions to be handed over to Laura for consideration in her planning.</p> |
| <p>OTHER BUSINESS</p> <ul style="list-style-type: none"> - | |
| <p>SUMMARISE ACTIONS</p> <ul style="list-style-type: none"> - | <p>Actions:</p> <ul style="list-style-type: none"> - Jess to send out calendar invite Feb 17 to hold the date. - Jess to remove Feb 18 Council meeting. - Jess to send calendar invite for Jan 21, 10am-12pm to hold the date. |
| <p>REFLECT ON MEETING</p> <ul style="list-style-type: none"> - We did & we should | |
| <p>CLOSING</p> | |
| <p>Closing karakia</p> | |
| <p>Whakanoa i tēnei wahi Whakanoa i tēnei kōrero 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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