



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

LIANZA Council Minutes
Monday, February 17 2025
9.00am-4.30pm

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

Apologies:

Chair: Ivy Guo

Minutes: Laura Marshall (Executive Director)

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 & karakia by Troy Tuhou
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		
Minutes from previous meeting		Public Council minutes now available on LIANZA website - https://www.lianza.org.nz/annual-reports/
Actions from previous meeting <ul style="list-style-type: none"> - ACTION: Mark to collect & collate input from council. - ACTION: Mark to have final approval on conference theme after considering council input & feedback. - ACTION: Include council member induction and selection process in February meeting agenda. - MOTION: <i>Membership decline & diminished importance of RLIANZA move to critical status. All council in support.</i> - MOTION: <i>Inadequate H&S reporting and HR policies & support plus insufficient staff & volunteer capacity to deliver our strategy added to risk register. All council in support.</i> - ACTION: Denise and Troy to work through the last Te Tiriti workshop actions with Laura prior to the face to face. 		All completed
ED & OFFICE REPORTS		
ED Report (For discussion)		<ul style="list-style-type: none"> - Report taken as read - Advised that any input on copyright could be quite urgent and we should prepare. Action: ED to follow up on copyright email requesting LIANZA become part of the stakeholder group.
Annual Plan & KPI (For discussion)		<ul style="list-style-type: none"> - Office plan endorsed - Council liked long term view and direct link to our strategy - Will now form part of regular ED report

	<ul style="list-style-type: none"> - Quarterly reviews - Critical items will be escalated to council
Developing a CPD pathway for Te Tōtara Proposal (For decision)	<ul style="list-style-type: none"> - Proposal to scope a digitised CPD journey and membership centre for Te Tōtara and bring recommendations to council. - It was noted that to make the project sustainable long term, budget and support could be needed. Options will be included in the budget forecast. <p>Motion: Support Te Tōtara Proposal. All Council in support. Move Mark, Seconder Stephen</p>
EOI to join working group to “Evaluate and Evolve PR” (For decision)	Jo, Neda and Denise put their names forward. Working group will also include ED, Te Tōtara Project Manager, Chair of Professional Registration and other sector professionals as required.
STRATEGIC FOCUS	
<p>Council Workplan (For discussion)</p> <ul style="list-style-type: none"> - Strategic actions tracker - Workplan actions - https://docs.google.com/spreadsheets/d/1aAdNgF59DEMNTxUyhjGw6JG8YoGNiEfOLfdZY3mi94o/edit?usp=sharing 	<ul style="list-style-type: none"> - All actions either completed or handed to ED as now an operational action. - DEI mentioned and may need to be included in a strategic discussion. - Noted we have an agreement with Te Rōpū Whakahaui but they are very busy with their own mahi. - Governance training will form part of a wider skills audit conversation and may form part of wider training being developed to assist those new to committees. - A new strategic forward agenda was discussed. - Stephen suggested at each meeting council look at the up and coming strategic topic and ensure work completed before the meeting. - Workplan was completed. - Jo was thanked for her work on the workplan. <p>Motion: Mark proposed to close and archive the old action tracker and develop a new strategic discussions forward agenda and action table – accepted by all</p> <p>Action: Denise to share information on SDGs with ED</p> <p>Action: SDG work handed to ED for consideration</p> <p>Action: Action tracker completed, closed and will be archived - Jess</p> <p>Action: Mark to work with ED to develop a new strategic forward agenda and action table</p>
Council Strategic action to support Te Tiriti (For decision)	<ul style="list-style-type: none"> - Document split into two sections, actions belonging to council and actions now belonging to ED – ED actions are included in the Annual Plan.

	<ul style="list-style-type: none"> - Discussed who would keep council on track – proposed Appointed Member Tikanga and Mātauranga Māori and President elect would share this duty. - Going forward at council meetings each member would take a turn to share their pepeha and a karakia. - Recommended that we have a topic for whanaungatanga in advance and ensue we are prepared and stick to time limits. - Motion – documents accepted and highlighted sections would move to ED document – all agreed
<p>Council induction and recruitment processes (For discussion)</p>	<ul style="list-style-type: none"> - Sections of the ED’s induction will be utilised to form a broader council induction, with the inclusion of finance, stakeholders and comms plan. - A meeting with ED or president should be included for new members to go over document. - Suggested we look at a mentoring system for new council members. - Discussion on election of president and council members – should be promoted as part of a CPD journey. - Past presidents resource group could be useful. - flagged that diversity needs to be included and should form part of a wider strategic discussion. - flagged that not having enough knowledge of sector could have implications on Treasurer role and was important to include. <p>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.</p>
<p>Value Proposition (For discussion)</p>	<ul style="list-style-type: none"> - Key findings from Value proposition workshop shared - Segmentation of membership very important as different groups had different needs. - Highly valued by members: Advocacy, Professional Development and Connection.
<p>RISK Risk register (For information) - Draft Risk Management Matrix Apr 24 SP-NZ edit - Google Sheets</p>	<p>Will be discussed quarterly</p>
<p>POLICY REVIEW Document Audit Tracker - https://docs.google.com/spreadsheets/d/1vFfwyye_euW9BxcTHeA7neXZAy5jkyjoFWNbPjp_CKk/edit?usp=sharing</p>	<p>Action: Policy Review, remove from agenda as will now form part of ED report.</p>

<p>FINANCE & AUDIT</p> <ul style="list-style-type: none"> - Budget & finance (For information) 	<ul style="list-style-type: none"> - Updated Spotlight report shared. - Report now includes full year forecast, Te Tōtara monthly update and analysis of funds held. - Discussed the need to receive the report at least one week before council meetings. - Discussed that deficit budget included projects on hold, so overall position slightly improve. <p>Action: ED to include a running total in ED report on overall position, less projects on hold.</p> <p>Action: ED and Treasurer to work with accountant on timing of reports and make recommendations on timing of council meetings if needed.</p>
<p>BOARD DISCUSSION</p> <ul style="list-style-type: none"> - Strategic collaboration across the library sector (LIANZA/PLNZ/SLANZA/TRW etc) and our strategic positioning. (For discussion) 	<ul style="list-style-type: none"> - What strategic and practical actions can LIANZA take with sector colleagues to give effect to our strategic plan objectives. - Discussion on how we work with other associations <p>Action: Denise to reach out to ALA to discuss their model.</p> <p>Action: ED to Look at membership overlap where possible.</p>
<p>OTHER BUSINESS</p> <ul style="list-style-type: none"> - 	
<p>SUMMARISE ACTIONS</p> <ul style="list-style-type: none"> - 	<p>Action: ED to follow up on copyright email requesting LIANZA become part of the stakeholder group.</p> <p>Motion: Support Te Tōtara Proposal. All Council in support. Move Mark, Seconder Stephen</p> <p>Motion: Mark prosed to close and archive the old action tracker and develop a new strategic discussions forward agenda and action table – accepted by all</p> <p>Action: Denise to share information on SDGs with ED</p> <p>Action: SDG work handed to ED for consideration</p> <p>Action: Action tracker completed, closed and will be archived - Jess</p> <p>Action: Mark to work with ED to develop a new strategic discussion forward agenda and action table</p> <p>Motion – documents accepted and highlighted sections would move to ED document – all agreed</p> <p>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</p> <p>Action: Policy Review, remove from agenda as will now form part of ED report – Jess</p> <p>Action: ED to include a running total in ED report on overall position, less projects on hold.</p>

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<p>REFLECT ON MEETING - We did & we should</p>	
<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>