



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

LIANZA Council Minutes

Tuesday, January 2025

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), Jo Cocker (elected member), Troy Tuhou (appointed member Tikanga and Mātauranga Māori), Neda Zdravkovic (elected member), Mark Crookston (President-elect)

Apologies: Hana Whaanga (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 - https://www.lianza.org.nz/about/what-we-do/reports/
Actions from previous meeting <ul style="list-style-type: none"> - Jess to send out calendar invite Feb 17 to hold the date for Council F2F. - Jess to remove Feb 18 Council meeting. - Jess to send calendar invite for Jan 21, 10am-12pm to hold the date for VP workshop. 		All complete.
ED & OFFICE REPORTS		
<ul style="list-style-type: none"> - ED Report (For discussion) - Communications Report (For discussion) - NZ Book Awards Report (For information) 		<p>Executive Directors report taken as read and questions invited. The report in future will be focused more on the annual plan & KPIs once they have been set. Feedback on report encouraged to help tailor to council needs. Annemarie (Te Tōtara Project Manager) working to collate how many libraries have started to use Te Tōtara and will be reported at next meeting. Tight timeframe to confirm theme for the LIANZA 2025 Conference, approval from council will be required. The process and stages will be discussed in greater detail at the next council meeting</p> <p>ACTION: Mark to collect & collate input from council.</p> <p>ACTION: Mark to have final approval on conference theme after considering council input & feedback.</p> <p>Communications report taken as read. Similar to previous communication report format with some further detail included. Moving forward will look at introducing more benchmarking if possible. Most metrics steady or trending up – no areas of concern. A membership survey was previously discussed and a question</p>

	<p>on planning for this year. Executive Director recommends waiting until there is clearer direction on how a survey could support annual planning decisions. ED also proposes conducting a yearly survey with consistent questions to allow for benchmarking and tracking progress over time. The survey would also need to take a more critical approach.</p>
STRATEGIC FOCUS	
<p>REPORTS DUE TO COUNCIL</p> <ul style="list-style-type: none"> - Finance Report 	<p>Accountant on leave so spotlight report has only just been received. There are no significant concerns or noteworthy issues, aside from slightly higher wages due to a five-week month, annual leave, and the inclusion of the Project Manager for Te Tōtara within that budget line.</p> <p>The forecast for next year is expected to be submitted to the council by March.</p> <p>Treasurer and ED have proposed beginning work on a five-year budget forecast and a five-year commercial plan (revenue). Additionally, changes to the code of conduct are being considered to establish clearer rules around financial reporting requirements to give confidence to Council.</p> <p>Planned changes to the current report will include a monthly spotlight report, an increase from bimonthly to ensure consistency; a snapshot of our overall financial position for the association, excluding tagged funds; a summary of the year-end budget projection and a summary of Te Tōtara spending. Changes to current reporting should be complete by March.</p>
COMPLIANCE REQUIREMENTS	
<p>FINANCE & AUDIT</p> <ul style="list-style-type: none"> - Budget & finance 	
<p>PEOPLE</p> <ul style="list-style-type: none"> - Review Council member induction and selection process 	<p>With four councillors departing this year, it's essential to finalise the induction pack for incoming council members. The recruitment process will be a priority over the next couple of months. Previously, efforts have been made to fill gaps by including representatives from underrepresented areas of the sector, avoiding an exclusively public sector composition. Council members are encouraged to shoulder-tap and support individuals they believe would be valuable additions to the future council.</p> <p>Diversity remains a key focus in all areas. A value proposition would be useful for attracting new council members and to give them a path towards governance. Council considered how to tap into the energy</p>

	<p>from LIANZA communities who are already involved and invested in LIANZA. Cross-industry collaboration is another important consideration.</p> <p>Incoming councillors can often have limited governance experience, presenting an opportunity to target early-career professionals and support them on a governance path through professional development initiatives. Conducting a skills audit of the current council will help identify strengths and gaps that need addressing.</p> <p>Establishing a mentoring system, similar to the president model, could provide valuable guidance and support for new council members as they transition into their roles.</p> <p>ACTION: Include council member induction and selection process in February meeting agenda.</p>
<p>STAKEHOLDERS</p> <ul style="list-style-type: none"> - National Library and Archive NZ change proposal 	
<p>RISK</p> <ul style="list-style-type: none"> - Risk report (For decision) - Risk register (For information) - Draft Risk Management Matrix Apr 24 SP-NZ edit - Google Sheets 	<p>Risk report covered our top risks and current mitigations. Proposed changes included moving two items from high to critical, <i>decline in membership numbers & diminished importance of RLIANZA</i> which means they will be included in council agenda moving forward. No risks for removal. Two additions, 1) <i>inadequate H&S reporting and HR policies & support</i>. 2) <i>Insufficient staff & volunteer capacity to deliver our strategy</i>.</p> <p>MOTION: <i>Membership decline & diminished importance of RLIANZA</i> move to critical status. All council in support.</p> <p>MOTION: <i>Inadequate H&S reporting and HR policies & support and insufficient staff & volunteer capacity to deliver our strategy</i> added to risk register. All council in support.</p>
<p>POLICY REVIEW</p> <ul style="list-style-type: none"> - Document Audit Tracker - https://docs.google.com/spreadsheets/d/1vFfwyue_euW9BxcTHEA7neXZAy5jkyjoFWNbPjP_CKk/edit?usp=sharing 	<p>Originally started by council with the intention for this to be passed over to the executive director. Significant number of policies that are out of date or don't exist. Need a process for reviewing these to ensure they stay up to date in future. Council to support executive director as needed.</p>
<p>ADVOCACY</p> <ul style="list-style-type: none"> - Principles of The Treaty (For information) - https://www.lianza.org.nz/wp-content/uploads/2024/12/LIANZA-submission-on-the-principles-of-the-treaty-of-waitangi-bill-December-19.pdf 	

<ul style="list-style-type: none"> - Amplify creative and cultural strategy (For information) - https://www.lianza.org.nz/wp-content/uploads/2024/12/LIANZA-Consultation-on-Amplify-creative-and-cultural-strategy-2024-to-2030.pdf - STUFF article (For information) https://www.facebook.com/LIANZA.NZ/posts/pfbid02yHTQPVPw kTm4Rp5cFKJhfLg1KfnibEVQc73oyx8rmeN61Crt6zSGLwspYETHmA 6!?rdid=2s7n6R23yYvcaJD# 	
<p>BOARD DISCUSSION</p> <ul style="list-style-type: none"> - Changing face of the information sector - Face to face agenda for February <ul style="list-style-type: none"> o Review workplan o ED Annual Plan & KPI o Te Tiriti - Forward Agenda from March - May 	<p>For the upcoming face-to-face meeting, allocate time to review and prioritise the council work plan, assigning responsibilities to council members for the year ahead. Include a dedicated session on the council induction and recruitment process.</p> <p>Plan to review the Executive Director's annual plan and KPIs, with a focus on strategic direction, foresight, and opportunities for future improvement. Consider discussing the frequency and scheduling of meetings. If offline engagement can be increased, it may be possible to reduce meeting time or frequency, allowing members to dedicate more time to other areas, such as advocacy efforts.</p> <p>Potential topics/focus for future in person strategic discussions:</p> <ul style="list-style-type: none"> • IFLA trend report, • the fragmented NZ library association sector (LIANZA/PLNZ/SLANZA etc) and our strategic positioning (relates to value proposition) • strategic relationships <p>ACTION: Denise & Troy to work through the last Te Tiriti workshop actions with Laura prior to the face to face.</p>
<p>OTHER BUSINESS</p> <ul style="list-style-type: none"> - 	
<p>SUMMARISE ACTIONS</p> <ul style="list-style-type: none"> - 	<p>ACTION: Mark to collect & collate input from council.</p> <p>ACTION: Mark to have final approval on conference theme after considering council input & feedback.</p> <p>ACTION: Include council member induction and selection process in February meeting agenda.</p>



	<p>MOTION: <i>Membership decline & diminished importance of RLIANZA</i> move to critical status. All council in support.</p> <p>MOTION: <i>Inadequate H&S reporting and HR policies & support plus insufficient staff & volunteer capacity to deliver our strategy</i> added to risk register. All council in support.</p> <p>ACTION: Denise and Troy to work through the last Te Tiriti workshop actions with Laura prior to the face to face.</p>
REFLECT ON MEETING - We did & we should	
CLOSING	
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!