



Essex County Library Board Regular Meeting Minutes

(also available at www.essexcountylibrary.ca under About the Library)

**Wednesday, November 28, 2018
Essex – McGregor Branch
9571 Walker Rd., McGregor, Ontario**

Mission

Essex County Library welcomes you to a world of discovery, creativity and lifelong learning through accessible resources, programs and innovative services.

Vision

ECL strives to welcome a diverse community to a warm and inviting space where:

- Knowledgeable staff are sensitive to the needs and aspirations of the community
- Innovative ideas and cutting edge technology are embraced
- Engaging programs and current comprehensive collections are created
- Creative partnerships encourage social interaction and cultural vitality

Members Present:

- Richard Meloche, Chair, Nelson Santos, Deputy Chair, Ken Antaya, Andrew Dowie, Steve Nepszy, Bill Varga

Not Present:

- Bart DiPasquale

Staff:

- Robin Greenall, Audrey Maodus, Natalie Hatch, Linda Lynn

7:00 PM Regular Meeting

1. Approval of the Agenda

18/63

Moved by Mr. Dowie

Seconded by Mr. Nepszy

That the Agenda be accepted as distributed.

Carried

2. Disclosure of Pecuniary Interest

There was no disclosure of pecuniary interest.

3. Discussion Period

There were no discussion items on the Agenda this evening.

4. Adoption of Regular Meeting Minutes

A) September 26, 2018 Regular Meeting

18/64

Moved by Mr. Nepszy

Seconded by Mr. Santos

That the minutes of the September 26, 2018 Regular Meeting of Essex County Library Board be adopted as presented.

Carried

B) October 24, 2018 Regular Meeting

18/65

Moved by Mr. Dowie

Seconded by Mr. Antaya

That the minutes of the October 24, 2018 Regular Meeting of Essex County Library Board be adopted as presented.

Carried

C) November 15, 2018 Budget Review Meeting

18/66

Moved by Mr. Nepszy

Seconded by Mr. Dowie

That the minutes of the November 15, 2018 Budget Review Meeting of Essex County Library Board be adopted as presented.

Carried

5. Delegations and Presentations

There were no delegations' requests.

6. Business Arising from the Minutes of October 24, 2018 (Item 4.) and November 15, 2018 Budget Review Meeting

A) Resolution Number: 18/41

Approval to close all branches for the All-Staff Training Day on Monday, October 29, 2018.

Updated: Changed to November 26, 2019 due to scheduling conflict.

B) Resolution Number: 18/56

Approval of the Recommendations for 2019 Budget - Verbal Report.

C) Resolution Number: 18/61

Approval of the 2019 Essex County Library Board Budget as proposed.

D) Resolution Number: 18/62

Approval that any surplus from the 2018 Budget be directed to the Essex County Library Board Rate Stabilization Reserve.

7. Communications

A) Correspondence (circulated)

a) Pat Knight, Manager, Information Services

Thank you to the Library Board for her retirement gift.

b) Karen Barnes – Janitor, McGregor Branch

Thank you for the Library Board's note of appreciation with Starbucks gift card.

8. Consent Agenda

A) CEO/Chief Librarian's Report

B) Managers' Reports

A. Dowie informed N. Hatch of a Tecumseh resident familiar with the oculus device who wishes to support ECL.

S. Nepszy asked R. Greenall about the Migrant Workers Community Program (MWCP) and possibility of partnerships/ what are the plans? R. Greenall said the eager group is looking to provide an access to resources to engage citizens. Library cards can be distributed. There is a need to give further consideration on how to support other immigrant groups and expand the demographic from Mexico to include groups from Thailand and Jamaica.

We are exploring different ways to support MWCP, for example, greenhouse employees might benefit from language skills training using the Library's Rosetta Stone software. This evening, the Leamington Community Supervisor is attending a community meeting to investigate collaborative possibilities with Tamarack Institute.

18/67

Moved by Mr. Dowie

Seconded by Mr. Varga

That the Board receive the consent items: CEO/Chief Librarian's and Managers' Reports, for information.

Carried

9. Reports

A) Treasurer's Reports

The CEO highlighted the October 31, 2018 Statement of Operations. As year-end approaches, we are receiving an influx of invoices for digital media. Changes to operational expense lines were noted:

- Mileage - due to programming/outreach services, and Managers' calls to branches;
- Training – cost for Pitters and Associates consulting services for All-Staff Training Day, and Health and Safety training including CPR and Standard First Aid training;
- Service Fees – The number of janitorial service contracts have increased during 2019. The funding for this line will be addressed in the 2019 budget.

Other noted line items:

- Gas and Hydro – observe usage and rate changes;
- Repairs and Maintenance – spending is impacted due to age of facilities and general repairs;
- Computer Systems Operations – the RFP for People Counters netted no quotations. The Manager, Information Services is investigating other options.
- Special Projects Capital –Leamington facility upgrades and temporary location; and, Amherstburg for renovations/furnishings resulting from flooding;
- Special Projects Capacity Grant –ECL is not anticipating a continuation of the grant in 2019;
- Books Virtual - cost fluctuations due to the US Dollar.

18/68

Moved by Mr. Antaya

Seconded by Mr. Nepszy

That the Board receive the Treasurer's Reports for information.

Carried

B) Health & Safety Policy Report and draft Policy

A. Maodus said both Health & Safety and Workplace Violence policies and procedures were approved by Board in 2017, now up for renewal. Policies are unchanged.

18/69

Moved by Mr. Nepszy
Seconded by Mr. Varga

That the Board receive the Health & Safety Policy Report for information and approve the policy.

Carried

C) Workplace Violence Policy Report and draft Policy & Procedures

18/70

Moved by Mr. Antaya
Seconded by Mr. Nepszy

That the Board receive Workplace Violence Policy Report for information and approve the policy.

Carried

D) ECLB 2019 Meeting Schedule

18/71

Moved by Mr. Santos
Seconded by Mr. Dowie

That the Board receive the ECLB 2019 Meeting Schedule and approve.

Carried

10. Unfinished Business

None.

11. New Business

A) Public Reporting of Closed Meeting

That the Library Board move into a closed meeting immediately following adjournment of tonight's regular meeting pursuant to Section 16.1 of the Public Libraries Act, R.S.O. 1990, as amended, to discuss personal matters pertaining to identifiable individuals.

B) Motion

There were no motions.

C) Notice of Motion

There was no notice of motion.

12. Date and Location of Next Meeting

Date: Wednesday, January 23, 2019

Place: Room C,

Location: Essex County Civic Centre, 360 Fairview Ave. W., Essex, Ontario

Being the final meeting of their term, Board members expressed their appreciation for the diligent work of the CEO/Chief Librarian, the administrative team and all ECL employees during their 4-year term, and for the privilege of serving on the Library Board.

Chairman Meloche thanked outgoing members for their contributions to the Board during the past term.

Chairman Meloche expressed gratitude for serving as Chair of the Essex County Library Board.

13. Adjournment

Upon motion of Mr. Varga and Mr. Nepszy, Chair Meloche declared the meeting adjourned at 7:29 PM.

Richard Meloche
Chair – Essex County Library Board

Robin Greenall
CEO/Chief Librarian, Essex County Library
Secretary and Treasurer to the Board