



## **Essex County Library Board Regular Meeting Minutes**

(also available at [www.essexcountylibrary.ca](http://www.essexcountylibrary.ca) under About the Library)

**Wednesday, January 23, 2019**

**Room C**

**Essex County Civic Centre**

### **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:**

Tracey Bailey  
Terry Burns  
Andrew Dowie – Acting/Vice Chair  
Richard Meloche  
Nelson Santos - Chair  
Ron Sutherland  
Larry Verbeke

### **Staff Present:**

Robin Greenall, CEO/Chief Librarian,  
Audrey Maodus, Manager, Human Resources  
Natalie Hatch, Information Services Librarian  
Linda Lynn, Administrative Assistant – HR

## 7:05 PM Regular Meeting

### 1. **Call to Order and Recording of Attendance**

CEO/Chief Librarian, R. Greenall, welcomed new Board members and all in attendance. She stated she would direct the meeting until the completion of the new Chair election process, then defer to the Chair for the remainder of tonight's agenda items.

### 2. **Disclosure of Pecuniary Interest**

There was no disclosure of pecuniary interest.

### 3. **Election of Chair (see 14(3) of the Public Libraries Act)**

CEO Robin Greenall called for nominations for the position of Library Board Chair.

R. Southern nominated Richard Meloche for the position of Chair.

Richard Meloche respectfully declined the nomination.

T. Baily nominated Nelson Santos for the position of Chair

R. Greenall asked Nelson Santos if he is willing to stand as Essex County Library Board Chair. Nelson Santos accepted the nomination. R. Greenall called for other nominations, seeing none, calls for nominations were closed.

**19/01**

Moved by Ms. Bailey

Seconded by Mr. Sutherland

**THAT** Nelson Santos be nominated as the Chair of the Essex County Library Board for the current term of the Board.

Nelson Santos assumed the Library Board Chair position.

**Carried**

**4. Appointment of Acting Chair (See 14 (4) of the Public Libraries Act)**

Chair Santos put the question nominations.

The Board proposed Andrew Dowie by nominated as Acting/Vice Chair. Andrew accepted the nomination.

N. Santos called for other nominations, seeing none, nominations for the position of chair was closed

**19/02**

Moved by Mr. Meloche

Seconded by Ms. Bailey

**THAT** Andrew Dowie be appointed as the Acting/Vice Chair of the Essex County Library Board for the current term of the Board.

**Carried**

**5. Appointment of Secretary (See 15 (3) (5) of the Public Libraries Act)**

The Board has traditionally appointed the CEO as Secretary-Treasurer in accordance with 15 (5) of the Public Libraries Act. Discussion to consider separating the appointments.

Larry Verbeke motioned that Item 5. Appointment of Secretary and Item 6. Appointment of Treasurer be combined for approval as one position of Secretary-Treasurer.

**19/03**

Moved by Mr. Verbeke

Seconded by Mr. Burns

**THAT** Robin Greenall be appointed as the Secretary/Treasurer of the Essex County Library Board for the current term of the Board.

**Carried**

**6. Appointment of Treasurer** (See 15 (4) of the Public Libraries Act)

**THAT per Res. 19/04** Robin Greenall be appointed as the Treasurer of the Essex County Library Board for the current term of the Board.

**7. Signing Officers** (Past Practice, there is no requirement under the Public Libraries Act)

The Board supported staying with past practice for Signing Officers.

**19/04**

Moved by Mr. Sutherland  
Seconded by Mr. Meloche

**THAT** the Board reconfirms that any one of the Chair, Acting/Vice Chair, Secretary-Treasurer, Treasurer, of the Library Board or Treasurer of the County of Essex be the Signing Officers for all cheques under \$5,000 and that any two of them be the Signing Officers for all cheques for \$5,000 or more for the term of the Board.

**Carried**

**8. Discussion Period**

**A) Introductions**

**B) Supporting Documents**

The CEO distributed an Orientation Binder with supporting documents for the Board's information. Contents included: Bourinot's Rules of Order; Staff Contact Lists; Procedural Bylaws; Policies, Mission and Vision Statements; Shared Values Statements and internal relationships; CEO/Chief Librarian Evaluation Policy - a new committee to be formed next meeting; Annual Survey of Public Libraries; SOLS Board documents; ARUPLO guidelines.

Discussion ensued on the accreditation process. Direction to CEO, to prepare a general board report on the value and benefits of the accreditation process.

**19/05**

Moved by Mr. Dowie

Seconded by Mr. Sutherland

**That** the Board receive the Supporting Documents information, as presented.

**Carried**

**9. Adoption of Regular Meeting Minutes**

**19/06**

Moved by Mr. Dowie

Seconded by Mr. Meloche

**That** the minutes of the November 28, 2018 Regular Meeting of Essex County Library Board be adopted as presented.

**Carried**

**10. Delegations and Presentations**

There were no delegations' requests.

**11. Business Arising from the Minutes of November 28, 2018**

**A) Resolution Number: 18/69**

Approval of the Health & Safety Policy.

**B) Resolution Number: 18/70**

Approval of the Workplace Violence Policy.

**C) Resolution Number: 18/71**

Approval of the ECLB 2019 Meeting Schedule.

R. Sutherland asked if the Board is to conduct an annual Spring/Fall Tour and the CEO advised the prior Board adopted to hold meetings at different branches; it is for this Board's consideration to resume the tours.

**12. Communications**

There were no communications.

**13. Consent Agenda**

**A) CEO/Chief Librarian's Report**

**B) Managers' Reports**

Chair Santos advised the new members questions may be put forward. A. Dowie asked the Information Services Librarian which databases would no longer be purchased. The Tumble online resource for teens reading material was cancelled due to low patron usage.

**19/07**

Moved by Mr. Verbeke  
Seconded by Ms. Bailey

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

**Carried**

**14. Reports**

**A) Treasurer's Reports**

- a) **2019 Budget – Essex County Library Report  
(see Section 24 of the Public Libraries Act)**
- b) **2019 Library Services Budget List (attachment)**

R. Greenall said outgoing Board approved the recommendations as presented to Council for the 2019 Budget. She reviewed the objectives for the 2019 spending to support: staff training, the Leamington renovation project, and commitment to purchase second, smaller delivery vehicle for supplemental equipment deliveries and for staff usage.

T. Burns asked if we use a co-op to purchase vehicles to which R. Greenall advised ECL currently uses a Request of Proposal (RFP) process; she will investigate for future purchases possible cost savings through the Province of Ontario Broader Public Sector Consortium program.

**19/08**

Moved by Mr. Sutherland

Seconded by Mr. Burns

**That** the Board receive the Treasurer's Reports: 2019 Budget – Essex County Library Report and 2019 Library Services Budget List for information for information.

**Carried**

**15. Unfinished Business**

There was no unfinished business.

**16. New Business**

**A) Public Reporting of Closed Meeting**

A closed meeting of the Essex County Library Board will be held immediately following this evening's 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.

R. Sutherland asked if all the existing library locations been upgraded? R. Greenall said the last upgrade/new build was Lakeshore – Toldo branch, currently we are upgrading Leamington branch; discussions are in process with the other municipalities for address the remaining facilities which include Tecumseh, Amherstburg and the small branch locations.

**B) Motion**

There were no motions.

**C) Notice of Motion**

There was no notice of motion.

**17. Date and Location of Next Meeting**

Date: Wednesday, February 27, 2019  
Location: Room C  
Location: Essex County Civic Centre

**18. Adjournment**

Upon motion of Mr. Dowie and Mr. Sutherland, the Chair declared the meeting adjourned at 7:40 PM.

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Nelson Santos  
Chair – Essex County Library Board

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