



Essex County Library Board Regular Meeting Minutes

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

Wednesday, January 22, 2020

**Essex County Library Administration Office
360 Fairview Avenue West, Essex, 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:

Tracey Bailey

Terry Burns

Andrew Dowie – Acting/Vice Chair

Richard Meloche

Nelson Santos - Chair

Ron Sutherland

Not present: Larry Verbeke

Staff Present:

Chelsie Abraham, Manager, Public Service

Manuela Denes, Manager, Community Services

Robin Greenall, CEO/Chief Librarian

Dan Henricks, Manager Information Technology Services

Linda Lynn, Administrative Assistant – HR

Audrey Maodus, Manager, Human Resources

7:25 PM Regular Meeting

1. Approval of the Agenda

20/04

Moved by Mr. Burns

Seconded by Ms. Bailey

That the Agenda be accepted as distributed.

Carried

2. Disclosure of Pecuniary Interest

There was no disclosure of pecuniary interest.

3. Discussion Period

A) Alzheimer Society Presentation: Rosemary Fiss (Dementia Friendly Organizations)

M. Denes, Manager, Community Services introduced presenter Rosemary Fiss to the Board. Rosemary, who gave an enlightening 30-minute presentation, has previously presented training to some ECL staff to support persons with dementia, caregivers and how we can be a dementia-friendly organization. More customized training sessions will be scheduled in future.

4. Adoption of Regular Meeting Minutes

20/05

Moved by Mr. Sutherland

Seconded by Mr. Meloche

That the minutes of the November 27, 2019 Regular 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 November 27, 2019

A) Resolution Number: 19/69

Direction that the Chair and CEO meet with Mr. Richard Peddie, President, Amherstburg Community Foundation, to discuss donation options. STATUS: Complete .

B) Resolution Number: 19/70

Approval of the 2020 Essex County Library Meeting Schedule. STATUS: Complete.

C) Resolution Number: 19/71

Approval of the Health and Safety; Harassment; and Workplace Violence Policies. STATUS: Complete

D) Resolution Number: 19/72

Approval of the Essex County Library 2020 Holidays Schedule. STATUS: Complete.

E) Direction for Board Chair to communicate to the Town of Lakeshore regarding building deficiencies (leaking skylight). STATUS: Complete

F) Direction for CEO to communicate with the Leamington OPP regarding incident reporting. STATUS: Complete

7. Communications

A) Correspondence

a) Town of Lakeshore re: Stoney Point Branch

R. Meloche inquired if Stoney Point (STP) branch has yet reopened? Not at this date, R. Greenall said STP was cleaned December 23, the bathroom has been recently painted, and suggested reallocation of overall branch hours

for Lakeshore Community Team should be considered before reopening.

20/06

Moved by Mr. Sutherland
Seconded by Mr. Burns

That the Board correspondence as listed on the regular agenda of January 22, 2020 Town of Lakeshore re: Stoney Point Branch, be received for information.

Carried

8. Consent Agenda

A) CEO/Chief Librarian's Report

B) Managers' Reports

20/07

Moved by Mr. Meloche
Seconded by Ms. Bailey

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

Carried

9. Reports

A) Treasurer's Reports

R. Greenall noted per the December 2019 Statement of Operations and Balance Sheet the Library is still receiving invoices from 2019, the year end will close in February.

20/08

Moved by Mr. Meloche
Seconded by Mr. Burns

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

Carried

B) Lakeshore Community Branches Report

The report recommends adjusting hours of operation at Lakeshore Community branches. The report notes that as the Toldo library branch is in a larger recreation complex, Atlas Tube Centre (ATC), the current hours of operation do not provide access to our services when patrons are using the facility. The ATC is open as early as 6:30A for the walking track, and daily at 9:00A for recreational programs. The ATC staff have reported community residents are asking for more library hours and are often trying to open the locked doors to the Library. The report recommends the Toldo branch hours be adjusted to open at 10:00A daily.

The report recommends to reduce the financial impact of the increase in hours at Toldo, the Board consider reducing the hours of operation at the Stoney Point (STP) branch and reallocating the time (and staff) to the Toldo branch.

The report recommended adjustment of hours at the Comber and Libro branch. These adjustments would not have any impact on the number of hours per week. The recommendation was based on staff requests to provide morning hours to attract young families and seniors.

The Board considered the report and asked questions.

T. Bailey inquired if STP Saturday usage data exists?

R. Greenall referred to statistics for Comber and STP in the previous report.

T. Bailey wishes more data before decision-making. R. Greenall offered to provide the Board with additional data to support current branch usage and guidelines for library services.

R. Meloche wondered if the Board could pass everything in the report temporarily with the exception of reducing hours at STP? R. Greenall noted that could create pressure around staffing schedules and cost for the additional service. R. Greenall recommended the Board consider adjusting the hours at the Comber/ Libro branches at this time and keep the Toldo and STP hours as status quo until a fuller report is offered.

20/09

Moved by Mr. Meloche
Seconded by Mr. Burns

That the Board receive the Lakeshore Community Branches Report for information; and, approve the recommendation to adjust the hours at the Comber and Libro branches.

Carried

C) ECLB Procedural By-Law Report

R. Greenall updated the Board on recent changes to the Public Library Act of Ontario (PLA). The change reduced the minimum number of meetings a Board should hold each year, from the current 10 to 7. R. Greenall provided the Board with a copy of their By-law that notes the Board will schedule monthly meetings with the exception of July and August. The Board could consider changing their By-Law to reflect the Act, or they could leave the By-Law and understand that they have the option to cancel a meeting due to weather, no quorum, or if an agenda is light.

20/10

Moved by Mr. Burns
Seconded by Mr. Sutherland

That the Board receive the ECLB Procedural By-Law Report for information; and, approve to maintain as drafted.

Carried

10. Unfinished Business

A) Update Open+ Verbal Report

D. Henricks updated the Board on the progress of the Open+ service. He and R. Greenall are visiting potential site locations for assessment and review and will present the Board with recommendations at the February meeting. The sites currently considered: Cottam, Comber, Ruthven, Woodslee, McGregor and Harrow. The Board was asked if they had any additional sites they would like to be considered?

20/11

Moved by Mr. Meloche

Seconded by Mr. Sutherland

That the Board receive the Update Open+ Verbal Report for information.

B) Essex County Library Operations Review – Verbal

R. Greenall updated the Board on the changes to staffing that has been slowly changing over the last 4 years. She noted the following:

Creation of Community Teams - restructuring staffing to work in teams within a municipal area supports the local libraries working together and with local municipal partners. The restructuring provided the opportunity to place one full-time Librarian in each community.

Restructuring of Management positions. Restructuring the management positions from two to three has allowed ECL to create an IT-specific position to support our growing use of technology. The additional Manager allows ECL to provide better support to the 8-service teams across 15 site locations.

Creating a better balance of full-time and part-time employment opportunities. Through attrition of positions, ECL has reallocated the part-time hours to create more full-time positions. This balance of work opportunities provides current staff at all working levels better working options (retention), and it will support ECL attraction of future employees, as the Employer is able to provide the option of full-time and part-time employment.

The Board has supported the addition of IT staff. These 2 positions will focus on the delivery of Makerspace programs, providing learning and support to both staff and community members.

R. Greenall thanked the Board for their support of the staffing changes, and hoped they see the impact of the restructuring

through the number of positive programs and services we are able to provide as reflected in the monthly Managers' reports.

20/12

Moved by Mr. Burns

Seconded by Mr. Sutherland

That the Board receive the Essex County Library Operations Review – Verbal Report for information.

Carried

11. New Business

A) Public Reporting of Closed Meeting

The Library Board held a closed meeting at 6:30 PM, prior to 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

T. Bailey gave notice of motion that at the next meeting she would request the CEO to prepare a report for cost and process to conduct a facility review similar to what was done in 2007.

12. Date and Location of Next Meeting

Date: Wednesday, February 26, 2019

Branch: Essex Branch

Location: 35 Gosfield Townline, Essex

13. Adjournment

Upon motion of Mr. Meloche and Mr. Sutherland, the Chair declared the meeting adjourned at 8:46 PM.

Nelson Santos
Chair – Essex County Library Board

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