



Essex County Library Board Regular Meeting Minutes

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

**Wednesday, January 27, 2021
Virtual Meeting**

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

Not Present:

Staff Present:

Manuela Denes, Manager, Community Services
Robin Greenall, CEO/Chief Librarian,
Dan Henricks, Manager, IT Services
Audrey Maodus, Manager, Human Resources

6:00 PM Regular Meeting

1. Approval of the Agenda

21/01

Moved by Mr. Meloche

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

No discussions or presentations to report

4. Adoption of Regular Meeting Minutes

21/02

Moved by Mr. Verbeke

Seconded by Mr. Dowie

That the minutes of the December 10, 2020 Regular Meeting of Essex County Library Board be adopted as presented.

Carried

5. Delegations and Presentations

There were no delegations or presentations to report

6. Business Arising from the Minutes of December 10, 2020

A) Resolution Number: 20/91

Approval of the 2021 Essex County Library Board Meeting Schedule

B) Resolution Number: 20/92

Approval of the 2021 Essex County Library Board Holiday Schedule.

7. Communications

A) Correspondence

a) **Ontario Library Service- North/ Southern
Ontario Library Service OLS-N/SOLS**

Received correspondence dated January 1, 2021
OLS-S/SOLS request for Board representation on the
Ontario Library Service Board Assembly.

21/03

Moved by Mr. Sutherland
Seconded by Mr. Verbeke

That the Board correspondence as listed on the regular agenda
of January 27, 2021 be received for information.

Carried

8. Consent Agenda

A) Managers' Reports

21/04

Moved by Choose an item.
Seconded by Choose an item.

That the Board receive the consent items: Managers' Reports for
information.

Carried

9. Reports

A) Treasurer's Reports

The Board reviewed the Balance Sheet and Statement of
Operations dates December 31, 2020.

The CEO noted that final submissions for goods and services
invoiced in 2020 were still being received and the final reporting
of the 2020 budget will be completed by March 2021.

21/05

Moved by Ms. Bailey
Seconded by Mr. Meloche

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

Carried

B) OPEN+ /Extended Community Access Service Report

The Board was updated as to the progress of the minor renovations to the McGregor site and the installation of the OPEN+ and security systems required to support community access. The Board asked questions concerning security and community usage of the space.

The Board was presented with tentative plans for the reopening of the McGregor site, the introduction of the service to the community, and proposed plans to adjust hours of service from 17 hours per week to 49 per week and staffing hours to be adjusted from 17 hours per week to 20 hours per week. All plans are dependent on returning the branch to service due to COVID-19 restrictions.

Board members expressed that they were pleased to see the Essex County Library implement innovative tools to expand community services.

21/06

Moved by Ms. Bailey

Seconded by Mr. Meloche

That the Board receive the OPEN+/Extended Community Access Service Report for information; and approved the recommendation to adjust service hours for community access during stage two opening (estimated date June/ July 2021).

Carried

C) RFP- Collection Services Report

The CEO/ Chief Librarian updated the Board on the outcome of the RFP process for Collection Services. The Essex County Library had issued an RFP to seek a contract with a distribution vendor for resources purchasing, cataloguing, and processing services. The RFP submissions were assessed against criteria for collection support and development; cataloguing, processing, and delivery services; and financial costs and savings.

The RFP assessment concluded that Library Bound Inc. (LBI) to be the selected vendor for a 4-year contract with the option of 2 additional years at the discretion of the Board.

21/07

Moved by Mr. Burns

Seconded by Mr. Sutherland

That the Board receive the RFP- Collection Service Report for information.

Carried

D) COVID-19 Service Update

The CEO/ Chief Librarian updated the Board of changes to the Essex County Library Service delivery due to the COVID-19 Emergency measures implemented by the Province of Ontario. The latest restrictions will allow the Essex County Library to maintain its current level of services: Curbside delivery will be offered at the seven site locations between the hours of 9A – 5P Monday thru Saturday. The Essex County Library will continue to assess service delivery as allowed by the changing restrictions

21/08

Moved by Mr. Burns

Seconded by Mr. Sutherland

That the Board receive the COVID-19 Report for information.

Carried

10. Unfinished Business

There was no unfinished business.

11. 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 Labour Relations.

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, February 24, 2021
Location: Virtual Meeting

13. Adjournment

Upon motion of Choose an item. and Choose an item., the Chair declared the meeting adjourned at 6:30 PM.

Nelson Santos
Chair – Essex County Library Board

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